STEGE SANITARY DISTRICT

Comprehensive Emergency Management Plan

2023

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- RESOLUTION NO. 1684-1297 DELEGATING AUTHORITY TO TAKE EMERGENCY ACTION AND TO LET EMERGENCY CONTRACTS WITHOUT GIVING NOTICE SOLICTING COMPETITIVE BIDS.
- RESOLUTION NO. 1782-1201 OF THE STEGE SANITARY DISTRICT AUTHORIZING PARTICIPATION IN THE WATER/WASTEWATER AGENCY RESPONSE NETWORK (WARN) 2001 OMNIBUS MUTUAL ASSISTANCE AGREEMENT.
- RESOLUTION NO. 1784-0102 PROVIDING FOR DEFENSE OF DISTRICT EMPLOYEES AND PUBLIC OFFICIALS CHARGED WITH A CRIMINAL VIOLATION OF AN ENVIRONMENTAL LAW
- STEGE SANITARY DISTRICT EMERGENCY CONTACTS

STEGE SANITARY DISTRICT

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

1 Basic Plan

1.1 Promulgation

1.1.1 The Basic Plan:

The Basic Plan addresses the Stege Sanitary District's (District) responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations during a period of emergency by assigning responsibilities to specific personnel.

The Basic Plan:

- Conforms to the State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing the District clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

1.1.2 Requirements

The Plan meets the requirements of the State's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS) Operations Area Response, and defines the primary and support roles of District personnel and departments in after-incident damage assessment and reporting requirements.

2 Purpose & Scope

2.1 Purpose

The Purpose of the Comprehensive Emergency Management Plan is to protect the safety and welfare of the employees, visitors, and contractors of the District as well as protect the integrity of the District collection system facilities and services to the public.

2.2 Scope

The Scope encompasses a broad range of major emergencies. Such incidents include earthquakes, hazardous materials emergencies, flooding, terrorist acts and wildfires. Also included are procedures for emergencies that may or may not require the full or partial activation of a site Emergency Operations Center (EOC), which will coordinate with local jurisdictions' Emergency Operation Centers.

3 Objectives

3.1 The Objectives of the Plan are to:

- ✓ Protect the safety and welfare of the community and employees of the District.
- ✓ Provide for a safe and coordinated response to emergency situations.
- ✓ Protect the District's facilities and properties.
- ✓ Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- ✓ Provide for interface and coordination between incident sites and the District Emergency Operations Center (EOC) as well as the City and County Emergency Operation Centers.
- ✓ Provide for interface and coordination between the District's EOC and the Operation/Member jurisdiction EOC.

4 Standardized Emergency Management System (SEMS) (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations).

4.1 What Is SEMS?

The Standardized Emergency Management System (SEMS) is the system required by Government Code §8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary:

- Field Response
- District/Local Government
- Operational Area
- Regional
- State

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination. **Districts and local governments must use SEMS to be eligible for funding of their personnel related costs under state disaster assistance programs**.

4.2 Purpose of SEMS

SEMS has been established to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system,
- Facilitate coordination among all responding agencies.

Use of SEMS improves the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS reduces the incidence of poor coordination and communications, and reduces resource-ordering duplication on multi-agency and multi-jurisdiction responses. SEMS is flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

4.3 Organizational/Response Levels and Activation Requirements

The five SEMS organizational/response levels are described below. The levels are activated as needed for an emergency.

4.3.1 Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of ICS at the field response level of an incident.

4.3.2 District/ Local Government Level

Local governments include cities, counties, and special districts (e.g. Stege Sanitary District). Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is declared or proclaimed **in order to be eligible for state funding of response-related costs**. In SEMS, 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.

4.3.3 Operational Area

Under SEMS, the operational area means an intermediate level of the state's emergency services organization which encompasses the county and all political subdivisions located within the county including special districts. The operational area manages and/or coordinates information, resources, and priorities among local governments within the operational area, and serves as the coordination and communication link between the local government level and the regional level.

It is important to note that, while an operational area always encompasses the entire county area, it does not necessarily mean that the county government manages and coordinates the response and recovery activities within the county. The decision on organization and structure within the operational area is made by the governing bodies of the county and the political subdivisions within the county.

In Contra Costa County, the emergency management organizations of each incorporated cities and special Districts are responsible for coordination and direction of response and recovery operations within their respective jurisdictions, while the County emergency management organization serves a support role. The County is responsible for coordinating and directing response and recovery operations in the unincorporated areas of the County, with the cities providing support and mutual aid as needed.

Contra Costa County staff will be the focal point for information transfer and support requests by cities within the County. The County Administrative Officer is in charge of the Operational Area. In the event of a major disaster, the County emergency organization will operate under a Unified Command Structure.

4.3.4 Regional

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities.

In SEMS, the regional 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. The regional level also coordinates overall state agency support for emergency response activities within the region.

4.3.5 State

The state level of SEMS manages state resources in response to the emergency needs of the other levels, and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

4.4 Features Common to all Organizational/Response Levels

SEMS has several features based on the Incident Command System (ICS). The field response level uses functions, principles, and components of ICS as required in SEMS regulations. Many of these field response level features are also applicable at local government, operational area, regional and state levels. In addition, there are other ICS features that have application to all SEMS levels. Described below are the features of ICS that are applicable to all SEMS levels.

4.4.1 Essential Management Functions

SEMS has five essential functions adapted from ICS. The field response level uses the five primary ICS functions: **command, operations, planning/intelligence, logistics** and **finance/administration**. At the local government/district, operational area, regional and state levels, the term management may be used instead of command. The titles of the other functions remain the same at all levels.

4.4.2 Management by Objectives

The Management by Objectives feature of ICS as applied to SEMS means that each SEMS level establishes, for a given operational period, measurable and attainable objectives to be achieved.

An objective is an aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective. The operational period is the length of time set by command at the field level, and by management at other levels to achieve a given set of objectives. The operational period may vary in length from a few hours to days, and will be determined by the situation.

4.4.3 Action Planning

Action planning should be used at all SEMS levels. There are two types of action plans in SEMS:

- **Incident Action Plans:** At the field response level, written or verbal incident action plans contain objectives reflecting the overall incident strategy and specific tactical action and supporting information for the next operational period. Incident action plans are an essential and required element in achieving objectives under ICS.

- **EOC Action Plans:** At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance.

4.4.4 Organizational Flexibility--Modular Organization

The intent of this SEMS feature is that at each SEMS level: 1) only those functional elements that are required to meet current objectives need to be activated, and 2) that all elements of the organization can be arranged in various ways within or under the five SEMS essential functions.

The functions of any non-activated element will be the responsibility of the next highest element in the organization. Each activated element must have a person in charge of it; however one supervisor may be in charge of more than one functional element.

4.4.5 Organizational Unity and Hierarchy of Command or Management

Organizational Unity means that every individual within an organization has a designated supervisor. Hierarchy of command/management means that all functional elements within each activated SEMS level are linked together to form a single overall organization within appropriate span-of-control limits.

4.4.6 Span of Control

Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended span of control for supervisory personnel at the field response level and all EOC levels should be in the one-to-three to one-to-seven range. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

4.4.7 Personnel Accountability

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

4.4.8 Common Terminology

In ICS, common terminology is applied to functional elements, position titles, facility designations and resources. The purpose of having common terminology is to rapidly enable

multi-agency, multi-jurisdiction organizations and resources to work together effectively. This feature, as applied to all SEMS levels, would ensure that there is consistency and standardization in the use of terminology within and between all five SEMS levels.

4.4.9 Resources Management

In ICS, resources management describes the ways in which field level resources are managed and how status is maintained. At all SEMS levels, there will be some functional activity related to managing resources. This will vary from level to level in terms of directing and controlling, to coordination, to resource inventorying. Procedures for effective resources management must be geared to the function and the level at which the function is performed.

4.4.10 Integrated Communications

This feature of ICS relates to: hardware systems; planning for system selection and linking; and the procedures and processes for transferring information. At the field response level, integrated communications is used on any emergency. At all EOC levels, and between all SEMS levels, there must be a dedicated effort to ensure that communications systems, planning and information flow are being accomplished in an effective manner. The specifics of how this is accomplished at EOC levels will be different than at the field response level.

4.5 Mutual Aid

4.5.1 What is Mutual Aid?

Incidents frequently require responses that exceed the resource capabilities of the affected response agencies and jurisdictions. When this occurs mutual aid is provided by other agencies, local governments, and the state. Mutual aid is voluntary aid and assistance by the provision of services and facilities including but not limited to: fire, police, medical and health, communications, transportation, 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.

Mutual aid is provided between and among local jurisdictions and the state under the terms of the California Disaster and Civil Defense Master Mutual Aid Agreement. This agreement was developed in 1950 and has been adopted by California's incorporated cities, all 58 counties, and the state.

4.5.2 Mutual Aid Systems

The mutual aid program in California has developed statewide mutual aid systems. These systems, operating within the framework of the Master Mutual Aid Agreement, allow for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and state with the intent to provide requesting agencies with adequate resources.

Several discipline-specific mutual aid systems have been developed, including fire and rescue, law, medical, and public works. The adoption of SEMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS.

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

Stege Sanitary District is part of the WARN Mutual Aid System (www.calwarn.org).

4.5.3 Mutual Aid Coordinators

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, 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 to 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 local government, operational area, regional, and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated on the following page.

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

- When an operational area EOC is activated, operational area mutual aid system representatives should be at the operational area EOC to facilitate coordination and information flow.

- When an OES regional EOC is activated, regional mutual aid coordinators should have representatives in the regional EOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the regional EOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.

- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

- Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups, or units) or serve as an agency representative depending on how the EOC is organized and the extent to which it is activated.

4.5.4 Participation of Volunteer and Private Agencies

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on

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

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

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

4.5.5 Emergency Facilities Used for Mutual Aid

In-coming mutual aid resources may be received and processed at several types of facilities including: marshalling areas, mobilization centers, and incident facilities. Each type of facility is described briefly below:

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

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

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

4.6 Overview of SEMS Response

The following describes generally how SEMS is intended to work for various emergency situations. The situations are described in terms of the involvement and interactions of the five SEMS levels, and are intended to apply to all types of disasters that may occur in California, such as, earthquakes, floods, fires, and hazardous materials incidents.

This discussion assumes that appropriate emergency declarations and proclamations are made. It also assumes that multi-agency or inter-agency coordination is accomplished at each level as required by SEMS regulations.

Note that SEMS may be activated and resources mobilized in anticipation of possible disasters. Such anticipatory actions may be taken when there are flood watches, severe weather, earthquake advisories, or other circumstances that indicate the increased likelihood of a disaster that may require emergency response and mutual aid. The extent of actions taken will be decided at the time based on the circumstances.

4.6.1 Local Incident within Capability of Local Government/District

Field response: Field units respond as needed using the Incident Command System. Resources are requested through local government/district dispatch centers.

Local government/district: Supports field response as needed. Small incidents generally do not require activation of the local government/district emergency operations center. Emergency management staff may monitor the incident for possible increase in severity. Larger incidents may necessitate activation of the EOC. Local government/district will notify the operational area if the EOC is activated.

Operational area: Activation of the operational area EOC is generally not needed for small incidents, but consideration should be given to possibility of the incident becoming larger. The operational area EOC would be activated if the local government activates its EOC and requests operational area EOC activation.

4.6.2 Single Jurisdiction Incident--Local Government/District Requires Additional Resources

Field response: Field units respond as needed using the Incident Command System. Resources are requested through dispatch centers, department operations centers, or in some cases the EOC.

Local government/district: Supports incident commanders with available resources. The local government/district emergency operations center is activated. Local government/district notifies the operational area lead agency. Resources are requested through operational area emergency management staff and appropriate mutual aid coordinators. (In some cases, mutual aid may be obtained directly from neighboring local governments under local mutual aid agreements.) Local government/district retains responsibility for managing the response.

Operational area: Operational area emergency management staff and mutual aid coordinators locate and mobilize resources requested by local government/district. Emergency management staff and mutual aid coordinators generally operate from normal departmental locations for handling limited resource requests, and the EOC is not activated. Emergency management staff and mutual aid coordinators will communicate with each other as needed to coordinate resource mobilization. If requested by the affected local government, emergency management staff will activate the operational area EOC and notify the OES Regional Administrator.

4.6.3 Major Single Jurisdiction Disaster--Local Government Requires Additional Resources

Field response: Field units respond as needed using the Incident Command System. One or more Incident Commands may be established depending upon the size and nature of the disaster. Resources are requested through dispatch centers, department operations centers, or EOC.

Local government/district: Supports Incident Commanders with available resources. Local government/district activates its emergency operations center and notifies the operational area lead agency. Resources are requested through operational area emergency management staff and mutual aid coordinators. Local government/district retains responsibility for managing the response.

Operational area: Lead agency activates operational area emergency operations center. Operational area emergency management staff and mutual aid coordinators locate and mobilize resources requested by Local government/district. Mutual aid coordinators go to the EOC or send representatives depending on circumstances. Resources not available within the operational area are requested through the OES Regional Administrator and regional mutual aid coordinators.

Regional: OES Regional Administrator activates regional emergency operations center (REOC) and notifies OES headquarters. OES Regional Administrator and regional mutual aid coordinators locate and mobilize resources requested by the operational area.

State: State Operations Center is activated. State OES staff monitor situation.

4.6.4 Major Area-Wide Disaster--Damage in Multiple Operational Areas

Field response: Field units from the affected jurisdictions respond as feasible using the Incident Command System. Incident Command Posts may be established at various sites throughout the disaster area. Resources are requested through dispatch centers, department operations centers, or EOCs.

Local governments/districts: Ability to respond may be severely impaired. Local governments and special districts assess capability and report situation to operational area. Local governments/districts mobilize all available resources. EOCs establish priorities, allocate available resources to support the field response, and request assistance through the operational area. Local governments/districts retain responsibility for managing the response within their jurisdictions.

Operational areas: Lead agency activates emergency operations center and notifies OES Regional Administrator. Emergency operations center assesses situation and reports information to the regional emergency operations center (REOC). The emergency management staff and mutual aid coordinators mobilize available resources in the operational area, request additional resources through the REOC and regional mutual aid coordinators, and provide overall situation information to local governments/districts.

Regional: OES Regional Administrator activates regional emergency operations center (REOC) and notifies state headquarters. REOC staff and regional mutual aid coordinators

locate and mobilize resources available within the region and from state agencies. Additional resources are requested through the State Operations Center. State agency representatives are requested for the REOC to assist in coordinating support to the disaster area. REOC monitors situation and updates State Operations Center.

State: State Operations Center (SOC) is activated and state agency representatives are requested to staff the SOC. SOC coordinates state agency response and mobilization of mutual aid resources from unaffected regions. SOC may direct activation of other OES REOCs to assist in resource mobilization. State agency department operations centers are activated. Federal assistance is requested, if needed. SOC continuously monitors situation.

5 Authorities and References

5.1 State of California

5.1.1 California Government Code, Section 3100, Title 1, Division 4, Chapter 4.

States that public employee are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, district, state agency or public district, excluding aliens legally employed. The law applies when:

- A local emergency has been proclaimed.
- A state of emergency has been proclaimed.
- A federal disaster declaration has been made.

States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff during or after a disaster. (Sub Sections 835-840.6).The California Emergency Services Act (Chapter 7, Division 1, title 2, California Government Code), hereinafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

5.1.2 The California Emergency Plan

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

5.1.3 California Civil Code, Chapter 9, Section 1799.102

Provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency: "No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered."

5.2 Federal

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

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

5.3 Local

5.3.1 City and County Ordinances

5.3.2 Stege Sanitary District Regulations

- Resolution 1684-1297 Authorizing Expenditures in Emergency Situations
- Resolution 1782—1201 Authorizing Participation on Water/Wastewater Agency Response Network (WARN)
- Resolution 1784-0102 Providing Defense of Employees and Public Officials Charged with Criminal Violation of Environmental Law

6 Definitions

6.1 Incidents, Emergencies, and Disasters.

6.1.1 Incident

An *incident* is an occurrence or event, either human-caused or caused 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.

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. While not yet meeting disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There are usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency will not be declared and the jurisdictional EOC will not be activated. Incidents are usually of fairly short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions

6.1.2 Emergency

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

Emergency is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

Emergency is also used to define a conditional state such as a proclamation of "Local Emergency". The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency
- State of Emergency
- State of Local Emergency

6.1.3 Disaster

A *disaster* is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, and e.g., a major wildfire or hazardous materials discharge.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

7 Response Levels

7.1 Response Levels are used to Describe the Type of Event:

Area(s) affected and extent of coordination or assistance needed, and degree of participation expected from the District.

7.1.1 Response Level 1 - Local Emergency

This type of situation is managed in a normal manner from a command post at the scene. Local resources are adequate and available; a local emergency is declared. Both coordination and direction are centralized: the **Emergency Operations Center is not activated** and public safety personnel provide necessary support, as established by agreements and ordinances. Police, fire and other responders coordinate via established telephones, radio systems and dispatch centers.

7.1.2 Response Level 2 - Local Disaster

Local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A Local Emergency is proclaimed and a State of Emergency might be proclaimed. Several departments as well as other jurisdictional agencies need close coordination. The **Emergency Operations Center** is activated to coordinate emergency response. EOC activities may include but are not limited to:

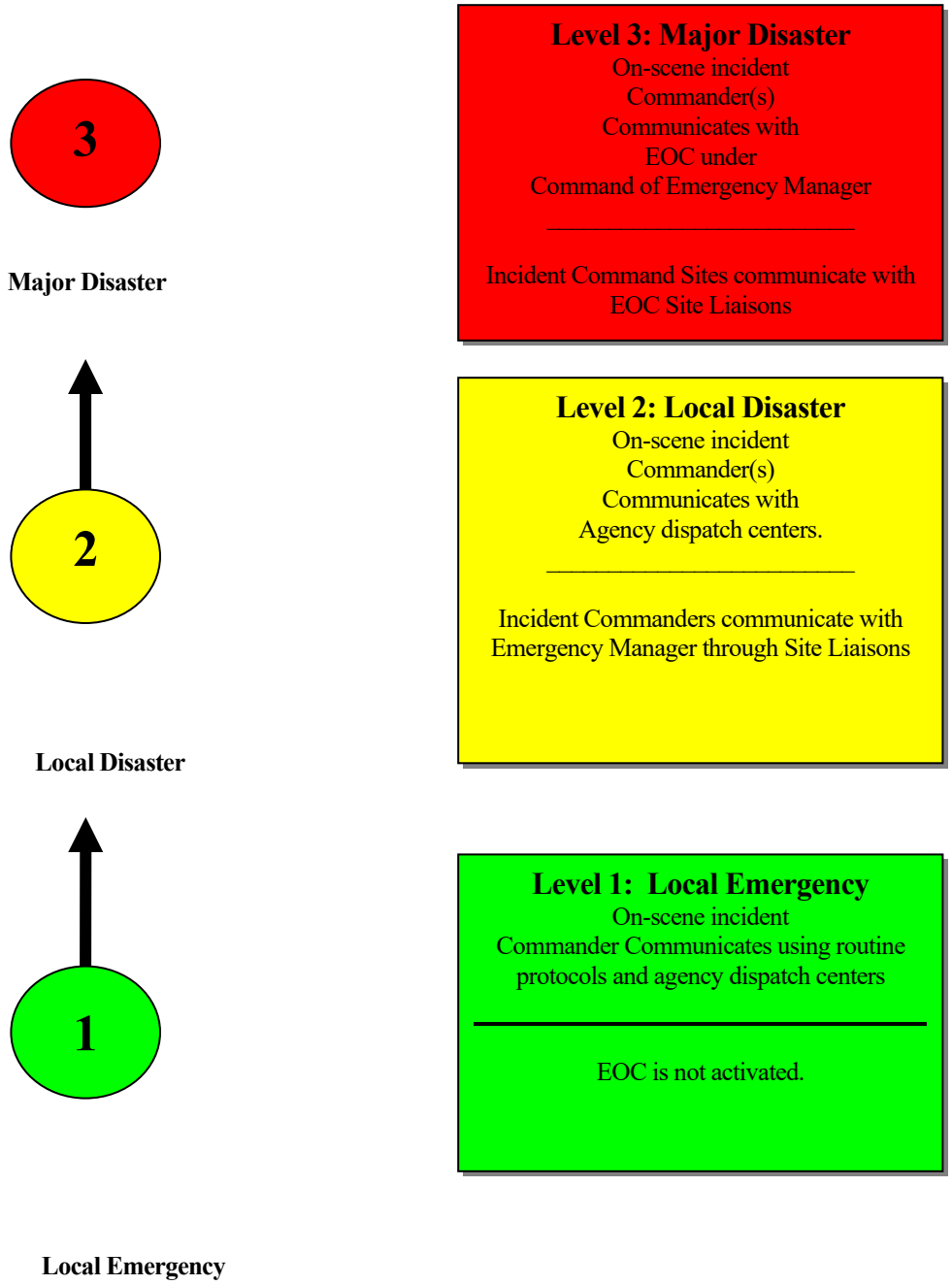
- Establishing a district or city-wide situation assessment function,
- Establishing a district or city-wide public information function,
- Determining resource requirements for the affected area and coordinating resource requests,
- Establishing and coordinating the logistical systems necessary to support multi-incident management,
- Establishing priorities for resource allocation.

Direction is decentralized: Incident Command Systems are established and continue to report through agency dispatch centers. Agency dispatch centers or liaison personnel provide information to the Emergency Operations Center.

7.1.3 Response Level 3 - Major Disaster

Local and District resources are overwhelmed and a request of the local jurisdiction/district to declare a State of Emergency and extensive outside resources are required. A Local Emergency and a State of Emergency are proclaimed and a Presidential Declaration is requested. The emergency operation is centralized. The **EOC is activated** and all coordination and direction activities are done from there. There may be several incidents and the managers of each incident would, as much as possible, report to and receive direction from the EOC. During war, a Statewide Emergency Management System will be fully activated and the State will coordinate emergency operations from Sacramento.

7.2 Response Level Diagram



8 Emergency Phases

8.1 General Information Regarding Emergencies

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated 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 and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

8.1.1 Mitigation Phase

Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

8.1.2 Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery review Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification procedures, and resource lists. Personnel should be acquainted with these SOPs and checklists and periodically should be trained in activation and execution.

8.1.3 Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

8.1.4 Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

9 Emergency Proclamations

9.1 Local Emergency

A Local Emergency may be proclaimed by the Local Jurisdiction City Council/District Board or by the City Manager/District Manager/Director as specified by regulation or ordinance adopted. A Local Emergency declared by the City/District Manager must be ratified by the Governing Council or Board within seven days. The governing body must review the need to continue the declaration at least every fourteen days until the Local Emergency is terminated.

The Local Emergency must be terminated by resolution as soon as conditions warrant. Declarations are normally made when there is a threat or an actual disaster or extreme peril to the safety of persons and property within the city, caused by natural or manmade situations.

The declaration of a Local Emergency provides the governing body with the legal authority to:

- Request that the Governor declare a State of Emergency
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure to perform. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

9.2 State of Emergency

A State of Emergency may be declared by the Governor when:

- Conditions of a disaster or extreme peril exist that threaten the safety of persons and property within the state caused by natural or manmade incidents.
- The Governor is requested to do so by local authorities.
- The Governor finds that local authority is inadequate to cope with the emergency.
- When the Governor declares a State of Emergency:
- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, District& county, of city.
- The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with the emergency.
- The Governor may suspend the provisions of orders, rules, or regulations of any state agency, any regulatory statute, or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of the office.
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

9.3 State of War Emergency

When the Governor declares a State of War Emergency or a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

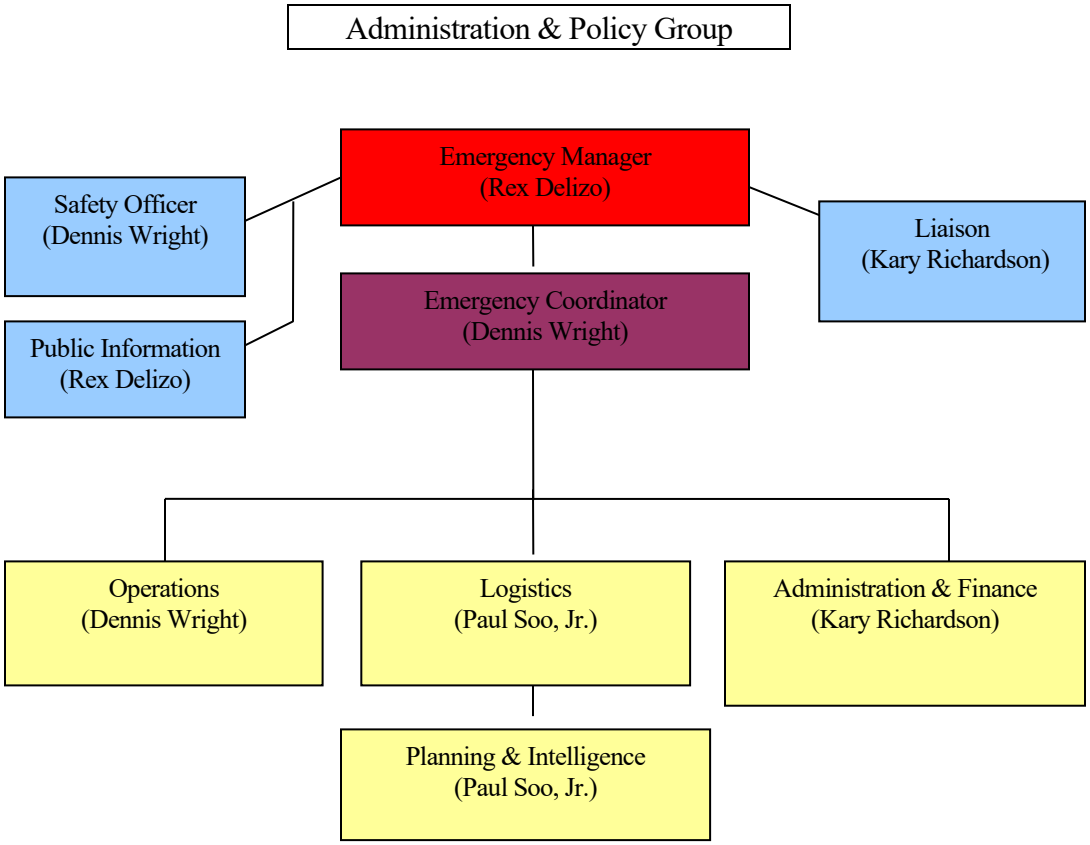
- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor that are made or given within the limits of the Governor's authority as provided for in the Emergency Services Act.

10 Emergency Organization

10.1 Overall Emergency Structure

SEMS requires that all public agencies use the five designated functions to serve as the basis for organizing emergency planning and response. The District emergency response organization is based on these functions.

10.1.1 Overall Emergency Organization Chart



10.2 Management Section Structure Definitions

Emergency Manager – District Manager
From the EOC, constantly assesses the situation. Knows what resources are available. Determines strategy for implementing the plan to handle the incident. Monitors how well (or poorly) the plan is working. Adjusts the plan to meet the realities of the situation. Makes sure that the response is being fully documented - for legal and financial reasons. Coordinates all response activities through the section chiefs. Keeps the Advisory Group informed of the progress and strategies being implemented during the response.

If appropriate to the situation, and no other person are available, acts as **Safety Officer** to make sure that the safety of residents and employees and others in the District is the highest priority. The Emergency Manager can also perform the positions of **Public Information Officer** and **Liaison** when designated persons are not available.

Continuity and efficiency require that the Emergency Manager be in the EOC throughout the response and use a "hands-off" approach to managing response activities.

Liaison
Direct representative of the Emergency Manager. Conduit for information flow between the District and other jurisdictions. During an emergency, the Liaison must be available to the Emergency Manager at all times. Also serves as the point of contact for assisting and cooperating with agency representatives (fire, law enforcement, Red Cross).

Safety Officer
Oversees all operations to make sure that emergency responders are working in a safe environment. Takes steps, with the approval of the Emergency Manager, to set policies and change procedures to ensure maximum safety. Directs the use of facilities for employee care, if required. Designs and implements in-service training of permanent and substitute employees in emergency techniques.

Public Information Officer (PIO)
Authorized to speak for the District. Incident Commanders refer media inquiries to the PIO. If an immediate response from the District is required and the PIO is not accessible, the Incident Commander should prepare a statement.

10.3 Emergency Operations Center (EOC) Structure

10.3.1 EOC Structure Definitions

Emergency Coordinator
Maintains and coordinates the operation of the Emergency Operations Center and the Emergency Communications System. Manages site and hazard surveys, recommending changes where resources cannot accomplish needed changes.

Operations Section Chief - Responsible for coordinating emergency operational units: First Aid & Rescue, System Operations, System & Office Security, and Communications. The Operations Chief is responsible for activating the operations element of the action plan. This position can be filled by more than one person.

First Aid & Rescue Unit - Finds and rescues persons who are trapped or unable to flee. Performs triage, stabilizes the injured. Manages identification and protects the remains of the deceased until relieved by the coroner or law enforcement authority.

System Operations Unit - Manages disaster response actions. Inspects, repairs, and rebuilds essential facilities and structures. Fights fires, controls hazardous materials clouds and spills. Clears debris. Provides a response to environmental situations caused by natural disasters, and technological incidents. Coordinates the restoration and maintenance of utilities needed to run the EOC, including water, gas, electric, and sewer services.

Plant Security Unit - Enforces system & office security, controls ingress and egress, directs evacuations, and controls access to restricted areas, and coordinates with local law enforcement as necessary

Communications Unit – Coordinates emergency communications internal and external to the Plant. Provides and-or operates telephone and radio communications equipment for the EOC and responding forces. Acts as message center leader in the EOC.

Logistics Section Chief - In charge of ensuring the provision of resources for the response effort, including procurement, delivery, and deployment of resources. Ensures that all emergency expenses are tracked, by site, and that complete and accurate records are kept using the accounting system specified by the Finance & Administration Section.

Resources Unit - Provides staff support to layout and activate facilities, including initial activation and setup of the EOC. Administers each facility, (base, mobilization area, etc.) through a manager assigned to the facility.

Supplies Unit - Coordinates the allocation of essential supplies including food, fuel, health and equipment supplies. Coordinates the distribution of these supplies. Coordinates the recovery efforts to include long-term housing problems that may result.

Services Unit - Manages personnel who provide shelter, food, water, and sanitation needed while emergency period exists. Provides and arranges for transportation of persons, goods and supplies.

Personnel Unit - Assigns employees to the response effort and organizes assistance coordinated through the District EOC. Provides staff support as needed. Maintains personnel records (time sheets, claims, etc.).

Planning & Intelligence Section Chief - Responsible for planning ongoing operations and supervision of the situation status indicator (status board). Assists in finding facilities for use as administrative space and for setting up and maintaining EOC facilities. Prepares the After Action Report. Manages message flow and runners.

Situation Status Unit - Gathers information and displays it in the EOC. Makes predictions and provides other information. Works with other sections to set priorities and plan strategy. Tracks personnel, equipment and supplies but does not actually provide these.

Damage Assessment Unit - Assesses damage and inspects buildings, District pipes and other structures for damage. Assists in mitigation of damage to prevent further emergencies. Maintains records of damage estimates.

Demobilization Unit - Resources - Prepares demobilization plan and coordinates with public and private agencies during the demobilization process.

Administration & Finance Section Chief - Responsible for the supervision of Accounting and OES/FEMA documentation and all financial aspects of the response as well as all documentation and oversight of the process for the disaster assistance application during recovery.

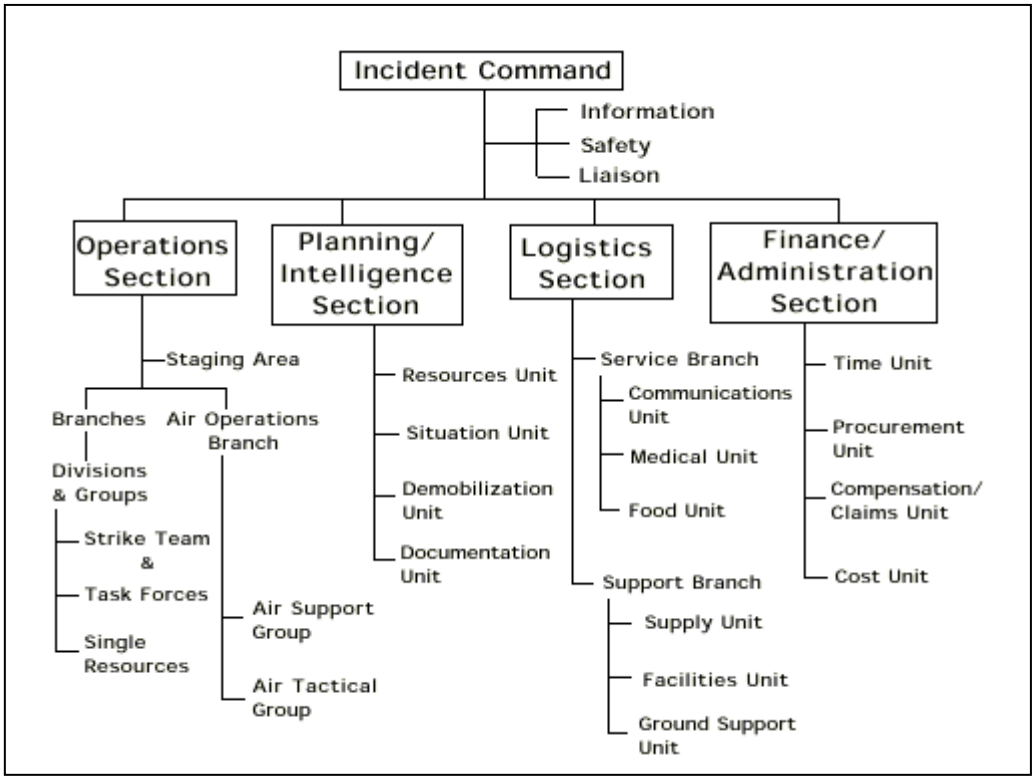
Documentation Unit - Records and stores emergency related documentation that has been received in or sent from the EOC. Ensures a check-in process is established in route to and at each incident.

Cost/Finance Unit - Places orders for all supplies and equipment needed to support various operational situations. Establishes ordering procedures and determines times and locations for delivery of supplies and equipment. Gathers and reports the cost of disaster response and recovery.

Compensation & Claims Unit - Processes Worker's Compensation Claims received by the EOC. Helps file claims to recover the costs of the disaster. Manages, monitors and maintains time cards and records.

10.4 Incident Command (IC) Structure

10.4.1 IC Structure Chart (Generic as required by SEMS)



10.4.2 General ICS Information

The Incident Command System is used to manage an emergency incident or a non-emergency event. It can be used for both small and large situations.

The system has considerable internal flexibility. It can grow or shrink to meet differing needs. This makes it a very cost-effective and efficient management system. Listed below are examples of the kinds of incidents and events that can use the ICS:

APPLICATIONS FOR THE USE OF THE INCIDENT COMMAND SYSTEM

- Fires, HAZMAT, and multi-casualty incidents
- Multi-jurisdictional and multi-agency disasters
- Wide-area search and rescue missions
- Pest eradication programs
- Oil spill response and recovery incidents
- Single and multi-agency law enforcement incidents
- Air, rail, water, or ground transportation accidents
- Planned events such as celebrations, concerts, parades
- Private sector emergency management programs
- State or local major natural hazard management
- Water and waste water system emergency incidents

10.4.3 ICS Organization

The organization of the Incident Command System is built around the same five major management activities as SEMS. These five management activities are the foundation upon which the incident management develops. They apply whether handling a routine emergency, organizing a major event, or managing a major response to a disaster.

10.4.3.1 Command Section

Sets objectives and priorities. Has overall responsibility at the incident.

10.4.3.1.1 INCIDENT COMMANDER

Person in charge at the incident, and must be fully qualified to manage the incident. As incidents grow in size or become more complex, a more highly qualified person may be assigned as IC by the responsible jurisdiction or agency.

10.4.3.1.2 INFORMATION OFFICER

The point of contact for the media or other organizations seeking information directly from the incident or event.

10.4.3.1.3 SAFETY OFFICER

Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

10.4.3.1.4 LIAISON OFFICER

On larger incidents or events, representatives from other agencies may be assigned to the incident to coordinate their agency's involvement. The Liaison Officer will be their primary contact.

10.4.3.2 Operations Section

Conducts tactical operations to carry out the plan. Develops the tactical objectives, organization, and directs all resources.

10.4.3.2.1 DIVISIONS

Established to divide an incident geographically or describe some geographical area related to incident operations.

10.4.3.2.2 GROUPS

Established to describe functional areas of operation. What is established will be determined by the needs of the incident. Groups work wherever they are needed, and are not assigned to any single division. Divisions and Groups are at an equal level in the organization.

10.4.3.2.3 BRANCHES

Established another level of organization within the Operations Section to increase the span of control, define another functional structure, or organize the incident around jurisdictional lines.

10.4.3.2.4 AIR OPERATIONS

Operated at the branch level and established separately at an incident where there are complex needs for the use of aircraft in both tactical and logistical operations.

10.4.3.2.5 STAGING AREAS

Established wherever necessary to temporarily locate resources awaiting assignment.

10.4.3.3 Planning and Intelligence

Develops the action plan to accomplish the objectives. Collects and evaluates information. Maintains resource status.

10.4.3.4 Logistics

Provides support to meet incident needs. Provides resources and all other services needed to support the incident response.

10.4.3.5 Finance and Administration

Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.

10.4.3.6 Units

Functional Units fall under each of the three remaining sections (see ISC Structure Chart). Not all of the units may be required, and they will be established based upon the need. The titles of the units are self-descriptive.

10.4.4 Incident Facilities

Facilities will be established depending on the kind and complexity of the incident or event. Not all facilities will necessarily be used.

10.4.4.1 Incident Command Post (ICP)

The location from which the incident Commander oversees all incident operations. There is only one ICP for each incident or event. Every incident or event must have some form of ICP.

10.4.4.2 Staging Area

Locations at which resources are kept while awaiting incident assignment.

10.4.4.3 Base

The location at the incident at which primary service and support activities are performed.

10.4.4.4 Camps

Incident locations where resources may be kept to support incident operations. Camps differ from staging areas in that essential support operations are done at camps, and resources at camps are not always immediately available.

10.4.4.5 Helibase

A location in and around an incident area at which helicopters may be parked, maintained, fueled, and equipped for incident operations.

10.4.4.6 Helispot

Temporary locations where helicopters can land and load/off-load personnel, equipment, and supplies.

10.4.5 Incident Action Plan

Every incident must have an oral or written action plan. The purpose of the plan is to provide all incident supervisory personnel with direction for future actions. Action plans which include the measurable tactical operations to be achieved, are always prepared around a time-frame called an Operational Period.

Operational Periods can be of various lengths, but should be no longer than 24 hours. The planning of an operational period must be done far enough in advance to ensure that requested resources are available when it begins.

The Incident Action Plan must be known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the Operational Period, or by both methods.

10.4.5.1 Essential Incident Action Plan Elements

Statement of Objectives - Appropriate to the overall incident.

Organization - Describes what parts of the ICS organization will be in place for each Operational Period.

Assignments to Accomplish Objectives - These are normally prepared for each Division or Group and include the strategy, tactics, and resources to be used.

Supporting Material - Examples can include maps of the incident, a communications plan, a medical plan, a traffic plan, etc..

11 Emergency Operations Center (EOC)

11.1 Explanation of the EOC

The Emergency Operations Center (EOC) is the location from which centralized management of an emergency response is performed. The use of EOCs is a standard practice in emergency management.

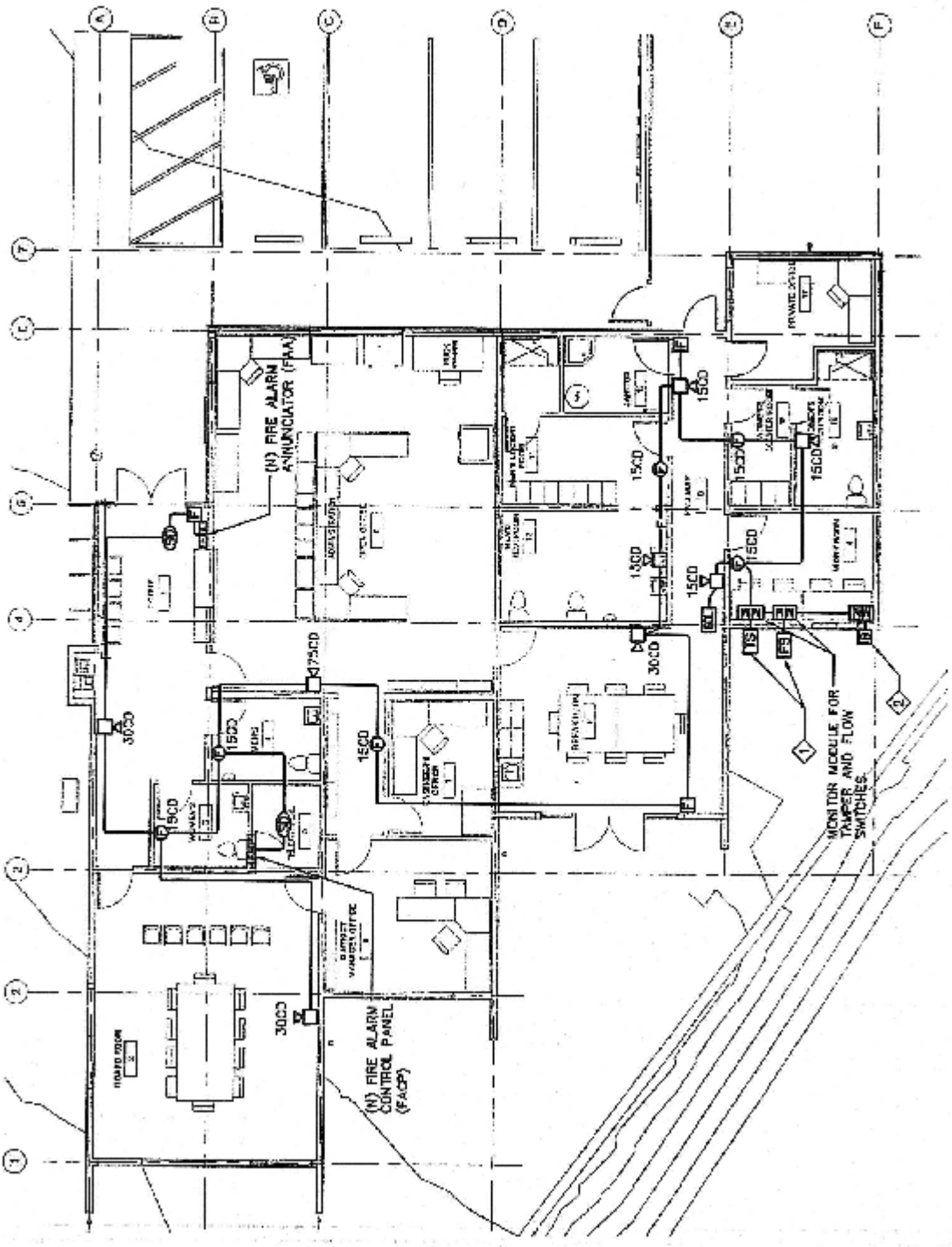
The Emergency Manager and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all District emergency operations, and coordination with other agencies and the Operational Area EOC. The EOC is partially or fully activated by the Emergency Manager, according to the requirements of the situation.

The EOC is organized according to SEMS, as noted earlier in this plan. The Emergency Manager, Emergency Coordinator and the section chiefs serve as the EOC management team, along with the Public Information Officer, Safety Officer, and Liaison.

Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted in the field using the Incident Command System.

It is recommended that the EOC be configured as closely as possible to the diagram below; however, in the event of a major disaster, this location may be moved at the discretion of the Emergency Manager.

11.2 Emergency Operations Center Diagram



11.3 EOC Activation

11.3.1 When the EOC is Activated

Activation of the District EOC means that at least one District official implements SEMS as appropriate to the scope of the emergency and the District's role in response to the emergency. The District EOC is activated when routine use of resources needs support and/or augmentation. The District official implementing SEMS may function from the EOC or from other locations depending on the situation.

Activated EOCs may be partially or fully staffed to meet the demands of the situation. The District maintains three EOC staffing levels that can be applied to various situations. Activation criteria are as follows:

EOC Activation Guide

Level	Conditions	EOC Duties	Activation	Actions
0	1. No potential severe weather 2. No increasing international tension 3. No increasing national or local tension 4. No increasing probability of hazard	1. Monitor world, national, regional, and local news and monitor regional weather forecasts and space forecasts.	1. No to minimal staff in normal operations	1. No actions.
1	1. Possibility of local unrest 2. Severe weather watch is issued 3. Situational conditions warrant 4. Small incidents involving one facility 5. Earthquake advisory 6. Flood watch	1. Continuous monitoring of event 2. Check & update all resource lists 3. Distribute status and analysis to EOC personnel 4. Receive briefing from field personnel as necessary	1. Only basic support staff or as determined by Emergency Manager	1. EOC Section Chiefs review Plan and Guidelines and check readiness of staff and resources.
2	1. Small scale civil unrest 2. Situational conditions warrant 3. Severe weather warning issued 4. Moderate earthquake 5. Wildfire affecting specific areas 6. Incidents involving 2 or more facilities 7. Hazardous materials incident requiring evacuation 8. Imminent earthquake alert	1. Continuous monitoring of event 2. Initiate EOC start-up checklist 3. Facilitate field personnel 4. Provide status updates to EOC personnel	1. Staffed as situation warrants and liaison to other agencies 2. Primary EOC personnel will be available and check-in regularly	1. Briefings to District Executive employees 2. EOC begins full operation
3	1. International crisis deteriorated to the point that widespread disorder is probable 2. Civil disorder with relatively large scale localized violence 3. Hazardous conditions that affect a significant portion of the District 4. Severe weather is occurring 5. Verified and present threat to critical facilities 6. Situational conditions warrant 7. Major emergency in the Area or Region 8. Incidents occurring involving heavy resource involvement 9. Major earthquake	1. Brief arriving staff on current situation 2. Facilitate EOC staff	1. As determined by the Emergency Manager 2. EOC essential and necessary staff 3. Key employees 4. Required support staff	1. As situation warrants

11.3.2 EOC Activation Checklist

- ❑ EOC Activation is ordered by the Emergency Manager and will call the Section Chiefs.
- ❑ Upon, activation, personnel assigned to positions on the EOC Team report to the EOC location and check in with Section Chiefs.
- ❑ Conduct EOC function and incident/situation briefing.
- ❑ Issue seat and confirm shift assignments.
- ❑ Obtain identification vest and credentials.
- ❑ Begin activity logs.
- ❑ Determine staffing needs and acquire additional support as needed.
- ❑ Check communications equipment (telephones, fax machines, radios). Assistance available from the Communications Team.
- ❑ Locate and lay out necessary supplies and materials.
- ❑ Review and start working off Position Checklist.

11.3.3 EOC Equipment and Supplies Checklist

Equipment and supplies should be sufficient for prolonged operation of the fully staffed EOC. The following is a recommended supply list:

❑ Communications equipment	❑ Flashlights/emergency lighting
❑ Furniture - desks/tables and chairs for all positions, conference tables and chairs	❑ Uninterruptible Power Supply (UPS) for computers
❑ Computers and printers	❑ TV, AM/FM Radio
❑ EOC forms and logs	❑ Displays, maps, charts, white boards
❑ Copier & copy paper	❑ First Aid and Sanitary Supplies
❑ Supplies and office equipment (pens, pencils, staplers/staples, note paper)	❑ Blankets and other items for a sleeping area
❑ Emergency generator	❑ Janitorial Supplies
❑ Kitchen equipment and supplies	❑ Food supply (garage)

11.3.4 EOC Closeout Checklist

- ❑ Notify appropriate agencies and individual sites that EOC is being closed.
- ❑ Collect data, logs, situation reports, message forms, and other significant documentation. Place in a secure file box. Mark the outside with the date and any state or federal numbers associated with the response.
- ❑ Deliver the information to the Administration & Finance Section Chief.
- ❑ Fold and repack re-usable maps, charts, materials.
- ❑ Collect and box all office supplies and unused forms.
- ❑ Make a list of all supplies that need replacement and forward to the Logistics Section Chief.
- ❑ Return vest and identification credentials.
- ❑ Log out.
- ❑ Leave work area in good order.

11.4 EOC Call Up List

EOC Position	Name	Office Phone	Home Phone	Cellular Phone
Emergency Manager	Rex Delizo	(510) 524-4667		(650) 218-3941
Emergency Coordinator	Dennis Wright	(510) 524-4667		(510) 815-4328
Safety Officer	Dennis Wright	(510) 524-4667		(510) 815-4328
Public Information	Rex Delizo	(510) 524-4667		(650) 218-3941
Liaison	Kary Richardson	(510) 524-4667	(510) 530-1816	(510) 612-1518
Logistics	Paul Soo, Jr.	(510) 524-4667		(510) 846-0346
Operations	Dennis Wright	(510) 524-4667		(510) 815-4328
Planning & Intelligence	Paul Soo, Jr.	(510) 524-4667		(510) 846-0346
Administration & Finance	Kary Richardson	(510) 524-4667	(510) 530-1816	(510) 612-1518
Administration & Finance	Catherine Kalahele	(510) 524-4667		(510) 837-9605
Engineering Tech / Inspector	Arvin Gonzales	(510) 524-4667		(916) 230-9022
Collection System Worker	Fred Bondoc	(510) 524-4667	(510) 724-9293	(510) 932-3785
Collection System Worker	Enrique Reyes	(510) 524-4667		(510) 253-8314
Collection System Worker	Juan Perez	(510) 524-4667		(510) 289-3672
Collection System Worker	Dante Deluca	(510) 524-4667		(925) 788-1026

11.5 EOC Staff Immediate Action Checklists

11.5.1 Emergency Manager

ACTIONS TO BE TAKEN PRIOR TO ARRIVAL AT EOC

Equipment & Supplies Needed: ☐ Portable emergency communications radio, ☐ Telephone,	☐ Cellular phone, ☐ Clerical support, ☐ Personal supplies for duration of emergency
Time of Notification of Incident ☐ Time received: _____am/pm ☐ Who sent message:_____	
Determine level of Emergency ☐ See attached Response level diagram (See Emergency Operations Plan page v: Level 1: Local Emergency, Level 2: Local Disaster, Level 3: Major Disaster)	
Determine location of EOC ☐ EOC Location ☐ Location _____	**Contact individual who has keys to open EOC location** ☐ Location _____
Determine route to EOC ☐ Determine route based upon available transportation corridor clearances	

ACTIONS TO BE TAKEN UPON ARRIVAL AT EOC

If you are first to arrive at EOC:

☐ Determine availability of power
☐ If no power is available, begin operation in manual mode
☐ Notify EOC staff of mode of operation
☐ Indicate what to bring to EOC

Set-up phone system ((Operations/Communications Team)

☐ If power is available and communications systems are set-up, i.e. phones, fax, am/fm battery powered radio, proceed with operations.
☐ Initiate and maintain activity log
☐ Make decision for staffing needs: clerical support staff, runners for messages
☐ Meet with Section Officers and staff for situation updates
☐ Ensure communications & radio systems are available
☐ Be prepared to provide general status reports to City EOC or Operational Area EOC
☐ Hold morning and afternoon briefings as well as during change of shifts
☐ Authorize news releases from Public Information Officer
☐ Discuss with Liaison coordination with other agencies as required or helpful, i.e. Cities, County
☐ Ensure accurate records are available regarding employee status, damage and condition of this determination.
☐ Determine when operations will return to normal. Plan for transition from EOC operations to normal operations.

ACTIONS TO BE TAKEN FOR EOC DEACTIVATION

☐ Formal critique for all EOC staff.
☐ Direct Planning & Intelligence Section Chief to prepare an After-Action Report
☐ Notify District Governing Body that emergency response is ended
☐ Ensure proper application for disaster assistance within two weeks after disaster for long-term repair, etc. Meet with Finance & Administration Officer for this information.

11.5.2 Public Information Officer

ACTIONS TO BE TAKEN PRIOR TO ARRIVAL AT EOC

Equipment & Supplies Needed: ☐ Portable emergency communications radio ☐ Telephone	☐ Cellular phone ☐ Clerical support ☐ Personal supplies for duration of emergency
Time of Notification ☐ Time received:_____am/pm ☐ Who sent message:_____	
Call Emergency Manager ☐ Take note of instructions & location of EOC during Emergency Notification System transmission ☐ Instructions received:	
Grab "GO" Kit with Personal Supplies & Supplies needed as instructed ☐ Includes cellular phone, change of clothing, medications, lap-top computer/lithium batteries, paper writing tablets, pencils & list of media contacts	
Determine route to EOC ☐ Determine route based upon available transportation corridor clearances	

ACTIONS TO BE TAKEN UPON ARRIVAL AT EOC

If you are first to arrive @ EOC:
☐ Determine availability of power
☐ If no power is available, begin operation in manual mode
☐ Set-up phone system (Operations/Communications Team)
If power is available and communications systems are set-up, i.e. phones, fax, am/fm battery powered radio, computer, proceed with EOC PIO operations.

Set-up PIO desk close to Emergency Manager
☐ Meet with Emergency Manager for current status
☐ Activate PIO Support Person
  ☐ Contact _____ to assist with support functions ☐
  Phone:_____
☐ Determine if emergency broadcast message is needed.
  ☐ Television Stations:_____
  ☐ Radio Stations:_____
☐ Establish contact with PIOs in other agencies, i.e. Cities/County Operational Area EOC
☐ Establish a Press Room
☐ Ensure news media are not allowed in EOC
☐ Obtain Situation Status, Damage Assessment data from EOC staff
☐ Prepare news releases and have approved by Emergency Manager
☐ Prepare & distribute employee information bulletins as authorized by Emergency Manager
☐ Implement rumor control procedures
☐ Maintain complete files of release information and clippings.
☐ Provide recommendations to Planning & Intelligence Section Chief for After Action Report

11.5.3 Liaison

ACTIONS TO BE TAKEN PRIOR TO ARRIVAL AT EOC

Equipment & Supplies Needed: ☐ Portable emergency communications radio, ☐ Telephone,	☐ Cellular phone, ☐ Clerical support (if necessary), ☐ Personal supplies for duration of emergency
Time of Notification ☐ Time received:_____am/pm ☐ Who sent message:	
☐ Call Emergency Manager for Further Instructions ☐ Take note of instructions & location of EOC ☐ Instructions received:	
Grab "GO" Kit with Personal Supplies & Supplies needed as instructed. ☐ Includes cellular phone, change of clothing, medications, paper writing tablets, pencils/pens	
Determine route to EOC ☐ Determine route based upon available transportation corridor clearances	

ACTIONS TO BE TAKEN UPON ARRIVAL AT EOC

If you are first to arrive @ EOC:

☐ Determine availability of power
☐ If no power is available, begin operation in manual mode
☐ Set-up phone system (Operations/Communications Team)

If power is available and communications systems are set-up, i.e. phones, fax, am/fm battery powered radio, proceed with EOC Liaison operations.

Set-up Liaison desk close to Emergency Manager

☐ Maintain activity log (see reverse)
☐ Meet with Emergency Manager for current status
☐ Determine if clerical support is needed.
  ☐ Clerical Support Name: _____ Phone: _____.
☐ Establish contact with supporting agencies
☐ Serve as official liaison to agencies
☐ Verify accuracy of information to be relayed to the Emergency Manager or PIO. Refer public information announcements to PIO for events and actions by other agencies to Emergency Manager
☐ Participate in EOC briefings
☐ Coordinate dependent care for EOC staff.
☐ Coordinate employee sheltering within district.

11.5.4 Safety Officer

ACTIONS TO BE TAKEN PRIOR TO ARRIVAL AT EOC

Equipment & Supplies Needed: ☐ Portable emergency communications radio, ☐ Telephone,	☐ Cellular phone, ☐ Clerical support (if necessary), ☐ Personal supplies for duration of emergency
Time of Notification ☐ Time received:_____am/pm ☐ Who sent message:_____	
Call Emergency Manager for Instructions ☐ Take note of instructions & location of EOC ☐ Instructions received:_____	
Grab "GO" Kit with Personal Supplies & Supplies needed ☐ Includes cellular phone, change of clothing, medications, paper writing tablets, pencils/pens	
Determine route to EOC ☐ Determine route based upon available transportation corridor clearances	

ACTIONS TO BE TAKEN UPON ARRIVAL AT EOC

If you are first to arrive @ EOC:

☐ Determine availability of power
☐ If no power is available, begin operation in manual mode
☐ Set-up phone system (Operations/Communications Team)

If power is available and communications systems are set-up, i.e. phones, fax, am/fm battery powered radio, proceed with EOC Safety Officer operations as follows:

☐ Set-up Safety desk close to Emergency Manager
☐ Maintain activity log (see reverse)
☐ Meet with Emergency Manager for current status
☐ Establish contact with Operations Officer for safety issues
☐ Identify and mitigate safety hazards and situations
☐ Keep Emergency Manager informed of safety issues
☐ Anticipate situation changes, i.e. effects of safety upon aftershocks

11.5.5 Operations Section Chief

ACTIONS TO BE TAKEN PRIOR TO ARRIVAL AT EOC

Equipment & Supplies Needed: ☐ Portable emergency communications radio, ☐ Telephone,	☐ Cellular phone, ☐ Clerical support (if necessary), ☐ Personal supplies for duration of emergency
Time of Notification ☐ Time received:_____am/pm ☐ Who sent message:_____ ☐ Call Emergency Manager for Further Instructions ☐ Take note of instructions & location of EOC during Emergency Notification System transmission ☐ Instructions received:_____	
Grab "GO" Kit with Personal Supplies & Supplies needed ☐ Includes cellular phone, change of clothing, medications, paper writing tablets, pencils/pens	
Determine route to EOC ☐ Determine route based upon available transportation corridor clearances	

ACTIONS TO BE TAKEN UPON ARRIVAL AT EOC

If you are first to arrive @ EOC:

☐ Determine availability of power
☐ If no power is available, begin operation in manual mode
☐ Set-up phone system (Communications Team)

If power is available and communications systems are set-up, i.e. phones, fax, am/fm battery powered radio, proceed with EOC Operations Officer operations as follows:

☐ Set-up Operations Section desk with needed supplies. If supplies are needed,
☐ Notify Resource & Logistics Section Chief.
☐ Maintain activity log (see reverse)
☐ Meet with Emergency Manager for current status
☐ Determine if Operations clerical staff needs to be activated.
Clerical Support Name:_____ Phone: _____
☐ Meet with Safety Officer to review and authorize immediate actions according to safety & emergency operation procedures, i.e. on-site treatment of injured, policy for employees & others not needed for emergency response, occupancy status of buildings.
☐ Where needed have all utilities shutdown if presenting possible hazard.
☐ Direct establishment of Medical Treatment area
☐ Ensure traffic controls established for emergency vehicles
☐ Establish & control Visitor Rendezvous Area
☐ Make requests to Logistics Section Chief needed soon, i.e. equipment, food for staff, etc.
☐ Forward information Situation Status and other in EOC of events & actions.
☐ Prepare plan for large-scale egress from site.
☐ Coordinate with Planning & Intelligence Officer and Damage Assessment to identify priorities for inspections, repairs, facility restoration
☐ Plan for ongoing operations with other EOC Officers.
☐ Provide lists of personnel on duty and personnel matters to Personnel Unit
☐ Provide information & recommendations to Planning and Intelligence Section Chief for After Action report
☐ Support Personnel Unit files with photographs, and source documents, i.e. time records, field notes, etc.

11.5.6 Logistics Section Chief

ACTIONS TO BE TAKEN PRIOR TO ARRIVAL AT EOC

Equipment & Supplies Needed: ☐ Emergency Communications Radio, ☐ Cellular phone, ☐ Procurement materials,	☐ Access to fax, ☐ Emergency services contracts in place, ☐ Personal supplies for duration of emergency.
Time of Notification ☐ Time received:_____am/pm ☐ Who sent message:	
Call Emergency Manager for Further Instructions ☐ Take note of instructions & location of EOC during Emergency Notification System transmission ☐ Instructions received:_____	
Grab "GO" Kit with Personal Supplies & Supplies needed ☐ Includes cellular phone, change of clothing, medications, paper writing tablets, pencils/pens	
Determine route to EOC ☐ Determine route based upon available transportation corridor clearances	

ACTIONS TO BE TAKEN UPON ARRIVAL AT EOC

If you are first to arrive @ EOC: ☐ Determine availability of power ☐ If no power is available, begin operation in manual mode ☐ Set-up phone system (Operations/Communications Team) *If power is available and communications systems are set-up, i.e. phones, fax, am/fm battery powered radio, proceed with EOC Resource & Logistics Section operations as follows:* ☐ Report to Emergency Manager for status of emergency and establish working area with needed supplies. ☐ Maintain activity log ☐ Set-up supporting Section functions with assigned EOC staff: ☐ Check with Section Chiefs to identify needed resources. ☐ Prepare for provisions for all resources for the EOC including procurement & delivery arrangements
If resources are beyond what the District can provide, ☐ Contact City or County EOC through the EOC Liaison to request assistance. ☐ Support shelter operations ☐ Maintain status of all personnel, members of the public, visitors and contractors on District property ☐ Track emergency expenses incurred by the Logistics Section ☐ Assist Finance & Administration Section with collection of documentation & records. ☐ Provide information and recommendations to Planning & Intelligence Section Chief for After-Action Report

11.5.7 Planning & Intelligence Section Chief

ACTIONS TO BE TAKEN PRIOR TO ARRIVAL AT EOC

Equipment & Supplies Needed: ☐ Portable emergency communications radio, ☐ Access to telephone or message runner	☐ Clerical support (EOC message boards, personal supplies for duration of emergency)
Time of Notification ☐ Time received:_____am/pm ☐ Who sent message: _____	
Call Emergency Manager for Further Instructions ☐ Take note of instructions & location of EOC during Emergency Notification System transmission ☐ Instructions received: _____	
Grab "GO" Kit with Personal Supplies & Supplies needed ☐ Includes cellular phone, change of clothing, medications, paper writing tablets, pencils/pens	
Determine route to EOC ☐ Determine route based upon available transportation corridor clearances	

ACTIONS TO BE TAKEN UPON ARRIVAL AT EOC

If you are first to arrive @ EOC:

☐ Determine availability of power
☐ If no power is available, begin operation in manual mode
☐ Set-up phone system (Operations/Communications Team)

If power is available and communications systems are set-up, i.e. phones, fax, am/fm battery powered radio, proceed with EOC Planning & Intelligence operations as follows:

☐ Set-up Planning & Intelligence Section working area with needed supplies. If supplies are needed, notify Logistics Section Chief.
☐ Maintain activity log
☐ Meet with Emergency Manager & Operations Section Chief for status
☐ Determine if Planning & Intelligence clerical support needs to be activated.
Clerical Support Name:_____Phone:_____

Communicate with Operations Section Chief assuring that:

☐ Initial facility inspections are made
☐ Proper reports and assessments are made
☐ Damage to District facilities is fully documented
☐ Damage estimates are made
☐ Damaged buildings are posted and secured
☐ Advise Operations Section Chief whether follow-up inspections are needed by Structural or Civil Engineers
☐ Coordinate damage assessment functions with other EOC functions.
☐ Assist Administration & Finance Section by providing documentation of damage estimates
☐ Collect information from all EOC staff and prepare After Action report
☐ Assist Finance & Administration with District's application for disaster assistance from the State of California and FEMA

11.5.8 Administration & Finance Section Chief

ACTIONS TO BE TAKEN PRIOR TO ARRIVAL AT EOC

Equipment & Supplies Needed: ☐ Calculation and accounting tools,	☐ Personal supplies for duration of emergency
Time of Notification ☐ Time received:_____am/pm ☐ Who sent message:_____	
Call Emergency Manager for Further Instructions ☐ Take note of instructions & location of EOC during Emergency Notification System transmission ☐ Instructions received:	
Grab "GO" Kit with Personal Supplies & Supplies needed ☐ Includes cellular phone, change of clothing, medications, paper writing tablets, pencils/pens	
Determine route to EOC ☐ Determine route based upon available transportation corridor clearances	

ACTIONS TO BE TAKEN UPON ARRIVAL AT EOC

If you are first to arrive @ EOC:

☐ Determine availability of power
☐ If no power is available, begin operation in manual mode
☐ Set-up phone system (Operations/Communications Team)

If power is available and communications systems are set-up, i.e. phones, fax, am/fm battery powered radio, proceed with EOC Finance & Administration operations as follows:

☐ Report to Emergency Manager and establish working area with needed supplies. If supplies are needed, notify Resource & Logistics Section Chief.
☐ Maintain activity log (see reverse)
☐ Activate and organize Finance & Administration Section, Personnel and Clerical Staffs
☐ Set up accounting system including labor, procurement, contracts, and all other accounts
☐ Oversee all accounting & financial aspects of disaster.
☐ Prepare periodic reports for Emergency Manager
☐ Set up OES/FEMA documentation files
☐ Compile overtime costs and personnel information for OES/FEMA documentation
☐ Assist Damage Assessment with the preparation of reports & damage estimates.
☐ Provide information and recommendations to Planning & Intelligence Section Chief for After-Action Report

11.6 EOC Forms & Documentation

There are four forms that are used by all positions in the EOC. These forms are designed to capture all information necessary to meet emergency incident documentation requirements. These forms are:

- **Activity Log** - This form is to be used as a running record of all activity associated with the incident. Each position in the EOC should maintain its own activity log. **Copying the logs should be avoided so that efforts are not duplicated**. Virtually every activity at each position should be logged on this sheet. At the end of the activation or when an incident response is closed, the logs should be compiled and turned in to the Administration & Finance Section Chief for filing.

- **EOC Message Form** - Any and all messages and communications received by the EOC are recorded on this form. Ideally, the Communications Position receives all incoming information, whether by phone, radio, or runner. Persons filling the Communications Position record the incoming information on the EOC Message Form and deliver it to the appropriate Section Chief. The Section Chief takes action or delegates the action required, makes a record on the Message Form, records activities in the Activity Log and then places the message in a completed box for that Section. **Avoid photocopying or duplicating the EOC Message Form.** During high activity in an EOC, copies of Message Forms have proven to be a hindrance in that they cause severe duplication of effort. At the close of activation, all message forms are compiled by Section and turned into the Administration & Finance Section Chief for filing.

- **Emergency Resources Summary** - During an EOC activation, each Section Chief may have several resources at their disposal. The Emergency Resources Summary form is designed to capture the information required for post-disaster financial recovery documentation. When resources are deployed to deal with aspects of the emergency, entries should be made on this form. At the end of each day during the response, these forms are compiled by Section and turned into the Logistics Section Chief who records the information on a master list. At the close of activation, all Emergency Resource Summary forms are forwarded to the Administration & Finance Section Chief for filing. Again, **avoid duplicating these forms.**

- **Planning & Strategy Worksheet** - This form is used by Section Chiefs to record strategies determined at Planning Sessions. The sheet is divided into three sections; Goal (or Objective), Plans, and Tactics. During planning sessions, Section Chiefs bring histories, observations, and predictions associated with the response to the table. These are formulated into simple goals. Each goal or objective is then broken down into plans - what needs to be down to accomplish the goal. Each plan is then broken down into tactics. Here, the actual steps for carrying out the plan and those responsible for carrying out these actions are identified. The Planning & Intelligence Section Chief facilitates planning sessions. It is up to the people involved in the session how best to use these forms. There are two recommended uses of the form:

1. The Planning & Intelligence Section Chief prepares a master form during the session listing all goals/plans/tactics discussed and then duplicates it for each of the Section Chiefs. Each Section Chief acts on the items identified as their responsibility in the session, or

2. Each Section Chief prepares their own Worksheet at the session listing only the items identified as their responsibility.

Each Section Chief brings the Worksheet they received at the previous Planning Session to the next session. Each action item is discussed and then another Worksheet is prepared for future actions. The completed worksheets are turned in to the Planning & Intelligence Section Chief. At the close of activation, all Worksheets are turned in to the Administration & Finance Section Chief for filing.

11.6.1 Activity Log

Stege Sanitary District EMERGENCY OPERATIONS CENTER STAFF ACTIVITY LOG[1]					
Date	**Time**	**To**	**From**	**Incident**	**Comments**

[1] The activity log records what you actually did whereas the checklist on the reverse lists the actions you should perform.

11.6.2 Message Form

Stege Sanitary District
EOC Message Form

Date	Priority (Circle one) **EMERGENCY** (Life Threatened) **URGENT** (Property Threatened) **ROUTINE** (All Others)
Time	

TO		FROM	
	Name		Name
	Title		Title
	Location		Location

Check One ☐Take Action ☐For Information ☐Other _____

Message:

Disposition:

Action Taken By: (Name) Time Action Taken:

Method Sent	Status
____ Radio Dispatch ____ Dispatch ____ Cell phone ____ Fax ____ Courier ____ Other_____	Date_____Time_____Initial_____

11.6.3 Emergency Resources Summary

Stege Sanitary District Emergency Resources Summary				
Date:	**Incident:**			**Page ____ of ____**
Resources Ordered	**Resource Identification**	**ETA**	**Time On Scene**	**Location/Assignment**

11.6.4 Planning & Strategy Worksheet

Stege Sanitary District **Planning & Strategy Worksheet**		
Date:	**Incident:**	**Page ____ of ____**
Goal (Objective)	**Plans**	**Tactics**

12 Hazard Vulnerability Assessments/Risk Analyses

Introduction

The District organized in 1913 to provide for the collection, treatment and disposal of waste water from the developed area in southwest Contra Costa County. The original District boundaries were similar to those of today, however the service area expanded within the boundaries to include approximately 35,000 people and a service base of 13,000 connections. The only expected growth of the District is through infilling of a few remaining vacant parcels.

The present service area of the District comprises 5.3 square miles and the communities of El Cerrito and Kensington and that portion of Richmond Annex west of El Cerrito and south of Potrero Ave. Sewer service is through a system of 148 miles of collection lines and two small pump stations. The primary elements of this collection system are the public main sewers and the private sewer laterals. The District owns and has maintenance responsibility for the main sewers located in public rights-of-way or in easements on private land. Individual property owners own and have maintenance responsibility for their private sewer laterals that connect the plumbing in a home or business up to and including the connection at the main sewer.

Topography and Geology. The service area of the District is traversed by the Hayward Fault. Other active faults in the region include the San Andreas and Calaveras faults. A major seismic event on any of these faults poses a substantial risk of property damage in the District. The most ominous threat of damage is from seismic activity on the Hayward Fault.

Ground elevations in the District range between sea level and +800 feet along the ridge line that is the easterly boundary of the District. Ground slopes range from 1% or less in the tidal flats adjacent to San Francisco Bay to over 20% in the hillside areas nearing the ridge line.

The District is located in the coastal foothills that trend northwesterly along the east side of San Francisco Bay. The Hayward fault traverses the District through Kensington and El Cerrito paralleling the line of the coastal foothills. The geologic formations in the District include silts, clay and loams overlying Franciscan rock which is the bedrock formation found throughout the region.

Soils in the District range from loose sediments, such as Bay mud in the marshy tidal flats to sedimentary rock in the hillsides. At the intermediate elevations, soils were formed along flood plains forming river mouth fans and low terraces. These soils are generally silty clays, clays, and silty-clay loams with relatively poor percolation characteristics. These low percolating soils generally contribute to high runoff flows during storm periods and high groundwater levels for longer periods because of slow drainage. These soils are found in the relatively flat areas in the southwest quadrant of the District.

12.1 Disaster Risks

12.1.1 Major Earthquake Threat Summary

Earthquakes are sudden releases of strain energy stored in the earth's bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismicity,

damaging earthquakes are expectable, if not predictable, events. Seismic risk is assumed by every occupant and developer in the County because the County is within an area of high seismicity. The San Francisco Bay Region has been impacted by more than ten severe earthquakes during historic times.

The major effects of earthquakes are ground shaking and ground failure. Severe earthquakes are characteristically accompanied by surface faulting. Flooding may be triggered by dam or levee failure resulting from an earthquake, or by seismically induced settlement or subsidence. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons.

A fault is a fracture in the earth's crust along which rocks on opposite sides have moved relative to each other. Active faults have high probability of future movement. Fault displacement involves forces so great that the only means of limiting damage to man-made structures is to avoid the traces of active faults. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines.

The overall energy release of an earthquake is its most important characteristic. Other important attributes include an earthquake's duration, its related number of significant stress cycles, and its accelerations.

Earthquake Size Descriptions		
Descriptive Title	**Richter Magnitude**	**Intensity Effects**
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8+	Damage extends over a broad area, depending on magnitude and other factors.

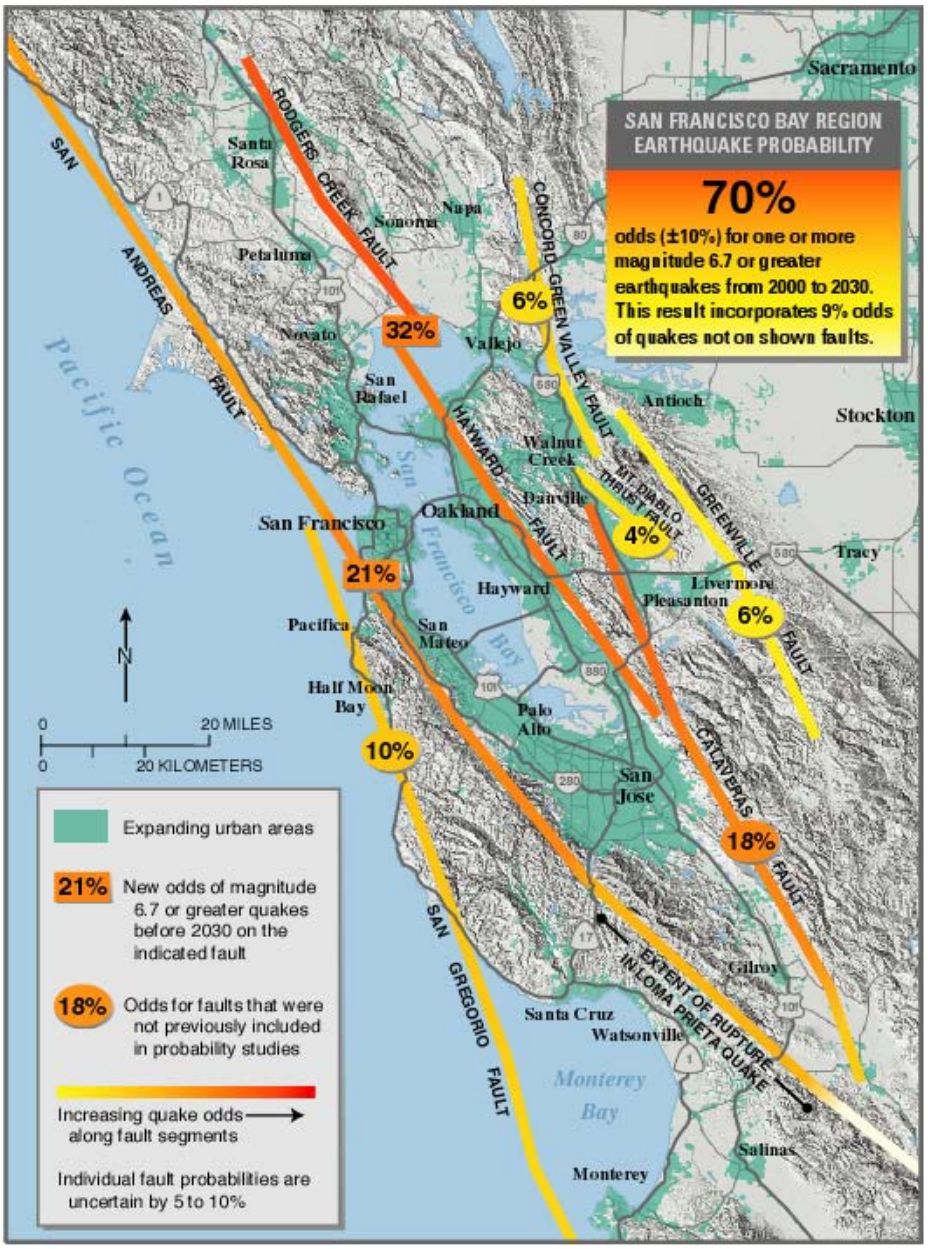
Another way to recognize the intensity of an earthquake is to refer to the Modified Mercalli Intensity Scale. This scale was devised before seismographs were invented. The Modified Mercalli Intensity Scale remains useful in plotting maps that show the general range and

severity of ground effects, structural damage, personal observation and sensations during an earthquake. The scale is largely dependent upon the observations and reports of victims of an earthquake.

Modified Mercalli Intensity Scale	
Numerical Code	**Description**
I	Not felt by people, except under especially favorable circumstances.
II	Felt only by persons at rest on the upper floors of buildings, some suspended objects may swing.
III	Felt by some people who are indoors, but may not be recognized as an earthquake. The vibration is similar to that caused by the passing of light trucks. Hanging objects swing.
IV	Felt by many people who are indoors and by a few outdoors. At night some people are awakened. Dishes, windows and doors are disturbed; walls make creaking sounds; stationary cars rock noticeably. The sensation is like a heavy object striking a building; the vibration is similar to that caused by the passing of heavy trucks.
V	Felt indoors by practically everyone, and by most people outdoors. The direction and duration of the shock can be estimated by the people outdoors. At night, sleepers are awakened and some run out of buildings. Liquids are disturbed and sometimes spilled. Small, unstable objects and some furnishings are shifted or upset. Doors open and close.
VI	Felt by everyone. Many people are frightened and run outdoors. Walking is difficult. Small church bells ring. Windows, dishes and glassware are broken. Liquid spills. Books fall from shelves and furniture is moved or overturned. Poorly built buildings may be damaged and weak plaster will crack.
VII	Causes a general alarm. Standing upright is very difficult. Persons driving cars also notice the shaking. Damage is negligible in buildings of very good design and construction, slight to moderate in well-built ordinary structures, and considerable in poorly built or designed structures. Some chimneys are broken. Interiors of buildings and furnishings are damaged considerably. Architectural ornaments such as fountains, statues, and gargoyles are damaged. Small slides occur along sand or gravel banks of water channels; concrete irrigation ditches are damaged. Waves form on water surfaces and muddy bottoms become agitated.

VIII	General fright or panic. Steering cars is difficult. Damage is slight in specifically designed earthquake-resistant structures, considerable in well-built ordinary buildings, poorly built or designed buildings experienced partial collapse. Numerous chimneys fall; the walls of frame buildings are damaged; interiors are heavily damaged. Frame houses that are poorly bolted move off their foundation. Decayed pilings are broken off. Trees are damaged. Cracks appear in wet ground and steep slopes. Changes in water flow and temperature in springs and wells are noticed
IX	Panic is general. Interior damage is considerable in specially designed earthquake-resistant structures. Well-built ordinary buildings are severely damaged with partial collapse. Frame structures are thrown out of plumb or shifted off foundations. Unreinforced masonry buildings collapse. The ground cracks conspicuously and some underground pipes are broken. Reservoirs are severely damaged. Reservoirs are seriously damaged.
X	Most masonry and many frame structures are destroyed. Specially designed earthquake-resistant structures may suffer serious damage. Some well-built bridges are destroyed. Dams, dikes, and embankments are seriously damaged. Large landslides are triggered by the shock. Water is thrown onto banks of canals, rivers and lakes. Sand and mud are shifted horizontally on beaches and flat land. Railroad rails are bent slightly. Many buried pipes and conduits are broken.
XI	Few, if any masonry structures remain standing. Other structures are severely damaged. Broad fissures, slumps and slides develop in soft or wet ground. Underground pipelines and conduits are put completely out of service. Railroad rails are severely bent.
XII	Damage is total, with practically all works of construction severely damaged or destroyed. Waves are observed on ground surfaces. All soft or wet ground is greatly disturbed. Heavy objects are thrown into the air and large landmasses are displaced.

On the basis of research conducted since the 1989 Loma Prieta earthquake, U.S. Geological Survey (USGS) and other scientists conclude that there is a 70% probability of at least one magnitude 6.7 or greater quake, capable of causing widespread damage, striking the San Francisco Bay region before 2030. Major quakes may occur in any part of this rapidly growing region. This emphasizes the urgency for all communities in the Bay region to continue preparing for earthquakes.



Seismic-shake map showing the shake effect of a 7.0 earthquake along the Hayward Fault

12.1.2 Seismic Ground Response

Ground movement is a significant cause of damage to the sewers of the collection system. Movement, both horizontally and vertically is more pronounced with proximity to the fault. Local geology can also contribute to the problem of line sags and open joints. In the tidal marsh and the low terrace area of the District, the predominant soil material is a saturated clay or silty clay. These soils are extremely plastic and are distorted by a seismic shock wave. This soil disturbance furthers the settling and heaving of the pipeline from its original alignment, leaving cracked pipe and open joints after the shock wave passes.

Horizontal Shear: When earth movement is perpendicular to the pipe alignment, the pipeline will fail in a shearing mode. A major earthquake can produce a horizontal movement of up to four feet. In such movement, the existing pipe shears and the broken pipe endings are offset from one another by a similar distance. Any repair or line replacement would have to provide a smooth horizontal transition through the area of displaced and broken pipe.

Vertical Shear: This type of movement results from uplift at or near the fault line. The vertical separation of the line will result in a discontinuity in the slope of the pipeline and the likely reduction in line capacity if restored by simply connecting the sheared pipe endings. This type of break will require the total reconstruction of main line segments to provide a slope transition between the separated line endings that will maintain the original capacity of the main line.

Subsidence and Heaving: This type of movement results in pipeline settlement, open and offset joints, and cracked pipe. In the lower areas of the system where saturated silt and clays are the predominant materials surrounding the pipe environment, the soils are extremely plastic and when subjected to a seismic shock wave, will heave and follow the motion of the shock wave. The vertical movement can significantly distort the pipe alignment and result in joint separation, line sags and broken pipe, all of which are conditions leading to trench failure and collapsed pipe. Repair of this damage requires the reconstruction of the full line segment between manhole structures to reestablish the original line and grade and restore hydraulic capacity.

Facilities Vulnerability to Earthquake: System facilities inclue buildings, pump stations, 148 miles of collection system piping of various diameter and 4781 manhole structures.

Pump Stations. Two pump stations (PS) were constructed in the District in the 1950's. The Burlingame PS is located in the city of Richmond and has a capacity of about 0.2 million gallons per day (Mgd). The Canon PS is located in Kensington and has a capacity of about 0.1 Mgd. Emergency power facilities are installed at the Burlingame PS, and both Burlingame and Canon PSs are equipped with a connection for a portable emergency generator and manual transfer switch. The Burlingame Pump Station is a concrete structure constructed on a pile foundation in the tidal marsh area of the District. The location is classified as an area of extreme structural damage in a major seismic event on the Hayward fault. The pump station is therefore at risk for an extensive period of outage after a disaster.

The Canon Pump Station is a compact underground structure consisting of a reinforced concrete wetwell and a concrete manhole structure that houses the pumps and electrical equipment. It is located in the sedimentary rock area of the District. Its location, because of its proximity to the Hayward fault is classified as an area of heavy structural damage. The basic design of the pump station and the foundation material will provide some resistance to damage from the quake.

The District Administrative Office and Maintenance Shop. This facility built in 2010 is located in the city of El Cerrito. The building is a wood framed building on structural slab on grade and pier & grade beam foundation with a footprint of approximately 3500 square feet.

Electrical circuits necessary for emergency operations are equipped to receive a source of emergency power. District operations can proceed routinely through use of one of the two trailer mounted 25 kw generator sets which adequately served the power needs of the District facility.

The District Administrative Office and Maintenance Shop is located in an area of the District that was a rock quarry and a garbage disposal area. The site of the offices and maintenance shop is classified as an area of extreme structural damage. The building is in close proximity to the near vertical rock face wall of the original quarry excavation. There is risk of a rock fall in the quarry area during a seismic event that could cause substantial damage to lives and property.

The Sewage Collection System. Except for recent construction of new relief sewers and the rehabilitation of main lines since the 1980s, the majority of the collection system was constructed prior to 1960. Average age of the existing collection system is approximately 57 years, and about 80% of District main lines are vitrified clay pipe. The total length of pipelines in the collection system is approximately 148 miles and the accompanying number of service connections (private sewer laterals) is 13,000.

Following an earthquake, critical areas/lines in the District collection system need to be checked to see if there is still flow through the system and whether there has been significant damage to District lines. The Emergency Response Inspection Map should be used for this purpose. Generally, the Emergency Coordinator, Collection System Superintendent, will be responsible for this procedure; however, other responders who are able to make it to

the District may need to follow this procedure in the event they are directed to do so, and/or if the Coordinator cannot make it to the District in the emergency. The procedure is as follows:

1. Use Emergency Response Inspection Map.
2. Use District trucks/pickups if available.
3. Wear safety vests, day or night.
4. Use emergency equipment on pickups at all times.
5. Watch for traffic and emergency vehicles on roadways.
6. Start at downstream area on the Emergency Response Inspection Map, then work your way to the top of the District.
7. Only open manholes that are not overflowing or access is not impeded by damage on other vehciles.
8. Use manhole hooks provided by the District, careful for back injuries, manhole covers are up to 120 pounds each.
9. When manhole is opened, check for flow coming into or our of manhole; no sign of water could mean blockage upstream. Follow map to upstream area, or next cross street, and look for water in street or gutter areas. Remember, no water in sewer mains could mean a main break at another area. Document findings on your map.
10. Return to the Administration Building to report your findings. It is possible that you may need to try to report by phone prior to returning to the building, if possible and if the inspection warrants.

Pipe Joint Systems. With the exception of some of the larger diameter lines, most (about 80%) of the pipes of the District collection system are vitrified clay and the vast majority of it was installed prior to 1960. About 16% of the system has been replaced by high density polyethylene pipe, whick is flexible and is much less likely to be damaged in sismic events. Two types of joints are found in vitrified clay pipe depending on the age of the pipe. Older systems (those installed prior to 1960) were constructed with rigid cement grout joints; newer systems have a flexible rubber joint.

A report finding was that vitrified clay pipe with rigid cement grouted joints was damaged to a greater extent than vitrified clay pipe with a flexible rubber joint by a ratio of 2:1. A flexible joint system for vitrified clay pipe was not available prior to 1956, therefore it is safe to assume that virtually all of the District collection system is constructed with a rigid joint system, meaning that the District should expect extensive damage to the system when a large earthquake occurs.

Manhole Structures. There are about 4800 manholes in the collection system of the District. As with pipelines, most of the manhole structures were constructed prior to 1960 when manhole structures were commonly construction of brick. Owing to the difference in the labor costs of construction, brick manholes are now replaced with fabricated precast concrete manhole structures.

Brick manholes lack both watertight and structural integrity in a major earthquake. These structures are held together with unreinforced cement grout. A seismic shock or any

significant ground movement can cause a structural failure of the brick walls with a resulting cave in. The precast concrete manhole structures have greater structural integrity and less opportunity to allow groundwater to enter the collection system. A common manhole damage finding after a major earthquake is that the manhole cast iron ring and cover have moved off center of the manhole cone section.

12.1.3 Flooding Threat Summary

Substantial areas within the State are subject to flooding. According to FEMA records, the majority of the State's, rivers, creeks and shoreline areas lie within the 100-year flood plain (an area subject to flooding in a storm that is likely to occur according to averages based upon recorded measurements once every 100 years). The FEMA records are maintained as a means of determining flood insurance rates through the National Flood Insurance Program.

12.1.4 Local Flooding Information

The District location on the shores of the eastern San Francisco Bay exposes some of the western portion of the District to potential flooding during significant storm events concurrent with high tides.

Flood hazards arise from natural rainstorms, failure of water storage facilities and from secondary effects of landslides. The only portion of El Cerrito located in FEMA Flood Insurance Zone is an area located west of San Pablo Avenue and south of Central Avenue. Flooding is generally caused by the relatively low ground elevation sin this area, coupled with hydraulic restrictions in the existing downstream channels located in Richmond between El Cerrito and San Francisco Bay. Analysis of the projected 100-year storm by FEMA indicates that only a small portion of Cerrito Creek is subject to inundation in the 100-year event

In the past, a large number of storms in El Cerrito have caused drainage problems and flooding. However, recent completion of the first phase in the City's Storm Drain Master Plan has addressed the highest priority sites and significantly reduced localized flooding issues in the District. During the 1997-98 El Nino season (one of the wettest years on record) only three sites had drainage-related flooding problems.

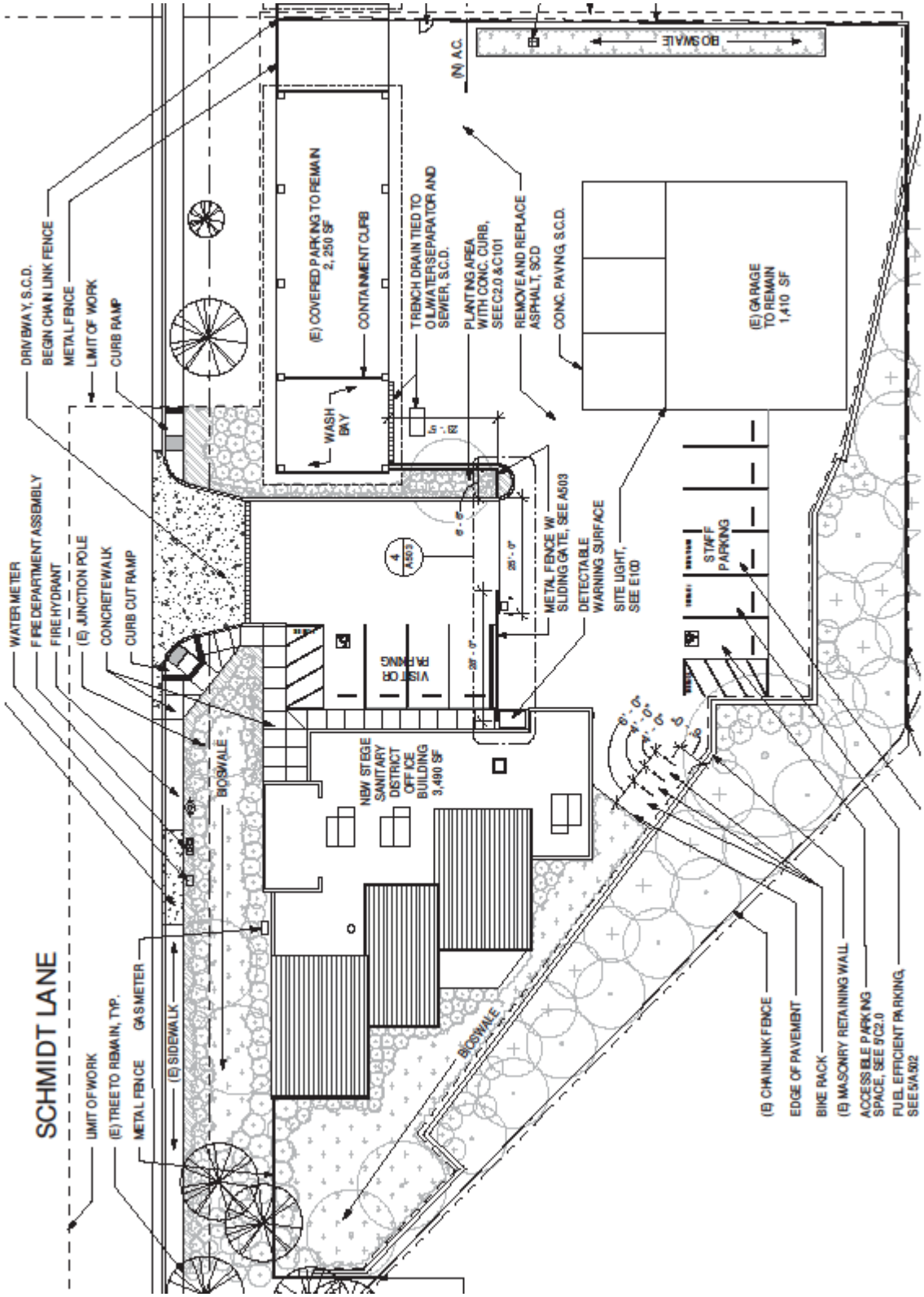
The Contra Costa Flood Control District establishes maintenance and development standards for floodways. The City has also established restrictive development policies in its Municipal Code as a condition of continued eligibility for participation in the National Flood Insurance Program. The El Cerrito Growth Management Element requires containment by an approved flood control and drainage system of a 100-year flood event, based on federal Flood Insurance Rate Maps. In addition, the City continues to impose restrictions on construction within flood hazard zones through establishment of minimum floor level elevations above the projected 100-year flood event level, as established by the Flood Control District.

<u>Creeks and Streams</u>

Eight major watersheds drain through the District. These watersheds generally drain from the Berkeley Hills along the east border of El Cerrito westward towards the City of

Richmond and San Francisco Bay. Runoff from the hills generally drains into intermittent drainage ways. These waterway; are steep, average six feet in width, and have rocky to cobble substrates incised into bedrock. The approximate boundaries of the City's watersheds and creek locations are shown in the El Cerrito Existing Conditions Report (1999). In the past several years, at least five sites have been restored.

District Site Plan



12.1.5. Hazard Materials Vulnerability Threat Summary

The District contains some industrial development that may be associated with hazardous material uses within the District limits, although there are no identified land uses involving hazardous materials or other hazards known to District staff.

The use, storage and disposal of hazardous materials, including management of contaminated soils and groundwater, are regulated by federal, state and local laws and regulations. Local regulatory agencies include the Contra Costa County (CCC) Department of Environmental Health, Hazardous Materials Programs Office and the El Cerrito Fire Department.

The CCC Hazardous Materials Area Plan (1999) describes the overall hazardous materials emergency response organization within CCC; establishes the lines of authority and coordination for hazardous materials incidents affecting CCC, identifies the roles and responsibilities of local, state and federal government agencies necessary to minimize the impacts of a hazardous materials incident, and provides support for hazardous materials management in CCC including the coordination of data management, business plans, and facility inspections. Please see the CCD Haz/Mat Matrix in the Appendix.

The release of hazardous materials to the environment could cause a multitude of problems. The extent of damage is dependent on the type, location and quantity of the material released. The bay, the railway system, freeways and pipelines are frequently used for transporting hazardous materials. Dense vehicular traffic is generated by Interstate 80 through El Cerrito. Two major oil pipelines traverse the railroad right-of-way which borders El Cerrito.

Although no large, fixed facility exists in the District, such facilities exist in neighboring communities, which could affect the District residents (toxic chemicals in gaseous form have caused injuries and fatalities among emergency workers and passers-by, including those driving through the area). In the City of Richmond, many industrial facilities handle chemical products, including several acutely hazardous materials, such as ammonia, chlorine, and hydrogen fluoride. Each can create miles-long lethal clouds, producing burns and damaged tissue when inhaled, and creating "weeping" in the lungs causing suffocation. Fortunately, this type of major catastrophe in the District has so far been avoided.

Recently, the federal Environmental Protection Agency (EPA) established new regulations managing chemical risk called the Risk Management Program. California's more stringent program is called the CA Accidental Release Prevention Program. The goal is to have industry and the public identify potential hazards, implement comprehensive accident prevention programs and prepare for potential emergencies. A worst-case scenario is part of the plan: each facility must draft a hypothetical model showing how much of a toxic chemical could be released into a community within 10 minutes. It assumes completed failure of the largest single container, and in the case of flammable gases, it predicts an explosion following the release.

Almost everyone in Contra Costa County and some people in neighboring counties could be injured or sickened during a worst case scenario. Dow Chemical Company in Pittsburg and General Chemical in Bay Point both reported that hazardous chemical fumes could waft 25

miles in concentrations high enough to injure people. Contra Costa County's four oil refineries reported risk zones stretching from 1.6 miles to 6 miles away. Industry and government officials said the worst possible scenarios are highly unlikely.

If an incident endangers the District, whether it occurs from an airborne plume, along a transportation route near or in the District, it is possible that extensive County assistance may not be available for one or two hours. Therefore, the burden of responding immediately rests upon the District's resources.

Bio-Terrorism Chemical Agent Risk Chart

Chemical Agents Listing and Information

Blister/Vesicants

Blood

- Arsine (SA)
- Cyanogen Chloride (CK)
- Hydrogen Chloride
- Hydrogen Cyanide (AC)

Choking/Lung/Pulmonary Damaging

- Chlorine (CL)
- Diphosgene (DP)
- Cyanide
- Nitrogen Oxide (NO)
- Perflurorisobutylene (PHIB)
- Phosgene (CG)
- Red Phosphorous (RP)
- Sulfur Trioxide-Chlorosulfonic Acid (FS)
- Teflon and Perflurorisobutylene (PHIB)
- Titanium Tetrachloride (FM)
- Zinc Oxide (HC)

Incapacitating

Nerve

Riot Control/Tear

- Bromobenzylcyanide (CA)
- Chloroacetophenone (CN)
- Chloropicrin (PS)
- CNB - (CN in Benzene and Carbon Tetrachloride)
- CNC - (CN in Chloroform)
- CNS - (CN and Chloropicrin in Chloroform)
- CR
- CS

Vomiting

- Adamsite (DM)
- Diphenylchloroarsine (DA)
- Diphenylcyanoarsine (DC)

Other Industrial Chemicals

None at this time

12.1.6. Major Fire Threat Summary

The District contains urban housing intermixed with wildland areas that increase the area's risk of loss from devastating fires. These areas have been identified by the California Department of Forestry (CDF) and the El Cerrito Fire Department as Very High Fire Hazard Severity zones. Property owners within these zones must take special precautions with their property, including vegetation management, to reduce the risk of fire. The City has developed a Fire Hazard Reduction Program for the portions of the City that lie within the Very High Fire Hazard Severity zones (the El Cerrito Hills Area, the Canyon Trail Area, the Cerrito Creek adjacent to Albany Hill and the entire community of Kensington). The program provides guidelines to property owners including fuel reduction, the creation of fuel breaks along property lines and adjacent to structures, and fire resistant ornamental landscaping.

The Hillside Natural Area (HNA) and other open space areas are a constant concern especially in drought years. According to the Fire Department, the three most significant fire safety threats in the City of El Cerrito are:

- Increasing fuel loads in city parks;
- The wild land interface in East Richmond Heights; and
- The wild land interface along park land at the eastern border of the City

12.1.7 Extreme Weather/Storms

Heavy rainfall on saturated soils can lead to frequent mudslides that close roads and endanger lives and property. Heavy winds have been known to down large trees and power lines damaging property, blocking roads, and cutting off utilities and communications. The District enjoys a temperate climate marked by brief cold and heat waves. If these weather extremes occur for extended periods, the result could be slippery roads, power outages and/or property damage. The potential impact on District facilities is the damage or destruction of mainlines in areas of landslides.

Drought cycles occur approximately every 7-11 years. Droughts increase the wild land fire danger, affects the water reservoir levels and adversely affects agriculture, and hence, the economy. Emergency response actions would most likely consist of various water conservation measures and could limit the use of hydro-flushing equipment.

12.1.8 Terrorist Attack/National Security

The potential for damage from realized national security threats ranges from the relatively localized damage that could be expected to result from a terrorist attack to the catastrophic devastation that could be expected from a chemical, biological or nuclear attack on the United States. Like the other categories of hazards, national security threats can be either predictable or unpredictable. National security threats include ballistic missile attack, chemical and biological attack, civil disorder, nuclear attack and terrorism.

Terrorism is 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. In the wake of the Oklahoma City bombing and the World

Trade Center bombing in New York, terrorism has become an increasing concern for emergency management, emergency responders and the public at large.

California has published a Terrorism Response Plan (1998) and Contra Costa County has developed a Terrorism Annex to the Operational Area EOP (1999). Two working groups have been developed in Contra Costa County to address terrorism response planning. The Terrorism Working Group and the Terrorism Early Warning Group (deals with threat analysis & notification issues & will also be activated during a threat/actual event). Very soon the County will work with cities to draft Terrorism Response Procedures.

Sites within Contra Costa County which may be subject to attack include the large petroleum refineries and other industry, the Concord Naval Weapons Station, local, state or federal government facilities, power and communications facilities, other utilities, densely populated areas and major transportation centers such as BART stations. The population may be affected by attacks outside the County which may impair power systems, telecommunications and transportation.

The risk from a nuclear weapon attack has been assessed by the federal Nuclear Attack Planning Base (1990) as high for all counties surrounding the San Francisco Bay, including Contra Costa County. The effects of a nuclear detonation in the El Cerrito/Richmond area would vary according to the strength of the bomb and the altitude at which it was detonated. For example, if it is assumed that a one megaton bomb burst at ground zero, all transportation arteries into and out of the El Cerrito/Richmond area would be destroyed. Damage to persons and buildings would vary according to their distance from ground zero and level of protection. It can be assumed there would be a considerable number of immediate casualties from both the thermal and nuclear radiation as well as long-term casualties from radiation sickness among persons exposed to the nuclear radiation. This would also be true for radiation releases from sources other than nuclear detonation.

Risk from other types of weapons (conventional, chemical and biological) would also depend on the amount, type, proximity and protection at the time of the attack and any exposures post-attack, such as contamination of ambulances and/or hospital emergency rooms. Research and training are being conducted by the federal government in these areas. The likelihood of occurrence per the Contra Costa Operational Area EPO is considered to be infrequent.

13 Maintenance and Training

13.1 Emergency Operations Plan Maintenance

The District's Comprehensive Emergency Management Plan is designed for efficient update and additions. The responsibility of maintaining the document is assigned to the Emergency Manager.

The Emergency Manager will conduct a thorough review of the plan annually.

Updates shall be distributed every year as needed or when there are significant changes.

This Plan is a management tool. It supports, and is integrated with, site operations. The Sections of the Plan addressing site procedures can be easily updated with minor modifications when there are changes to the District organization, systems and/or new functional positions are added. It does not need to be updated every time site procedures change.

Individuals with emergency assignments are to review their procedures and related information after every activation, either simulated in drills or as an actual response. Individual Checklists are to be revised as needed. Additionally, individual users are encouraged to add supplemental materials to their Sections for a complete "response ready" Plan.

The Checklists are designed to be used as worksheets. New and revised Checklists can be reprinted after each activation. If additional pages are added and the District does not wish to renumber the entire Section, new pages can include the letters A, B, C, etc., respectively after the last page of the Checklists and inserted into an existing document.

It is not necessary to reprint the entire document each time it is updated. The footer date should always be kept current and can include the word "Revised" to indicate the update.

13.2 Training Program

This Plan is consistent with the Standardized Emergency Management System (SEMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. The District will need to review the guidelines to identify competency requirements based on this Plan.

At a minimum, the following training program is recommended:

13.2.1 Orientation

All District employees should attend a Plan review and EOC orientation training either as a facilitated class or as computer-based training through the District's website.

13.2.2 Management Table Top Training

The Emergency Manager and staff with emergency assignments in the EOC should attend periodic special management Table Top Training in order to become familiar with the applied

theory of the Incident Command System and functional management coordination. The training should include a detailed overview of how the Operational Area, various Offices of Emergency Services and other agencies coordinate with the District.

13.2.3 Table Top Exercise

All District employees with emergency management response assignments should participate in one facilitated Table Top Exercise annually. This is not a full functional drill, but is a discussion-based, guided review of policies and procedures. It should be conducted at the EOC site and the scenario topics should vary to address a variety of incidents and conditions.

13.2.4 Communication Tests

The District should test all communication systems and protocols at least once a year, and after significant changes in the system. Directories and procedures in the Checklists should be updated after each test.

13.2.5 EOC Functional Exercise

The District should conduct at least one EOC functional exercise annually, simulating an actual incident or disaster. This serves to practice policies, procedures and decision-making skills. The exercise can be for the District alone, or in conjunction with other jurisdictions. This is the most effective method of training staff. Shortly after the functional exercise, a lessons-learned workshop should be held involving all who participated.

13.2.6 Supplies & Forms; Replenishment/Plan Review

On November 1 of every even-numbered year, the Operations Chief (Collection System Supervisor) will make sure that all "Go Packs" are brought into the District office. At that time, batteries shall be replaced, forms and phone numbers should be updated, and packs should be renewed. The District Manager will ensure that the plan is reviewed and updated as necessary.

14 Glossary

14.1 Terms

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

Aerosol: Fine liquid or solid particles suspended in a gas, for example, fog or smoke.

All Hazards: Refers to a policy or program that is designed to deal with a variety of natural and technological hazards.

Annex: A document that supplements the Emergency Operations Plan, which provides further planning information for a specific aspect of emergency management.

Appendix: A separate portion of the Emergency Operations Plan that contains guidance and information specific to actions required in emergency management.

Biological Agents: Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

Chemical Agent: A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects. Generally separated by severity of effect: lethal, blister, and incapacitating.

Comprehensive Emergency Management Plan: A document required by state regulation that consists of a Basic Plan, Appendices, Supplemental Annexes, and Standard Operating Procedures for the purpose of providing effective mitigation, response to and recovery from disasters.

Consequence Management: Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism. (Source: FRP Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the Lead Federal Agency (LFA) for consequence management to ensure that the Federal Response Plan is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

Continuity of Government: Includes measures to – ensure continued leadership and preservation of vital records, thereby maintaining a viable system of government supported by law; establish emergency authorities legally vested in government leaders so that they have prescribed powers to act; ensure survivability of mechanisms and systems for direction and control so that actions directed by leaders can be communicated and coordinated; sustain

essential emergency services and resources so that critical response and recovery actions can achieve widest possible implementation.

Crisis Management: This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the LFA for crisis management for such an incident. (Source: FBI) During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA. (Source: FRP Terrorism Incident Annex, April 1999)

Damage Assessment: The appraisal or determination of the actual damage resulting from a disaster.

Decontamination: The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the HazMat.

Disaster: The occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or manmade cause including fire, flood, earthquake, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, other public calamity requiring emergency action.

Disaster Assistance Center: A location established in a disaster area that houses all federal, state, and local agencies that deal directly with the needs of the individual victim. DACs are established only after a Presidential Declaration.

Disaster Declaration: A document executed by an elected government for the purpose of obtaining assistance from a higher level of government.

Disaster Service Workers: All public employees in California are subject to such emergency or disaster activities as may be assigned by their supervisors or by law.

Drill: A supervised instruction period aimed at testing, developing, and maintaining skills in a particular operation. A drill is often a component of an exercise.

Drop Cover, and Hold: Shelter position under tables or desks or other protected places away from overhead fixtures, windows, high cabinets, and bookcases, for immediate individual protection during an emergency.

Emergency: An event, the effects of which cause loss of life, human suffering, property damage (both public and private), and severe economic and social disruption.

Emergency Alert System: A program of the Federal Communications Commission (FCC) to coordinate the dissemination of emergency information via commercial broadcasters.

Emergency Coordinator: A position called for in the Emergency Organization to carry out emergency management functions on a day-to-day basis at the local level.

Emergency Manager: A position called for in the Emergency Organization to oversee the implementation of the District Comprehensive Emergency Management Plan at the local level.

Emergency Operations Center: A centralized location where individuals responsible for responding to a large scale emergency can have immediate communication with each other and with District management for the purpose of enhancing coordination in exercising direction and control of emergency response and recovery efforts.

Emergency Organization: Organization to direct and control operations of the District during a period of emergency with assigned responsibilities and tasks for planning, response, and recovery in emergency situations.

Emergency Powers: Special authority granted to a chief local official during times of emergency. The State delegates emergency powers to designated local officials through an executive order.

Federal Response Plan (FRP): The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC], et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management. (Source: FRP Terrorism Incident Annex, April 1999)

Lead Agency: The Federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the Federal response in a specific functional area. The FBI is the lead agency for crisis management and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

Lead Federal Agency (LFA): The agency designated by the President to lead and coordinate the overall Federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

Level I Emergency: Minor to moderate emergency, such as major power outage, bomb threat, air pollution alert, isolated fire, or minor earthquake (no injuries or significant damage).

Level II Emergency: Moderate to severe emergency, such as major fire, moderate earthquake, bomb explosion (with injuries and/or structural damage).

Level III Emergency: Major emergency or disaster, such as a major earthquake or nuclear explosion.

Local Emergency Responder: Safety services provided by outside agencies, such as police, fire, medical or rescue services.

Mitigation: Those actions (including threat and vulnerability assessments) taken to reduce the exposure to and detrimental effects of a WMD incident.

Mitigation Phase: Phase of emergency management for site-specific action to minimize hazards and reduce the potential for injury or damage in an emergency.

Nonpersistent Agent: An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

Persistent Agent: An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

Plume: Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

Preparation (Preparedness) Phase: Phase of emergency management for employee in-service training in emergency responsibilities, such as prevention of injuries and property damage, first-aid and other response and rescue operations, and for acquisition of adequate supplies and equipment required to respond to an emergency.

Radiation: High-energy particles or gamma rays that are emitted by an atom as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

Recovery Phase: Phase of emergency management for the initiation of short-range and long-range recovery plans at each effected site to return to normal operations following an emergency.

Response Phase: Phase of emergency management in which all employees take appropriate steps in an emergency situation to put the emergency plan into action.

Terrorism: 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. Domestic terrorism involves groups or individuals who are based

and operate entirely within the United States and U.S. territories without foreign direction and whose acts are directed at elements of the U.S. government or population.

Toxicity: A measure of the harmful effects produced by a given amount of a toxin on a living organism.

Weapons-Grade Material: Nuclear material considered most suitable for a nuclear weapon. It usually connotes uranium enriched to above 90 percent uranium-235 or plutonium with greater than about 90 percent plutonium-239.

Weapons of Mass Destruction: Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921)

14.2 Acronyms

AFB	Air Force Base
AMS	Aerial Measuring System
ANSIR	Awareness of National Security Issues and Response Program
ARAC	Atmospheric Release Advisory Capability
ARG	Accident Response Group
ARS	Agriculture/Research Service
ATC	Air Traffic Control
BDC	Bomb Data Center
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBRNE	Chemical, Biological, Radiological, Nuclear Material, or High-Yield Explosive
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CHEMTREC	Chemical Transportation Emergency Center
CHPPM	Center for Health Promotion and Preventive Medicine
CIRG	Crisis Incident Response Group
CJCS	Chairman of the Joint Chiefs of Staff
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
CRU	Crisis Response Unit
CSREES	Cooperative State Research, Education and Extension Service
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection

DAC	Disaster Assistance Center
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DMCR	Disaster Management Central Resource
DMORT	Disaster Mortuary Operational Response Team
DoD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DPP	Domestic Preparedness Program
DSR	Damage Survey Report
DTCTPS	Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)
DTIC	Defense Technical Information Center
EAS	Emergency Alert System
EM	Emergency Management
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to Know Act
ERT	Emergency Response Team (FBI)
ERT-A	Emergency Response Team – Advance Element
ERTU	Evidence Response Team Unit
ESF	Emergency Support Function

EST	Emergency Support Team
EU	Explosives Unit
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FEST	Foreign Emergency Support Team
FNS	Food and Nutrition Service
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FRP	Federal Response Plan
FS	Forest Service
HazMat	Hazardous Materials
HHS	Department of Health and Human Services
HMRU	Hazardous Materials Response Unit
HQ	Headquarters
HRT	Hostage Rescue Team (CIRG)
HTIS	Hazardous Technical Information Services (DoD)
IC	Incident Commander
ICS	Incident Command System
IND	Improvised Nuclear Device
JIC	Joint Information Center
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
MEDCOM	Medical Command

MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MSCA	Military Support to Civil Authorities
NAP	Nuclear Assessment Program
NBC	Nuclear, Biological, and Chemical
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDMS	National Disaster Medical System
NDPO	National Domestic Preparedness Office
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NMRT	National Medical Response Team
NRC	Nuclear Regulatory Commission
NRT	National Response Team
NSC	National Security Council
NTIS	National Technical Information Service
OEP	Office of Emergency Preparedness
OFCM	Office of the Federal Coordinator for Meteorology
OIG	Office of the Inspector General (USDA)
OSC	On-Scene Commander
OSLDPS	Office for State and Local Domestic Preparedness Support
PDD	Presidential Decision Directive
PHS	Public Health Service
POC	Point of Contact
PT	Preparedness, Training, and Exercises Directorate (FEMA)

R&D	Research and Development
RAP	Radiological Assistance Program
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersal Device
REAC/TS	Radiation Emergency Assistance Center/Training Site
ROC	Regional Operations Center
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team
SAC	Special Agent in Charge (FBI)
SARA	Superfund Amendments and Reauthorization Act
SBCCOM	Soldier and Biological Chemical Command (U.S. Army)
SCBA	Self-Contained Breathing Apparatus
SEB	State Emergency Board
SERC	State Emergency Response Commission
SIOC	Strategic Information and Operations Center (FBI HQ)
SLG	State and Local Guide
TERC	Tribal Emergency Response Commission
TIP	Terrorist Incident Plan
TRIS	Toxic Release Inventory System
UC	Unified Command
UCS	Unified Command System
USC	U.S. Code
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
VA	Department of Veterans Affairs

WMD	Weapons of Mass Destruction
WMD-CST	WMD Civil Support Team

APPENDIX 1

EMERGENCY MANAGEMENT

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Emergency Management

Sanitary District

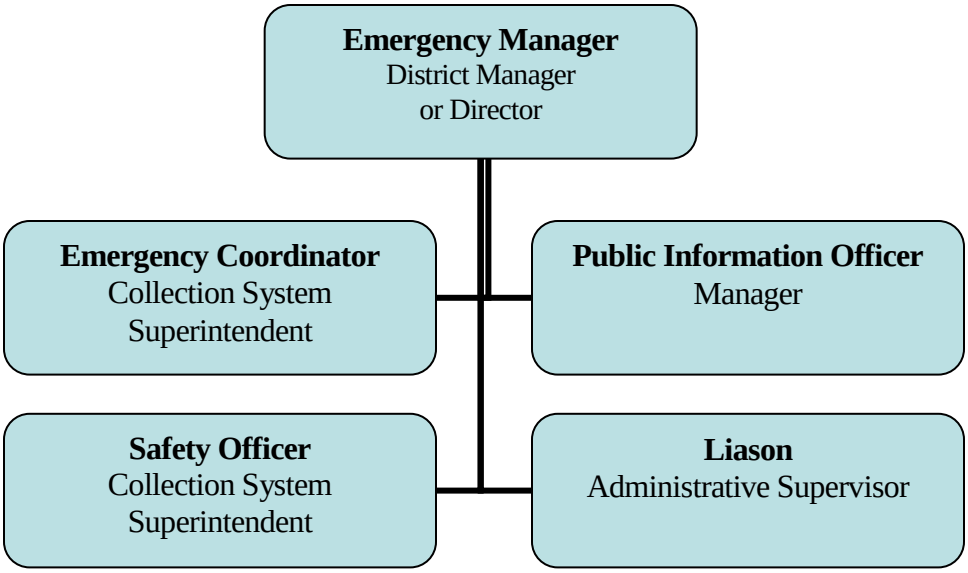
In order for the District to manage and coordinate the overall emergency response and recovery activities within its area of responsibility, the Emergency Management Organization must comply with SEMS (Standardized Emergency Management System), which has been adopted by the State of California as a standard for all levels of response.

The purpose of the Emergency Management is to allow for the most efficient flow of information within District and outside between the District to other jurisdictions, agencies, and organizations. Since other entities are obliged to organize in a similar fashion, with similar responsibilities, defining specific lines of communication facilitates sharing information related to the incident.

Policy Group

The Administration and Policy Group is composed of the Governing Board and, perhaps a Legal Advisor, and is responsible for continuity of operations, defining policy, short and long range recovery planning, legal advice on issues related to the response, and public information. The group will receive periodic briefings from the Emergency Manager and staff.

Management Section



Emergency Manager

Primary Responsibility *– District Manager/Director*
Alternate Responsibility *– As Assigned*

Overall management of the District at all times. Delegate's responsibility for uniform planning and execution of details of the disaster preparedness program for the District. Establishes a chain of command for emergency situations. Directs each Department to prepare and publish plans for their Department on procedures for emergency or disaster situations. Requires that prescribed training and disaster plans are implemented. Requires that Departments maintain first aid equipment and other emergency supplies. Plans for safe storage of District records.

Safety Officer

Primary Responsibility – *Collection System Superintendent*
Alternate Responsibility *– Collection System Worker*

The Collection System Superintendent is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. Although the Safety Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required, the officer will generally correct unsafe acts or conditions through the regular line of authority. The Safety Officer maintains awareness of active and developing situations and includes safety messages in each incident Action Plan.

Liaison Officer

Primary Responsibility – *Administrative Supervisor*
Alternate Responsibility *– Administrative Specialists*

The Liaison Officer is responsible for providing personnel, facilities, services, and materials to support the incident response. The Liaison Officer participates in development and implementation of the Incident Action Plan, activates, and supervises the branches and units under the section. The Liaison Officer performs all Liaison Section functions if subordinate positions are not filled.

Public Information Officer

Assigned Official

The Administration and Finance Section Chief is responsible for all financial and cost analysis aspects of the incident; supervising units under the Administration and Finance Section; and participating in the development and implementation of the Incident Action Plan. The Admin and Finance Chief perform all section functions if subordinate positions and not filled.

Cost/Finance Unit Leader

The Cost Unit Leader is responsible for collecting all cost data, performing cost analyses, providing cost estimates, recommending ways to reduce costs, compilation of cost reimbursement data; and completion and filing of applications for cost reimbursement for personnel, materials, equipment, and damage arising from the incident. This person is also responsible for administering all financial matters pertaining to vendor contracts and purchase of supplies and materials.

Documentation Unit Leader

The Documentation Unit Leader is responsible for collecting and maintaining accurate and complete incident files; providing duplication services to incident personnel; and storage of incident documentation for legal, analytical, and historical purposes.

Compensation & Claims Unit Leader

The Compensation & Claims Unit Leader is responsible for the overall management and direction of all compensation for injury and claims during the incident; administering financial matters arising from serious injuries and deaths occurring during the incident; and for handling all claims-related activities other than injury.

Emergency Coordinator

Primary Responsibility *– Collection System Superintendent*
Alternate Responsibility *– Collection System Worker*

Knows what resources are available. Determines strategy for implementing the plan to handle the incident. Monitors how well (or poorly) the plan is working. Adjusts the plan to meet the realities of the situation. Makes sure that the response is being fully documented - for legal and financial reasons. Coordinates all response activities through the section chiefs. Keeps the Emergency Manager informed of the progress and strategies being implemented during the response.

First Aid & Rescue

The Emergency Coordinator is responsible for taking action to reduce injuries and the loss of lives by ensuring timely and coordinated medical response, rescue operations, triage and transportation. This person also implements that part of the Incident Action Plan dealing with coordination of resources that provide for the rapid mobilization, organization, and operation of medical equipment and personnel to mitigate the effects of the emergency.

Plant Operations/Security

The Plant Security is responsible for maintaining law and order, evacuating people in a timely manner, controlling traffic, and controlling ingress and egress. This person also implements that part of the Incident Action Plan dealing with coordination of resources that provide for the rapid mobilization, organization, and operation of security equipment and personnel to mitigate the effects of the emergency.

The Plant Operations is responsible for water supply, debris removal, machinery operation, control room management, technical assistance, assistance in traffic control, assistance in access and rescue operations, and other duties as required. The Public Services Branch Director also implements that part of the Incident Action Plan dealing with coordination of resources that provide for the rapid mobilization, organization, and operation of plant equipment and personnel to mitigate the effects of the emergency.

Communications

The Communications is responsible for developing plans for the effective use of communications equipment and facilities; installing and testing communications equipment; supervision of the communications center; distribution of communications equipment to incident responders; and the maintenance and repair of communications equipment. This person also acts as message center leader in the EOC.

Damage Assessment Unit Leader

The Damage Assessment Unit Leader is responsible for the collection and documentation of information connected with all structural damage during an incident, including the inspection of structures and safety determinations. The Damage Assessment Unit will placard structures as appropriate and take measures to mitigate further damage throughout the response to the event.

The Demobilization Unit Leader is responsible for the preparation of the demobilization plan and assisting incident sections/units in ensuring an orderly, safe, and cost-effective plan for movement of personnel and equipment from incident sites.

Assigned Official

Resources Unit Leader

The Resource Status Unit Leader is responsible for establishing all incident check-in activities; preparation and processing of resource status change information; preparation and maintenance of displays, charts and lists that reflect the status and location of incident resources, transportation, and support vehicles; and maintenance of a master check-in list of resources assigned to an incident. This person is primarily responsible for support of out-of-service resources; transportation of personnel, supplies, food, and equipment; fueling, maintenance and repair of vehicles and other ground equipment; and implementing a traffic plan for the incident.

Services Unit Leader

The Services Unit Leader is primarily responsible for the layout and activation of incident facilities, including the base, camp(s), shelters, Disaster Assistance Centers, and Emergency Operations Center (EOC). The unit provides sleeping and sanitation facilities for incident personnel and manages base and camp operations. Each facility base or camp is assigned a manager who reports to the Services Unit Leader. The basic functions or activities of the base and camp manager are to provide security service and general maintenance.

Supplies Unit Leader

The Supplies Unit Leader is primarily responsible for ordering personnel resources, equipment, and supplies; receiving and storing supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

Personnel Unit Leader

The Personnel Unit Leader is responsible for assigning employees to the response effort and organizing assistance coordinated through the District EOC. This person also provides staff support as needed, maintains personnel records (time sheets, claims, etc.) and is responsible for personnel time recording and managing the commissary operation.

APPENDIX 2

DISASTER RESPONSE CHECKLISTS

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Emergency Operations Center (EOC)

Explanation of the EOC

The Emergency Operations Center (EOC) is the location from which centralized management of an emergency response is performed. The use of EOCs is a standard practice in emergency management.

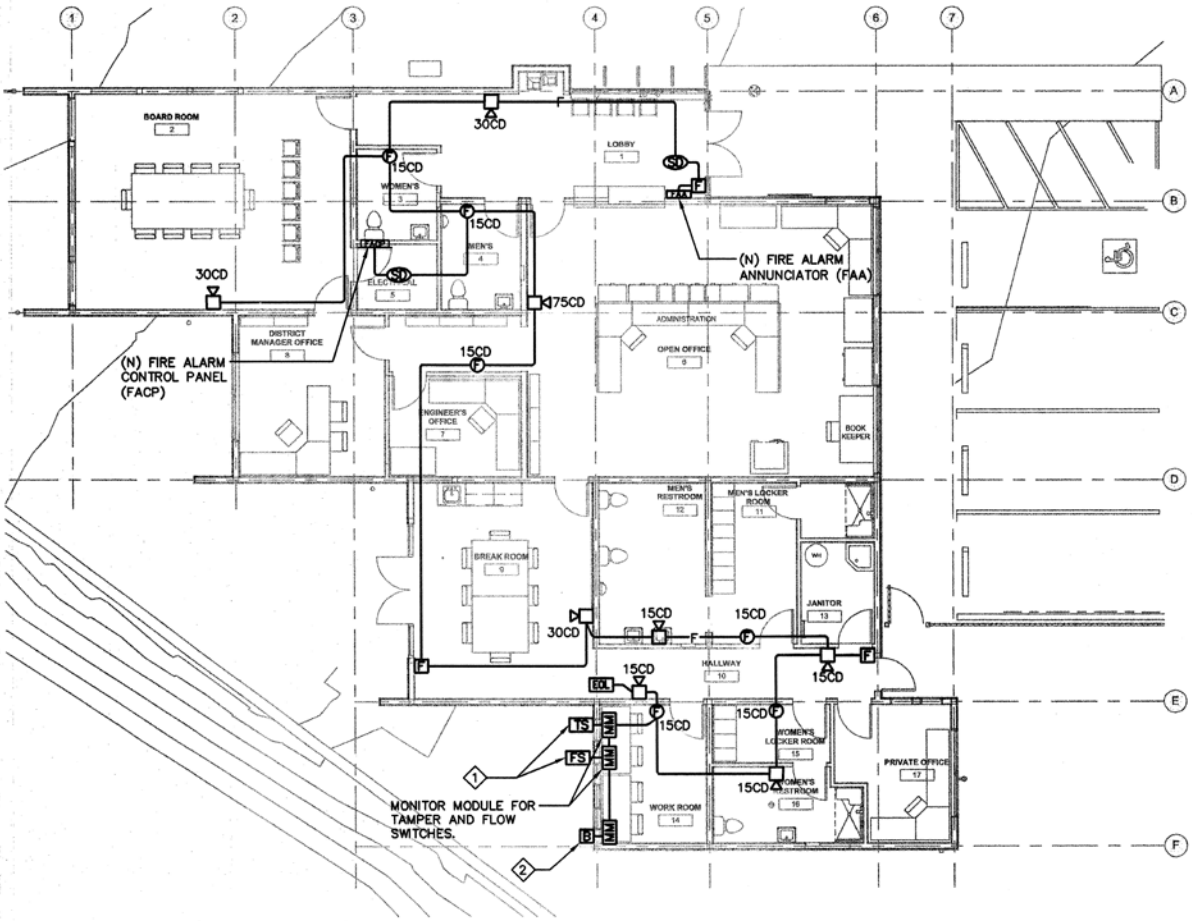
The Emergency Manager and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all Waste Water Treatment District emergency operations, and coordination with other agencies and the Operational Area EOC. The EOC is partially or fully activated by the Emergency Manager, according to the requirements of the situation.

The EOC is organized according to SEMS, as noted earlier in this plan. The Emergency Manager, Emergency Coordinator and the section chiefs serve as the EOC management team, along with the Public Information Officer, Safety Officer, and Liaison.

Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted in the field using the Incident Command System.

It is recommended that the EOC be configured as closely as possible to the diagram below; however, in the event of a major disaster, this location may be moved at the discretion of the Emergency Manager.

Emergency Operations Center Diagram



EOC Activation

When the EOC is activated

Activation of the District EOC means that at least one District official implements SEMS as appropriate to the scope of the emergency and the District's role in response to the emergency. The District EOC is activated when routine use of resources needs support and/or augmentation. The District official implementing SEMS may function from the EOC or from other locations depending on the situation.

Activated EOCs may be partially or fully staffed to meet the demands of the situation. The District maintains three EOC staffing levels that can be applied to various situations. Activation criteria are as follows:

EOC Activation Guide				
Level	**Conditions**	**EOC Duties**	**Activation**	**Actions**
0	1. No potential severe weather 2. No increasing international tension 3. No increasing national or local tension 4. No increasing probability of hazard	1. Monitor world, national, regional, and local news and monitor regional weather forecasts and space forecasts.	1. No to minimal staff in normal operations	1. No actions.
1	1. Possibility of local unrest 2. Severe weather watch is issued 3. Situational conditions warrant 4. Small incidents involving one facility 5. Earthquake advisory 6. Flood watch	1. Continuous monitoring of event 2. Check & update all resource lists 3. Distribute status and analysis to EOC personnel 4. Receive briefing from field personnel as necessary	1. Only basic support staff or as determined by Emergency Manager	1. EOC Section Chiefs review Plan and Guidelines and check readiness of staff and resources.
2	1. Small scale civil unrest 2. Situational conditions warrant 3. Severe weather warning issued 4. Moderate earthquake 5. Wildfire affecting specific areas 6. Incidents involving 2 or more facilities 7. Hazardous materials incident requiring evacuation 8. Imminent earthquake alert	1. Continuous monitoring of event 2. Initiate EOC start-up checklist 3. Facilitate field personnel 4. Provide status updates to EOC personnel	1. Staffed as situation warrants and liaison to other agencies 2. Primary EOC personnel will be available and check-in regularly	1. Briefings to District Executive staff 2. EOC begins full operation
3	1. International crisis deteriorated to the point that widespread disorder is probable 2. Civil disorder with relatively large scale localized violence 3. Hazardous conditions that affect a significant portion of the City 4. Severe weather is occurring 5. Verified and present threat to critical facilities 6. Situational conditions warrant 7. Major emergency in the Area or Region 8. Incidents occurring involving heavy resource involvement 9. Major earthquake	1. Brief arriving staff on current situation 2. Facilitate EOC staff	1. As determined by the Emergency Manager 2. EOC essential and necessary staff 3. Key department heads 4. Required support staff	1. As situation warrants

EOC Activation Checklist

- ❑ EOC Activation is ordered by the Emergency Manager of Emergency Services and will call the Section Chiefs.
- ❑ Upon, activation, personnel assigned to positions on the EOC Team report to the EOC location and check in with Section Chiefs.
- ❑ Conduct EOC function and incident/situation briefing.
- ❑ Issue seat and confirm shift assignments.
- ❑ Obtain identification vest and credentials.
- ❑ Begin activity logs.
- ❑ Determine staffing needs and acquire additional support as needed.
- ❑ Check communications equipment (telephones, fax machines, radios). Assistance available from the Communications Team.
- ❑ Locate and lay out necessary supplies and materials.
- ❑ Review and start working off Position Checklist.

EOC Equipment and Supplies Checklist

Equipment and supplies should be sufficient for prolonged operation of the fully staffed EOC. The following is a recommended supply list:

❑ Communications equipment	❑ Flashlights/emergency lighting
❑ Furniture - desks/tables and chairs for all positions, conference tables and chairs	❑ Uninterruptible Power Supply (UPS) for computers
❑ Computers and printers	❑ TV, VCR, AM/FM Radio
❑ EOC forms and logs	❑ Displays, maps, charts, white boards
❑ Copier & copy paper	❑ Administrative
❑ Supplies and office equipment (pens, pencils, staplers/staples, note paper)	❑ First Aid and Sanitary Supplies
❑ Emergency generator	❑ Blankets and other items for a sleeping area
❑ Kitchen equipment and supplies	❑ Janitorial Supplies
	❑ Food supply

EOC Closeout Checklist

- ❑ Notify appropriate agencies and individual sites that EOC is being closed.
- ❑ Collect data, logs, situation reports, message forms, and other significant documentation. Place in a secure file box. Mark the outside with the date and any state or federal numbers associated with the response.
- ❑ Deliver the information to the Administration & Finance Section Chief.
- ❑ Fold and repack re-usable maps, charts, materials.
- ❑ Collect and box all office supplies and unused forms.
- ❑ Make a list of all supplies that need replacement and forward to the Logistics Section Chief.
- ❑ Return vest and identification credentials.
- ❑ Log out.
- ❑ Leave work area in good order.

Command Section

Emergency Manager

Responsible for the overall management of the incident through its completion or until officially relieved of command. Oversees the development and implementation of strategic decisions, and approves ordering and release of resources. Has complete authority and responsibility for conducting the overall operation.

Action Checklist

- ❑ Read the entire action checklist.
- ❑ If relieving an Incident Commander, receive a briefing.
- ❑ Sign in at the EOC and wear the green reflective vest that identifies your position.
- ❑ Depending on the type and extent of incident, implement partial or full activation of the EOC.
- ❑ Determine if essential personnel or alternates are in the EOC or have been notified.
- ❑ Jointly assess the situation with the EOC Section Chiefs and identify needed protective action missions including: rescue, medical aid, evacuation, shelter, control or containment, public information & warning, fire suppression, and security.
- ❑ Start an activity log documenting names, times, places and activities for all persons under your scope of supervision. Be sure to include yourself, beginning the log with the time and circumstances under which you were notified of the event. This log MUST be continually updated and maintained for the ENTIRE DURATION of the incident. Consider assigning this task to a scribe.
- ❑ Establish priorities. Determine incident objectives.
- ❑ Estimate duration of response.
- ❑ Anticipate needs and oversee the preparation of the Incident Action Plan, then approve and authorize its implementation. The Planning & Intelligence Section usually prepares an IAP. It includes a summary of the event, a list of objectives and the length of the operational period.
- ❑ Establish operational work periods for all EOC and field personnel. (Twelve hour maximum shifts are recommended.)
- ❑ Assess available resources and request assistance as needed.
- ❑ Formulate rules, regulations, and orders.

- ❑ Use PLAIN ENGLISH during radio communications, NO CODES. This reduces confusion when dealing with outside agencies. Also, refer to all staff by their SEMS title because outside responders may not be familiar with names or agency designators.

- ❑ Notify adjacent agencies/jurisdictions of hazards that may impose risks across boundaries.

- ❑ Request activation of City or County Operational Area EOC if appropriate.

- ❑ Conduct an initial briefing to inform your staff of the situation. They must all maintain an activity log documenting names, times, places and activities for all person under the scope of their supervision, including themselves. Accurate record keeping is essential to cost recovery. Hold periodic staff update meetings and ensure compliance.

- ❑ Establish the frequency of briefing sessions.

- ❑ Continually address the ongoing need for replacement and relief of staff.

- ❑ Designate a representative to the City or County EOC and other agencies as needed.

- ❑ Review and approve all requests for outside resources and mutual aid, and release of resources. Forward approved requests to Logistics.

- ❑ Approve use of trainees, volunteers and/or auxiliary personnel.

- ❑ Coordinate all EOC functions with internal staff and neighboring communities, Alameda County, State and Federal Emergency Organizations. Prepare a Mutual Aid Provision Plan to other jurisdictions.

- ❑ Periodically meet with the Public Information Officer to approve the release of ANY and ALL information to the news media.

- ❑ Coordinate demobilization of the operation when appropriate.

- ❑ Maintain all required records to support the history of the emergency:
  - ✓ Messages received and sent
  - ✓ Action taken and activities
  - ✓ Requests filled
  - ✓ EOC personnel and time on duty

Public Information Officer

Responsible for the formulation and release of information about the event, as well as the point of contact for news media and other appropriate agencies and organizations.

Action Checklist

- ❑ Read entire Action Checklist
- ❑ Sign in at the EOC and wear the green reflective vest that identifies your position.
- ❑ Meet with Emergency Manager to obtain a situational status report or briefing on the extent of the event..
- ❑ Set up a workstation. Be sure radio, telephone and computer hookups are fully operational.
- ❑ Start an activity log documenting names, times, places and activities for all persons under your scope of supervision. Be sure to include yourself, beginning the log with the time and circumstances under which you were notified of the event. This log MUST be continually updated and maintained for the ENTIRE DURATION of the incident. Consider assigning this task to a scribe.
- ❑ Prepare an initial information summary as soon as possible after arrival.
- ❑ Use PLAIN ENGLISH during radio communications, NO CODES. This reduces confusion when dealing with outside agencies. Also, refer to all staff by their SEMS title because outside responders may not be familiar with names or agency designators.
- ❑ Determine whether the Emergency Manager has placed any limitations or restrictions on the release of information. Obtain appropriate approval for release of all information from Emergency Manager or designated representative.
- ❑ Open and staff the Joint Information Center (JIC) and establish necessary contacts with the media (Newspapers, Radio Stations, Television Stations) to provide information and assistance as required.
- ❑ Anticipate the media's questions and informational needs. The following should be addressed immediately:
  - ✓ Unsafe areas, structures, and facilities
  - ✓ Transportation routes and closures, including viable alternatives
  - ✓ Available assistance centers
  - ✓ Available shelter sites, including what people are permitted to bring there
- ❑ Gather and disseminate instructions, warnings and announcements. Develop materials (maps, graphs, charts, photos, lists, etc.) for use in media briefings. Update as required.
- ❑ Coordinate information releases with City, County, State and Federal teams as needed.
- ❑ Coordinate with local radio broadcasting organizations or other communications systems to issue warnings.
- ❑ Post the information in the EOC, and the news media center.

- ❑ Arrange for interviews and tours that may be required or requested. Provide an escort service for media and VIPs.

- ❑ Ensure the general safety of any personnel assigned.

- ❑ Obtain media information that may be useful to incident planning. Consider monitoring television and radio transmissions for this purpose, as well as to address inaccuracies and rumors.

- ❑ Attend all EOC Staff Meetings to update news bulletins and media news releases. Participate in development of the Incident Action Plan.

- ❑ Conduct media briefings. Arrange meetings between the media and emergency personnel and/or members of the Policy Group or other VIPs.

- ❑ Publicize an official list of assistance centers and shelter sites.

- ❑ Ensure that announcements and information are translated for special populations.

- ❑ Provide periodic informational and media updates to the command staff.

- ❑ Maintain all required records to support the history of the emergency:
  - ✓ Messages received and sent
  - ✓ Action taken and activities
  - ✓ Requests filled
  - ✓ PIO personnel and time on duty

Safety Officer

Responsible to monitor event operations, then assess, identify and anticipate hazardous or unsafe conditions. This includes situations created as a result of or directly influenced by the event. Develops and recommends measures to ensure personnel safety. Has authority to directly STOP unsafe acts if personnel are in imminent life-threatening danger and are operating outside the parameters of the Incident Action Plan.

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Sign in at the EOC and wear the green reflective vest that identifies your position.
- ❑ Obtain a situation briefing on the extent of the event from the Emergency Manager.
- ❑ Set up a workstation. Be sure radio, telephone and computer hookups are fully operational.
- ❑ Start an activity log documenting names, times, places and activities for all persons under your scope of supervision. Be sure to include yourself, beginning the log with the time and circumstances under which you were notified of the event. This log MUST be continually updated and maintained for the ENTIRE DURATION of the incident. Consider assigning this task to a scribe.
- ❑ Appoint and brief Safety Staff as necessary. Assign qualified assistants, as needed, to evaluate any unique or special hazards.
- ❑ Use PLAIN ENGLISH during radio communications, NO CODES. This reduces confusion when dealing with outside agencies. Also, refer to all staff by their SEMS title because outside responders may not be familiar with names or agency designators.
- ❑ Attend all required meetings to gather information on the overall strategy and assist in the preparation of an Incident Action Plan. Advise the Policy Group, Emergency Manager, and EOC Section Chiefs of the safety issues presented by the event.
- ❑ Develop safety plans and announcements and distribute to personnel.
- ❑ Identify any hazardous situations associated with the incident.
- ❑ Exercise emergency authority to stop and prevent unsafe acts as required. IMMEDIATELY notify the Emergency Manager of any of these actions taken.
- ❑ Investigate accidents that may occur.
- ❑ Review and approve any medical plan.
- ❑ Provide periodic updates of all safety information to the command staff.

- ❑ Maintain all required records to support the history of the emergency:
  - ✓ Messages received and sent
  - ✓ Action taken and activities
  - ✓ Requests filled
  - ✓ Safety personnel and time on duty

Liaison

Acts as point of contact for personnel who have been assigned to the event response from assisting or cooperating agencies. This may include, but is not limited to, outside Law Enforcement agencies, Fire Services, Public Works, Water Districts, Red Cross, hospitals, schools, etc. Ensures that these people are informed and involved in the event response.

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Sign in at the EOC and wear the green reflective vest that identifies your position.
- ❑ Obtain a situation briefing on the extent of the event from the Emergency Manager.
- ❑ Set up a workstation. Be sure radio, telephone and computer hookups are fully operational.
- ❑ Start an activity log documenting names, times, places and activities for all persons under your scope of supervision. Be sure to include yourself, beginning the log with the time and circumstances under which you were notified of the event. This log MUST be continually updated and maintained for the ENTIRE DURATION of the incident. Consider assigning this task to a scribe.
- ❑ Use PLAIN ENGLISH during radio communications, NO CODES. This reduces confusion when dealing with outside agencies. Also, refer to all staff by their SEMS title because outside responders may not be familiar with names or agency designators.
- ❑ Assign assisting/coordinating agencies as directed. Maintain a comprehensive listing of assisting agencies and representatives.
- ❑ Assist in the development and execution of the Incident Action Plan.
- ❑ Appoint and brief staff, as necessary.
- ❑ Assist in establishing and coordinating inter-agency contacts. As required by the Emergency Manager, designated management representatives from outside agencies should be directed to the Emergency Manager.
- ❑ Respond to requests from incident personnel and inter-organizational resources. Ensure that all agency and jurisdictional resources have been checked in through the Logistics Section.
- ❑ Monitor incident operations to identify current or potential inter-organizational problems. Keep all agencies informed of the event status.
- ❑ Provide assistance and periodic liaison activity updates to EOC Staff, Emergency Manager and Policy Group members, as required.
- ❑ Ensure the general safety of any and all personnel assigned.

- ❑ Maintain all required records to support the history of the emergency:
  - ✓ Messages received and sent
  - ✓ Action taken and activities
  - ✓ Requests filled
  - ✓ Liaison personnel and time on duty

Administration & Policy Group

Counsel and advice to Emergency Manager

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Obtain a briefing on the extent of the emergency from the Emergency Manager.
- ❑ Work with the Emergency Manager and EOC Section Chiefs to develop an overall strategy and an Incident Action Plan:
  - ✓ Assess the situation
  - ✓ Define problems
  - ✓ Establish priorities
  - ✓ Determine the need for evacuation
  - ✓ Estimate the incident duration
- ❑ Assist in implementing the Incident Action Plan.
- ❑ Work with the Public Information Officer to conduct media briefings and disseminate public information.
- ❑ Maintain all required records to support the history of the emergency:
  - ✓ Messages received and sent
  - ✓ Action taken and activities
  - ✓ Requests filled
  - ✓ Policy Group personnel and time on duty

Emergency Operations Center Section

Emergency Coordinator

Reports to Emergency Manager

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Sign in at the EOC and wear the green reflective vest that identifies your position.
- ❑ Obtain a briefing on the extent of the emergency from the EOC Section Chiefs. Facilitate periodic briefing sessions conducted by the Emergency Manager.
- ❑ Manage the set up of the EOC (phones, fax, tables, chairs/stools, office supplies, refreshments).
- ❑ Develop, implement and manage an EOC check-in/out Plan and Security Plan.
- ❑ Assist the Emergency Manager in filling needed work station personnel.
- ❑ Provide assistance and information to the EOC Section Chiefs.
- ❑ Prepare to be temporarily assigned to serve in any of the Management Section positions as assigned by the Emergency Manager.
- ❑ Provide assistance and information to EOC Section Chiefs as required.
- ❑ Assist the Emergency Manager in developing an overall strategy and Incident Action Plan.
  - ✓ Assess the situation
  - ✓ Define problems
  - ✓ Establish priorities
  - ✓ Determine the need for evacuation
  - ✓ Estimate the event duration
  - ✓ Establish the frequency of briefing sessions
  - ✓ Determine the need for an “Emergency Declaration”
- ❑ Maintain all required records to support the history of the emergency:
  - ✓ Messages received and sent
  - ✓ Action taken and activities
  - ✓ Requests filled
  - ✓ Staff personnel and time on duty

Operations Section Chief

Responsible for the management of all tactical operations directly applicable to the primary mission. Coordinates the emergency operation units. You will also activate and supervise the organizational elements in accordance with the Incident Action Plan.

Action Checklist

- ❑ Read entire Action Checklist for the position and those of any sections you may be responsible for.
- ❑ Sign in at the EOC and wear the green reflective vest that identifies your position.
- ❑ Obtain briefing from the Emergency Manager.
- ❑ Obtain a situation briefing on the extent of the event from the Emergency Manager.
- ❑ Set up a workstation. Be sure radio, telephone and computer hookups are fully operational.
- ❑ Start an activity log documenting names, times, places and activities for all persons under your scope of supervision. Be sure to include yourself, beginning the log with the time and circumstances under which you were notified of the event. This log MUST be continually updated and maintained for the ENTIRE DURATION of the incident. Consider assigning this task to a scribe.
- ❑ Use PLAIN ENGLISH during radio communications, NO CODES. This reduces confusion when dealing with outside agencies. Also, refer to all staff by their SEMS title because outside responders may not be familiar with names or agency designators.
- ❑ Evaluate current field conditions associated with the event.
- ❑ Determine and recommend safe and sound site locations for support activities.
- ❑ Determine the resources committed and further resources required.
- ❑ Develop an operational briefing for the PIO and Policy Group with the Emergency Manager.
- ❑ Assign additional staff to assist as required.
- ❑ Attend all meetings to gather information on all overall strategy and assist in the preparation of the Incident Action Plan.
- ❑ Assume operational command for the event.
- ❑ Assign resources, such as staff and equipment, as required to affect the planned objectives of the operation. Brief branch Emergency Managers on the Incident Action Plan.
- ❑ Assign specific work tasks to various branches of the Operations Section as required.
- ❑ Keep the Emergency Manager advised and briefed on current service and support capabilities

- ❑ Coordinate the activities of all the functions within the Operations Section.
- ❑ Determine the need for additional resources. Make requests through the Emergency Manager, coordinating resource needs with the Logistics Section Chief.
- ❑ Ensure the general safety of any and all personnel assigned.
- ❑ Advise Logistics Section of staff and/or equipment resources that are available for reassignment to other areas.
- ❑ Receive, evaluate and disseminate emergency operational information. Provide all relative emergency information to the Public Information Officer.
- ❑ Coordinate demobilization with the Planning Section.
- ❑ Maintain all required records to support the history of the emergency:
  - ✓ Messages received and sent
  - ✓ Action taken and activities
  - ✓ Requests filled
  - ✓ Operations staff personnel and time on duty

First Aid & Rescue Unit Leader

Responsible for protecting lives, coordinating rescue and first aid field forces in providing emergency medical services and light/heavy rescue services.

Action Checklist

- ❑ Read entire Action Checklist for unit function and related positions.
- ❑ Obtain briefing from Operations Section Chief.
- ❑ Assess the impact of the Emergency on the First Aid & Rescue operational capability.
- ❑ Determine if all essential personnel have been notified.
- ❑ Begin recall to fill required and anticipated field and clerical staffing levels.
- ❑ Request assistance as needed through Operations Section Chief.
- ❑ Coordinate resource requests with Logistics Section Chief.
- ❑ Check the status (availability and deployment) of first aid/rescue equipment.
- ❑ Determine the viability of the communications system.
- ❑ Work with Command Staff to prioritize problems.
- ❑ Direct field personnel in mitigation of identified problems.
- ❑ Provide recon and communicate results to Situation Status Unit in the Planning Section.
- ❑ Participate in Operations Section planning and strategy meetings.
- ❑ Periodically brief Operations Section Chief.
- ❑ Get updated weather information form the Situations Analysis Unit in the Planning Section.
- ❑ Ensure a consistent flow of information to and from field.
- ❑ Plan for the evacuation of injured victims to first aid facilities, casualty collection points or hospitals.
- ❑ Determine need (and issue orders) for evacuation of threatened areas and for return to such areas when deemed safe.
- ❑ Arrange for feeding of First Aid & Rescue personnel through the Services Units in the Logistics Section. Establish locations for Staging Areas, Casualty Collection Points, and Fatality Collection Points. Inform Operations Section Chief. Coordinate this with the Services Unit in the Logistics Section.

- ❑ Notify the Logistics and Planning & Intelligence Chiefs of the following:
  - ✓ Casualties
  - ✓ Shelter needs for casualties
  - ✓ Needs for additional resources
- ❑ All for appropriate reaction times to establish emergency medical facilities.
- ❑ Coordinate the following with the Plant Security Unit:
  - ✓ Traffic flow
  - ✓ Crowd control
  - ✓ Access and egress for ambulances, fire equipment, and other authorized emergency vehicles
  - ✓ Security perimeter control
  - ✓ Emergency transportation
  - ✓ Medical teams
  - ✓ Medical supplies
- ❑ Provide medical aid, transportation and related support for the handicapped and elderly.
- ❑ Establish locations for medical treatment of emergency workers.
- ❑ Acquire, inventory, store, and distribute barrier protection against blood-borne pathogens supplies for all emergency workers.
- ❑ Develop and implement a Bio-hazard Disposal Plan.
- ❑ Develop and implement a plan for medical supply procurement and distribution.
- ❑ Maintain all required records and documentation to support the history of the emergency.

Plant Security Unit Leader

Responsible for protecting lives and property, controlling ingress and egress, controlling traffic, and protecting property under the jurisdiction of the district.

Action Checklist

- ❑ Read entire Action Checklist for unit function and related positions.
- ❑ Obtain briefing from Operations Section Chief.
- ❑ Participate in Operations Section planning and strategy meetings.
- ❑ Periodically brief Operations Section Chief.
- ❑ Alert essential Security personnel and initiate recall as required.
- ❑ Maintain running status on resources committed and available.
- ❑ Request additional resources through Operations Section Chief.
- ❑ Order an immediate general survey of the areas affected by the event by field units. Report information to the Operations Section Chief and the Planning & Intelligence Section Chief.
- ❑ Plan and conduct evacuation of areas of the District where there is severe damage or life-threatening hazards.
- ❑ Prepare and implement a Warning Plan as needed.
- ❑ Prepare a plan to screen traffic coming into the Plant, especially into dangerous areas.
- ❑ Work with the Plant Operations Unit to establish emergency traffic routes and initiate traffic control.
- ❑ Prepare a security plan for:
  - ✓ Evacuation Areas
  - ✓ Designated Shelter Sites
  - ✓ Fatality Collection Areas
  - ✓ Emergency Medical Treatment Facilities
  - ✓ Casualty Collection Points
  - ✓ EOC
- ❑ Coordinate food and shelter requirements for Security personnel with the Services Unit in the Logistics Section.
- ❑ Prepare a plan to handle requests for assistance from other jurisdictions.
- ❑ Establish temporary morgues as needed.

- ❑ Segregate casualty information concerning district, plant, and other agency personnel from general casualty information.
- ❑ Arrange for security and accountability of personal belongings of deceased.
- ❑ Maintain all required records and documentation of personnel and equipment used throughout the event response.

Plant Operations Unit Leader

Responsible for reducing damage, restoring essential services, and assisting in heavy rescue when required.

Action Checklist

- ❑ Read entire Action Checklist for branch function and related positions.
- ❑ Obtain briefing from Operations Section Chief.
- ❑ Participate in Operations Section strategy and planning meetings.
- ❑ Keep Operations Section Chief advised and informed.
- ❑ Coordinate all activities with the Operations Section Chief and consult with other branches and units within the Operations Section to assess the situation.
- ❑ Alert Public Operations personnel and initiate recall procedure as required.
- ❑ Determine if all key operations personnel or their alternates are in the area or have been notified.
- ❑ Assess the impact of the event on the plant operational capability.
- ❑ Coordinate resource requests with the Operations and Logistics Section Chiefs.
- ❑ Confirm that operations personnel needs are met (feeding, sheltering). Work with Services Unit in the Logistics Section.
- ❑ Support clean-up, debris removal, and other recovery operations.
- ❑ Assess the impact of the event on the water supply and wastewater operations.
- ❑ Coordinate with Water Service providers to establish water supplies to all areas in the District.
- ❑ Set water supply priorities based on the nature of the event.
- ❑ Inventory all water supply installations and systems. Check for possible failures.
- ❑ Test water supply and issue water treatment advisories as required through the Public Information Officer.
- ❑ Establish priorities for the restoration of water supply and wastewater services.

- ❑ Coordinate with Damage Assessment Unit and inventory the following essential District services to establish restoration priorities:
  - ✓ Electrical Power
  - ✓ Natural Gas
  - ✓ Telephone Services
  - ✓ Traffic Ingress and Egress
  - ✓ Damaged Structures
    - City o Pleasanton
    - Other Public Agencies
    - Private
  - ✓ Bridges
  - ✓ Over Crossings
  - ✓ Under Passes
  - ✓ Water System
  - ✓ Sewer System
  - ✓ Strom Drain System
- ❑ Provide debris clearance personnel and resources.
- ❑ Provide sanitation services as required. (Work with Services Unit.)
- ❑ Demolish hazardous structures as required.
- ❑ Drain flooded areas as required.
- ❑ Develop and implement a plan for Potable Water and Sewer System Protection.
- ❑ Coordinate with other local utilities:
  - ✓ Telephone Company
  - ✓ Water Districts
  - ✓ PG&E
- ❑ Maintain all required records and documentation of personnel and equipment used throughout the event response.

Communications Unit Leader

Responsible for developing plans for assuring that the EOC communications system functions adequately; this includes messages, radios, and telephones.

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Obtain a briefing on the extent of the event from the Service Branch Emergency Manager or the Logistics Section Chief.
- ❑ Inform the Planning & Intelligence Section Chief on communications capabilities and limitations.
- ❑ Establish and maintain the Communications Center and Message Center.
- ❑ Provide Communications Support Personnel, Dispatchers, and Operators.
- ❑ Check operability of telephones and public address systems.
- ❑ Develop and implement a Communications Coordination Plan to include:
  - ✓ Police
  - ✓ Fire
  - ✓ Public Works Departments
  - ✓ Amateur Radio Operators
  - ✓ School Districts
  - ✓ Red Cross
  - ✓ Utility Companies
  - ✓ Other Agencies
- ❑ Contact Radio repair facility for supplies, services and replacement equipment as required.
- ❑ Monitor and report on the following technical information:
  - ✓ Adequacy of communications systems in operation
  - ✓ Geographic limitation of communication systems
  - ✓ Amount and types of equipment available
  - ✓ Problems in the use of communication equipment
  - ✓ Equipment service requirements
  - ✓ Equipment tests and repairs
  - ✓ Equipment inventory control (collection and distribution)
- ❑ Maintain all required records and documentation of personnel and equipment used.

Medical Unit Leader

Takes actions to reduce injuries and loss of life by coordinating medical response, treatment, and transportation.

Action Checklist

- ❑ Read the entire Action Checklist.
- ❑ Obtain a briefing from the Operations Section Chief.
- ❑ Review and implement assignments in the Incident Action Plan.
- ❑ Coordinate activities with the Operations Section Chief and consult with other branches and units within the Operations Section to assess the situation.
- ❑ Determine the following:
  - ✓ Location and nature of the event
  - ✓ Approximate number of injuries and deceased persons
  - ✓ Best response routes
  - ✓ Needs for medical assistance:
    - Triage Teams
    - Treatment Teams
    - Transport
    - Red Cross
    - Blood Banks
    - Staging Areas
    - Emergency Medical Treatment Facilities
    - First Aid Stations
    - Casualty Collection Points
  - ✓ Other resources
  - ✓ Pertinent information such as hazardous materials.
- ❑ Establish radio contact with Alameda County Emergency Medical Services (EMS).
- ❑ Coordinate all requests for additional Medical assistance through Alameda County EMS.
- ❑ Update and brief Operations Section Chief.
- ❑ Review and follow Multi-Casualty Incident (MCI) guidelines in Alameda County Medical Protocols.
- ❑ Maintain all required records and documentation to support the history of the event.

Planning & Intelligence Section Chief

Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information and intelligence are needed to (1) understand the current situation, (2) predict probable course of incident events, and (3) prepare alternative strategies to control operations for the incident.

Action Checklist

- ❑ Read entire Action Checklist for the position and those of any sections you may be responsible for.
- ❑ Sign in at the EOC and wear the green reflective vest that identifies your position.
- ❑ Obtain briefing from the Emergency Manager.
- ❑ Obtain a situation briefing on the extent of the event from the Emergency Manager.
- ❑ Set up a workstation. Be sure radio, telephone and computer hookups are fully operational.
- ❑ Start an activity log documenting names, times, places and activities for all persons under your scope of supervision. Be sure to include yourself, beginning the log with the time and circumstances under which you were notified of the event. This log MUST be continually updated and maintained for the ENTIRE DURATION of the incident. Consider assigning this task to a scribe.
- ❑ Use PLAIN ENGLISH during radio communications, NO CODES. This reduces confusion when dealing with outside agencies. Also, refer to all staff by their SEMS title because outside responders may not be familiar with names or agency designators.
- ❑ Determine if all essential Planning and Intelligence Section personnel or alternates are in their assigned positions or have been notified. Recall staff members as required.
- ❑ Gather and record information regarding current situational status.
- ❑ Assess the impact of the event on the District including the initial damage assessment by the Damage Assessment Unit and information from other field units.
- ❑ Keep the Emergency Management advised and briefed.
- ❑ Attend all planning meetings to gather information on overall strategy and facilitate the development of the Incident Action Plan by priorities and objectives with input from Incident Commanders, Management Section and the EOC Staff. Prepare written situational objectives, strategies and updates as required.
- ❑ Assemble information on alternative strategies
- ❑ Review intelligence information, determine its credibility and predict its influence on the event response. Assign additional staff to assist as required.

- ❑ Identify needs for special resources. Consider all resource needs, such as specialized equipment and personnel. Many specialized resources will have delayed response due to their limited availability, so they will require as much advanced notice as possible to ensure a timely arrival.

- ❑ Work with Logistics Section to locate and have available lists of all active resources currently at your disposal, including personnel, equipment and supplies. Also, obtain pertinent roadmap, topographic details and building layouts or blueprints.

- ❑ Provide periodic predictions based on compiled information to the Emergency Manager.

- ❑ Prepare and distribute Management Section orders.

- ❑ Compile and display event status and information summaries.

- ❑ Prepare situation summaries for transmission to Alameda County EOC.

- ❑ Work with Administration & Finance Section Recovery Unit to develop a Recovery Plan. (See ANNEX G – Disaster Recovery.)

- ❑ Prepare After-Action Report and other required local, state, and Federal reports.

- ❑ Maintain all required records and documentation of personnel and equipment used during the event response.

Situation Status Unit Leader

Responsible for collection and organization of event and situation information and displaying the information in the EOC.

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Obtain a briefing on the event from the Planning & Intelligence Section Chief.
- ❑ Organize, make assignments and supervise the Situation Analysis Unit.
- ❑ Request additional or release excess personnel as needed.
- ❑ Collect, compile and record the following data:
  - ✓ Location and nature of event
  - ✓ Special hazards
  - ✓ Number of injured
  - ✓ Number of deceased
  - ✓ Property damage estimate (dollar value)
  - ✓ City resources committed to event response
  - ✓ City resources available for other responses
  - ✓ Assistance provided by outside agencies and other agency resources committed
  - ✓ Shelter types established and locations
  - ✓ Number of people that can be accommodated at shelters
- ❑ Develop and track sources of information for each of the Section Chiefs.
- ❑ Assist Planning & Intelligence Section Chief in collecting and organizing data from other Section Chiefs.
- ❑ Develop and implement an Information Source Check System to ensure follow-up contacts are made.
- ❑ Post and maintain weather condition updates.
- ❑ Post and maintain plant condition and limited operations information.
- ❑ Work with Plant Security Unit to develop and submit a traffic plan for the Planning & Intelligence Section Chief.
- ❑ Prepare predictions at periodic intervals or as requested. Submit to Planning & Intelligence Section Chief.
- ❑ Prepare situation reports and updates at established intervals or when significant changes occur. Submit to Planning & Intelligence Section Chief.
- ❑ Compile and present data at Incident Planning sessions.
- ❑ Provide photographic services and maps as necessary.

- ❑ Demobilize Situation Status Unit when ordered.
- ❑ Maintain all required records and documentation to support the history of the event.

Damage Assessment Unit Leader

Responsible for inspecting public and private buildings and collating data to provide an assessment of the impact of the event on the District/Plant.

Action Checklist

- ❑ Read the entire Action Checklist.
- ❑ Obtain a briefing on the event from the Planning & Intelligence Section Chief.
- ❑ Recall Building and Engineering personnel as required.
- ❑ Collect information from other unit reports.
- ❑ Develop and implement a plan for an initial inspection of the entire District. Report the following:
  - ✓ Damaged structures
  - ✓ Damaged utilities
  - ✓ Damaged roads
  - ✓ Unlit facilities
- ❑ Prepare an initial damage estimate of the District.
- ❑ Collect and record the following information:
  - ✓ Type of damage
  - ✓ Damage cost estimates
- ❑ Alert and activate all structural inspection personnel.
- ❑ Organize and assign damage assessment teams to mark hazardous structures and record damage.
- ❑ Inspect and post damage status on structures for occupancy or condemnation using colored placards.
- ❑ Review evacuation routes and determine their safety with regard to damage.
- ❑ Work with Plant Operations Unit to take steps to mitigate further damage to District facilities.
- ❑ Initiate requests for mutual aid building inspection personnel and structural engineers as needed through the Logistics Section Chief.
- ❑ Maintain all required records and documentation to support the history of the event.

Demobilization Unit Leader

Responsible for the preparation of the demobilization plan and assisting event sections/units in ensuring an orderly, safe, and cost-effective plan for transition from emergency status to day-to-day operations.

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Obtain a briefing on the extent of the event from the Planning & Intelligence Section Chief.
- ❑ Review event resource records to determine probable extent of demobilization effort.
- ❑ Assess and fill unit needs for additional personnel, workspace, and supplies.
- ❑ Obtain Management Section objectives, priorities and constraints on demobilization.
- ❑ Meet with outside agency representatives to determine the following:
  - ✓ Units not requiring formal demobilization
  - ✓ Personal rest and safety needs for responders
  - ✓ Coordination procedures with cooperating and assisting agencies
  - ✓ Critical Incident Stress debriefing requirements
- ❑ Be aware of ongoing Operations Section resource needs.
- ❑ Obtain identification and description of surplus resources and probable release times.
- ❑ Develop and implement a "Check-out Stop" Plan.
- ❑ Evaluate logistics and transportation capabilities to support the demobilization plan.
- ❑ Establish communications links with appropriate off-incident facilities.
- ❑ Prepare a Demobilization Plan. Include the following sections:

  General – Discussion of demobilization procedure

  Responsibilities – Specific implementation responsibilities and activities

  Release Priority – According to kind/type of resources

  Release Procedures – Detailed steps and processes to be followed

  Directories – Maps, phone numbers, instructions, and other information
- ❑ Obtain approval of the Demobilization Plan from the Planning & Intelligence Section Chief.
- ❑ Distribute the Demobilization Plan to each processing point on and off incident.
- ❑ Clarify section, branch and unit responsibilities outlined in the Demobilization Plan as required.

- ❑ Implement, coordinate and monitor the Demobilization Plan.
- ❑ Brief Planning & Intelligence Section Chief on progress of the demobilization effort.
- ❑ Maintain all required records and documentation to support the history of the event.

Logistics Section Chief

Responsible for all the services and support needs of the event. This includes procuring and maintaining essential personnel, facilities, transportation, equipment and supplies. Also responsible for providing communications and medical support.

Action Checklist

- ❑ Read entire Action Checklist for the position and those of any sections you may be responsible for.
- ❑ Sign in at the EOC and wear the green reflective vest that identifies your position.
- ❑ Obtain briefing from the Emergency Manager.
- ❑ Obtain a situation briefing on the extent of the event from the Emergency Manager.
- ❑ Set up a workstation. Be sure radio, telephone and computer hookups are fully operational.
- ❑ Start an activity log documenting names, times, places and activities for all persons under your scope of supervision. Be sure to include yourself, beginning the log with the time and circumstances under which you were notified of the event. This log MUST be continually updated and maintained for the ENTIRE DURATION of the incident. Consider assigning this task to a scribe.
- ❑ Use PLAIN ENGLISH during radio communications, NO CODES. This reduces confusion when dealing with outside agencies. Also, refer to all staff by their SEMS title because outside responders may not be familiar with names or agency designators.
- ❑ Arrange for delivery of materials and supplies required for sustained operations.
- ❑ Collect information on personnel schedules and rosters.
- ❑ Establish, organize, brief and manage Logistics Section branches/units.
- ❑ Maintain up-to-date lists of personnel and equipment with their current assignments and availability status.
- ❑ Consider assigning a scribe for the purpose of tracking arrival and deployment of personnel and equipment.
- ❑ Ensure the general safety of any and all personnel assigned.
- ❑ Confirm that all essential Logistics Section personnel or alternates are in the EOC or have been notified. Recall as required. Depending on the magnitude of the event, additional staff may be necessary to assist. ANTICIPATE NEEDS AND ORGANIZE ACCORDINGLY.
- ❑ Attend all planned meetings to gather information on overall strategy and assist in preparation of the Incident Action Plan.
- ❑ Review Incident Action Plan and estimate section needs for the next operational period.

- ❑ Coordinate support operations with the Operations Section Chief for facilities, services and materials needed to support units of the Operations Section. Advise on current services and support capabilities.
- ❑ Update the Emergency Manager on concerns for resources and support for the event. Include priorities and proposed plans.
- ❑ Work closely with the Admin and Finance Section to anticipate and identify service and support requirements for expected operations.
- ❑ Coordinate and process requests for resources through appropriate sections in the EOC to avoid duplication of efforts.
- ❑ Assure the smooth and accurate transmission of purchasing information between Logistics and Admin & Finance Section personnel.
- ❑ Coordinate demobilization needs with the Planning and Intelligence Section.
- ❑ Maintain all required records and documentation to support the history of the event.
- ❑ Collect all reports and logs from assigned staff and forward to the Emergency Manager.

Resources Unit Leader

Responsible for ordering and receiving all equipment and supplies for the event response.

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Obtain a briefing from the Logistics Section Chief.
- ❑ Develop, implement and maintain a Supply & Equipment Acquisition Plan.
- ❑ Determine the type and amount of supplies required.
- ❑ Receive, distribute and store supplies and equipment.
- ❑ Develop and maintain supply and equipment safety & security requirements.
- ❑ Maintain inventories of supplies and equipment.
- ❑ Prioritize distribution of supplies and equipment.
- ❑ Advise Logistics Section Chief on capabilities and limitations.
- ❑ Provide for service of reusable equipment.
- ❑ Determine the type of facilities required (EOC, Mobilization Centers, Staging Areas, Shelters).
- ❑ Determine requirements for each facility to be established.
- ❑ Prepare a layout for each facility.
- ❑ Develop and implement Activation & Management Plans for each facility.
- ❑ Assign facility managers.
- ❑ Obtain personnel to operate facilities.
- ❑ Provide for sleeping, food and water arrangements.
- ❑ Arrange for security of facilities.
- ❑ Develop and implement an Environmental Hazard Plan for each facility.
- ❑ Provide for facility maintenance, sanitation, lighting, and cleanup.
- ❑ Provide and maintain a resource list for the following:

- ✓ Heavy Equipment
- ✓ Cars
- ✓ Busses
- ✓ Light Trucks
- ✓ Heavy Trucks

- ❑ Check fuel availability from bulk fuel vendors.
- ❑ Establish staging areas for vehicles. Prepare and maintain the EOC resource status display that includes the organization chart, organization assignment list, resource allocation list, and resource deployment list.
- ❑ Prepare and maintain resource status of transportation and support vehicles and personnel display.
- ❑ Confirm dispatch and estimated time-of-arrival of ordered personnel.
- ❑ Request, as required, additional personnel or release excess personnel.
- ❑ Gather, analyze and report inventory status data at planning meetings.
- ❑ Prepare inventory status summary information to Situation Status Unit as requested.
- ❑ Demobilize Resources Unit when ordered.
- ❑ Maintain all required records and documentation of personnel and equipment used during the event response.

Supplies Unit Leader

Responsible for maintaining an inventory of available personnel, equipment, vehicles, etc., and displaying the inventory in the EOC.

Action Checklist

- ❑ Read the entire Action Checklist.
- ❑ Obtain a briefing on the event from the Planning & Intelligence Section Chief.
- ❑ Organize, assign duties to and supervise Inventory Status Unit personnel.
- ❑ Establish contact with event facilities unit (telephone, radio, communications center), and begin maintaining resource status display.
- ❑ Prepare situation reports and updates to the Planning and Intelligence Section Chief at established intervals or when significant changes occur.
- ❑ Demobilize the Inventory Status Unit when ordered.
- ❑ Maintain all required records and documentation of personnel and equipment used during the event response.

Personnel Unit Leader

Responsible for providing for the coordination of City employees, registration of volunteers, and for the overall management of manpower.

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Obtain a briefing from the Logistics Section Chief.
- ❑ Coordinate with Public Information Officer for public release of the location of a volunteer registration area.
- ❑ Determine the number and location of people already working.
- ❑ Register, train and assign personnel as required.
- ❑ Develop and maintain a Worker Tracking Plan.
- ❑ Recruit additional volunteers as needed.
- ❑ Forward personnel time records and related documentation to the Administration & Finance Section.
- ❑ Receive, inventory, store, and distribute all donated goods. Create and maintain a file for employee time records. Each file should include for each person:
  - Correct identification
  - Specific pay provisions
  - Hours worked
  - Travel
  - Time of termination of involvement in the response.
- ❑ Create and maintain a file for time reports on equipment and facilities that either needs regular maintenance or is rented/leased.
- ❑ Maintain records on each shift worked.
- ❑ Close out personnel time reports before they leave the response.
- ❑ Maintain all required records and documentation to support the history of the event.

Services Unit Leader

Responsible for providing staffing and coordinating mass care and sheltering for affected residents and visitors.

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Obtain a briefing from the Logistics Section Chief.
- ❑ Identify and address the need for opening pre-designated and alternate shelters for disaster victims, families of essential workers, and special needs groups.
- ❑ Identify any other (not pre-designated) locations that may be required for future shelter, evacuation and treatment centers. Coordinate Operations Section.
- ❑ Obtain workers and supplies to establish evacuation, shelter and treatment centers as required.
- ❑ Develop a plan to assist the special needs population of the District with evacuation, sheltering or transportation to a treatment center.
- ❑ Prepare a file for each center listing:
  - ✓ Location
  - ✓ Type of Center (Evacuation, Shelter, Treatment)
  - ✓ Date/time opened
  - ✓ Managing department
  - ✓ Maximum accommodations
  - ✓ Supplies/materials delivered/consumed
  - ✓ Date/Time closed
  - ✓ Number of people served
- ❑ Provide transportation for workers to and from sites as required.
- ❑ Provide transportation for evacuation as required. Include transportation suitable for special needs populations.
- ❑ Determine location of working assignments and number of personnel assigned to the event.
- ❑ Determine the best method of feeding for each situation.
- ❑ Interface with relief organizations and coordinate feeding with them.
- ❑ Prepare menus to ensure personnel have well-balanced meals.
- ❑ Ensure sufficient potable water is available at all sites.
- ❑ Ensure that all health, safety, and sanitary measures are in place.

- ❑ Keep inventory of food & water on hand and check in orders.
- ❑ Provide Resource Unit with food and supply orders.
- ❑ Coordinate with Logistics and Admin & Finance Section in procuring necessary supplies and materials.
- ❑ Develop and implement a Shut Down Plan and coordinate with Demobilization Unit.
- ❑ Maintain all required records and documentation to support the history of the event.

Administration & Finance Section Chief

Responsible for managing all financial and cost analysis aspects of the event, as well as supervising any subordinate positions created to assist.

Action Checklist

- ❑ Read entire Action Checklist for the position and those of any sections you may be responsible for.
- ❑ Sign in at the EOC and wear the green reflective vest that identifies your position.
- ❑ Obtain briefing from the Emergency Manager.
- ❑ Obtain a situation briefing on the extent of the event from the Emergency Manager.
- ❑ Set up a workstation. Be sure radio, telephone and computer hookups are fully operational.
- ❑ Start an activity log documenting names, times, places and activities for all persons under your scope of supervision. Be sure to include yourself, beginning the log with the time and circumstances under which you were notified of the event. This log MUST be continually updated and maintained for the ENTIRE DURATION of the incident. Consider assigning this task to a scribe.
- ❑ Use PLAIN ENGLISH during radio communications, NO CODES. This reduces confusion when dealing with outside agencies. Also, refer to all staff by their SEMS title because outside responders may not be familiar with names or agency designators.
- ❑ Locate and have available all personnel lists, work schedules, equipment lists and cost tables.
- ❑ Organize and supervise the Administration & Finance Section Branches and Units.
- ❑ Develop a plan to track all billable staff, resources and supplies during the event response.
- ❑ Depending on the magnitude of the event, additional staff may be assigned to assist with general duties and to expedite preparation and processing of claims, expenses and invoices. ANTICIPATE NEEDS AND ORGANIZE ACCORDINGLY.
- ❑ Attend all required meetings to gather information on overall strategy and assist in preparation of an Incident Action Plan.
- ❑ Ensure general safety of any and all personnel assigned.
- ❑ Work closely with the Logistics Section to anticipate and assist them with procurement and provide financial support required for expected operations.
- ❑ Working with assigned staff, make recommendations for cost savings to the Command Staff.
- ❑ Coordinate and ensure the smooth and accurate transmission of purchasing information between Logistics and the Admin and Finance Sections.

- ❑ Prepare all financial obligation documentation. Review and expedite invoices and claims from vendors.
- ❑ Provide periodic updates of financial status and matters to the Command Staff.
- ❑ Coordinate all financial transactions and cost sheets with assigned personnel to assure proper documentation for recovery of funds.
- ❑ Provide data in all plans for financial and cost analysis.
- ❑ Review and expedite invoices, claims and applications for relief from vendors, victims, and others.
- ❑ Provide periodic cost analysis updates to the Emergency Manager.
- ❑ Prepare applications and claims for Federal and State assistance.
- ❑ Review the Incident Action Plan and access Section needs for the next operational period.
- ❑ Maintain all required records and documentation to support the history of the event.
- ❑ Collect all reports and logs from assigned staff and forward to the Emergency Manager.

Documentation Unit Leader

Responsible for maintaining complete event files and providing duplication services.

Action Checklist

- ❑ Read the entire Action Checklist.
- ❑ Obtain a briefing on the event from the Planning & Intelligence Section Chief.
- ❑ Create and maintain incident files to support the history of the event.
- ❑ Develop and implement an Event Record Collection Plan.
- ❑ Check accuracy and completeness of records submitted for file.
- ❑ Correct errors by checking with appropriate people.
- ❑ Develop and maintain a Duplication Services Plan. Locate and procure duplicating equipment and supplies.
- ❑ Coordinate with other units of the Planning and Intelligence Section.

Cost/Finance Unit Leader

Responsible for collecting all cost data, performing cost analyses, providing cost estimates, and recommending ways to reduce costs.

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Obtain a briefing from the Admin & Finance Section Chief.
- ❑ Collect and record all cost data associated with the event.
- ❑ Prepare and sign contracts and other financial agreements as required.
- ❑ Establish contracts with vendors as required.
- ❑ Assist other units with contract and agreement language.
- ❑ Coordinate with other jurisdictions and volunteer organizations on how best to assist with financial matters.
- ❑ Maintain fiscal records of all expenditures related to the event.
- ❑ Ensure all obligation documents initiated are properly prepared and accurately identified.
- ❑ Maintain accurate records on the actual cost for the use of all assigned resources.
- ❑ Ensure that all hired equipment and personnel that require payment are identified.
- ❑ Ensure that all EOC Sections maintain proper supporting records and documentation to support later claims.
- ❑ Make recommendations for cost savings to the Admin & Finance Section Chief.
- ❑ Prepare event cost summaries as required.
- ❑ Maintain all required records and documentation to support the history of the event.

Compensation and Claims Unit Leader

Responsible for managing compensation for injuries and claims arising out of the event.

Action Checklist

- ❑ Read entire Action Checklist.
- ❑ Obtain a briefing from the Admin & Finance Section Chief.
- ❑ Develop and implement an Accident Investigation Plan for the event.
- ❑ Prepare claims for damage to District property.
- ❑ Notify and file claims with insurers.
- ❑ Ensure that public employees injured during the response have completed claims at the Personnel Unit.
- ❑ Receive claims against the District.
- ❑ Assign staff as needed.
- ❑ Periodically review logs and forms for completeness, accuracy, timeliness, and compliance with policies and procedures.
- ❑ Maintain all required records and documentation to support the history of the event.

APPENDIX 3

EMERGENCY STANDARD OPERATING PROCEDURES

Emergency Standard Operating Procedures

Hazard-Specific Checklists

All events are UNIQUE. Following are lists of various considerations for specific types of emergencies. These checklists are designed to be used ***in conjunction with*** the general duties of the positions outlined in APPENDIX 2 (Disaster Response Checklists). An important thing to keep in mind is that EVERY type of emergency also has the potential to become a HAZMAT incident.

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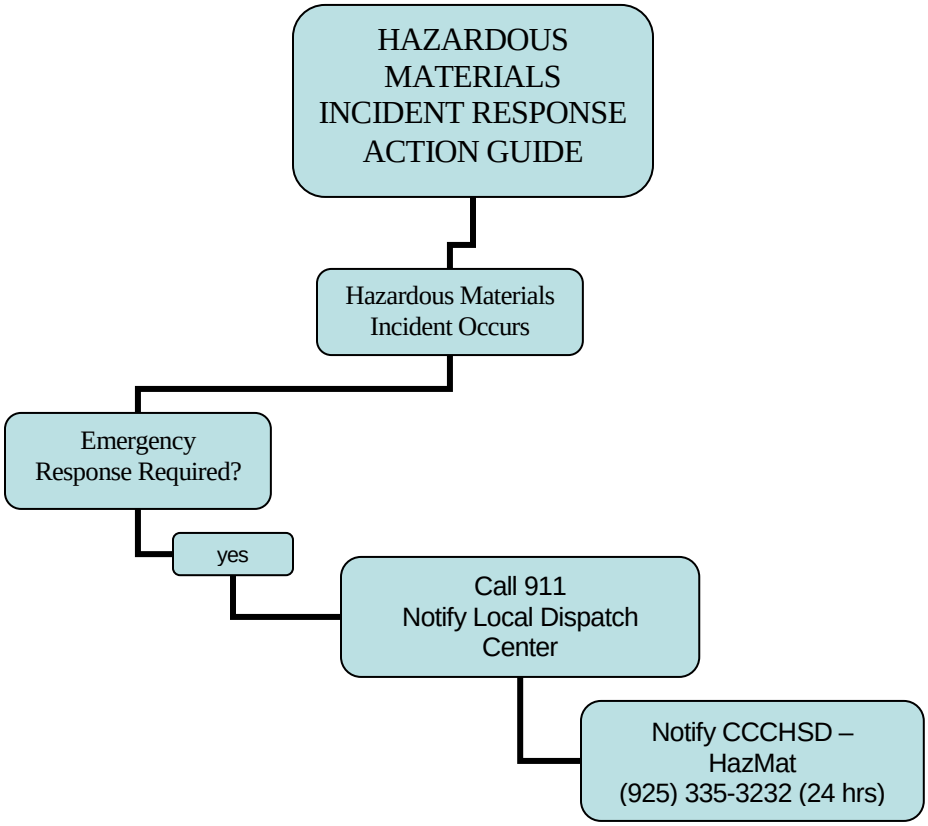
Earthquake

- ❑ Obtain a status report of critical facilities that may have been damaged, then direct emergency staff to those areas as needed. Major earthquakes may have the most widespread impact on the District of any emergency.
- ❑ Obtain a status report on nearby highways and roads.
- ❑ Initiate a Critical Facilities log that indicates which of those facilities have been checked and their disposition. The map titled "**Emergency Response Inspection Map**" shall be used as a guide of which facilities/lines should be checked.
- ❑ Field units should initiate a general area survey after completing their critical facilities check. Be aware of fires, fuel leaks, ruptured pipes, downed power lines, utility disruptions, chemical spills, etc.
- ❑ Be prepared to inform PG&E of any known electrical and gas complications.
- ❑ In the event of a significant aftershock, repeat the above steps.

Hazardous Materials Incidents (HAZMAT)

- In the event of any releases or spills of toxic/flammable/hazardous substances to the sanitary sewer system, Stege staff shall evacuate from the impacted area. Staff are not trained and qualified to deal with these type of materials or incidents involving them.
- If staff suspects a spill of hazardous materials, the following contacts shall be made:
  - **911** – Contra Costa County Health.Department
  - **(925) 335-3232** – Contra Costa County HSD Hazardous Materials.
- Depending upon how the County replies, perhaps contact Phillips Services at http://www.contactpsp.com or onyx at http://www.onyxes.com



Floods and Storms

- ❑ Obtain a status report on nearby highways and roads. Develop a consistent plan for accessing District facilities. It's important to realize that approximately 80% of flood deaths occur in vehicles.
- ❑ Stay in contact with flood control districts and dam managers for updated flood stage information.
- ❑ Floods are generally preceded by powerful storms. Check for downed power lines and inform PG&E immediately to prevent electrocution hazards.
- ❑ Creeks are an attractive nuisance to people, especially when heavy rains increase the water levels and turn them into raging currents. Ensure these areas are clear.
- ❑ Floodwaters may carry additional health and safety risks, such as bacteria from dead animals, raw sewage or hazardous substances. Sandbags tend to act as sponges for these hidden dangers, so ensure precautions are taken when handling them or coming into contact with the water itself.
- ❑ Watch District facilities (esp. pump stations) for overflow and inundation.
- ❑ Monitor District main lines in areas prone to landslides.

Fire

- ❑ Determine the size of the involved area, both actual and potential.
- ❑ Determine the apparent direction the fire is traveling and what lies in its path.
- ❑ Determine the need for evacuation of District office and maintenance yard.
- ❑ If a facility, building or vehicle is involved, determine if chemicals or hazardous substances are involved or potentially in danger of being involved. Determine what the chemicals or substances are, their location, and how much.
- ❑ Remain DOWNHILL and UPWIND from fires.
- ❑ Constantly be aware of the potential for toxic smoke or fumes.
- ❑ Immediately establish a liaison with the Fire Incident Commander.
- ❑ Identify ingress and egress routes for District vehicles.
- ❑ If evacuation of District office is required, contact local authorities immediately.
- ❑ IMPORTANT: Evacuation is the assisted removal of people BEFORE a threat arrives… On the other hand RESCUE is an issue that deals with the removal of persons once the threat is upon them.

ATTACHMENTS

- RESOLUTION NO. 1684-1297 DELEGATING AUTHORITY TO TAKE EMERGENCY ACTION AND TO LET EMERGENCY CONTRACTS WITHOUT GIVING NOTICE SOLICTING COMPETITIVE BIDS.

- RESOLUTION NO. 1782-1201 OF THE STEGE SANITARY DISTRICT AUTHORIZING PARTICIPATION IN THE WATER/WASTEWATER AGENCY RESPONSE NETWORK (WARN) 2001 OMNIBUS MUTUAL ASSISTANCE AGREEMENT.

- RESOLUTION NO. 1784-0102 PROVIDING FOR DEFENSE OF DISTRICT EMPLOYEES AND PUBLIC OFFICIALS CHARGED WITH A CRIMINAL VIOLATION OF AN ENVIRONMENTAL LAW

- STEGE SANITARY DISTRICT EMERGENCY CONTACTS

RESOLUTION NO. 1684-1297

RESOLUTION DELEGATING AUTHORITY TO TAKE
EMERGENCY ACTION AND TO LET EMERGENCY CONTRACTS
WITHOUT GIVING NOTICE SOLICITING COMPETITIVE BIDS

The Board of Directors of the Stege Sanitary District finds and determines as follows:

A. In 1994, the State of California enacted Assembly Bill 3348 (Stats. 1994, Chapter 803) which added Section 22050 to the Public Contract Code effective January 1, 1995. A copy of Section 22050 is incorporated by this resolution.

B. Public Contract Code Section 20806 (as amended by A.B. 3348), which is applicable to sanitary districts, requires the district board of a sanitary district to comply with Public Contract Code Section 22050 in any case where, due to an emergency, a sanitary district proposes to let contracts governed by the Public Contract Code (See Sections 20803 and following) without giving notice soliciting competitive bids.

C. In the event of an emergency which resulted in damage to District public facilities requiring immediate remedial action, it could be very detrimental to the public health, safety and welfare if the remedial action were to be delayed until a meeting of the District Board could be convened to make the necessary emergency declaration, order remedial action and authorize contracts to be let.

D. Public Contract Code Section 22050 (b) (1) authorizes the District Board, acting by a four-fifths vote, to adopt a resolution delegating to the District Manager the authority to order emergency remedial action and to let emergency contracts without giving notice soliciting competitive bids.

E. It is in the best interest of the District to make the delegation referred to in item D above.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the District Board as follows:

1. Pursuant to Public Contract Code Sections 20806 and 22050(b)(1), the authority to order emergency remedial action and to let emergency contracts without giving notice soliciting competitive bids is delegated to the District's General Manager/Engineer or, in his absence, the Acting General Manager; provided, however, that without prior authorization and approval of the District Board, the total amount of such contracts for any particular emergency event shall not exceed $250,000.00.

2. If the General Manager/Engineer should at any time exercise the delegated authority, the General Manager/Engineer shall comply with all of the

provisions of Public Contract Code Section 22050(b)(3), including rendering the reports specified in that section to the District Board at its first meeting. Thereafter the General Manager/Engineer shall take the necessary measures to ensure that the District Board complies with the provisions of Public Contract Code Section 22050(c)(2).

* * * * * * * * * * *

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, Contra Costa County, California, at a regular meeting thereof, held on the 18th day of December 1997 by the following vote to wit:

AYES:	BOARD MEMBERS:	Andrew, Miller, O'Keefe, James
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	West

Jay Z. James

JAY Z. JAMES, President
Stege Sanitary District Board
Contra Costa County, California

ATTEST:

Lawrence C. Rugaard

LAWRENCE C. RUGAARD, Secretary
Stege Sanitary District Board

RESOLUTION NO. 1782-1201

RESOLUTION OF THE STEGE SANITARY DISTRICT AUTHORIZING PARTICIPATION IN THE WATER/WASTEWATER AGENCY RESPONSE NETWORK (WARN) 2001 OMNIBUS MUTUAL ASSISTANCE AGREEMENT

The Board of Directors of the Stege Sanitary District finds and determines as follows:

A. The California Office of Emergency Services (OES), the Department of Water Resources (DWR), the Department of Health Services (DOHS), and the California Utilities Emergency Association (CUEA) have expressed a mutual interest in the establishment of a plan to facilitate and encourage water agency mutual assistance agreements between water agencies; and

B. The Water Agency Response Network (WARN) was originally created to provide a forum for the development of mutual assistance agreements between water agencies in the OES Coastal Region of California; and later expanded to all water agencies in the State of California; and

C. The Wastewater Agency Response Network (WWARN) was created to provide a similar plan for all wastewater agencies in the State of California; and

D. The WATER/WASTEWATER AGENCY RESPONSE NETWORK (WARN) 2001 OMNIBUS MUTUAL ASSISTANCE AGREEMENT is a continuation of the WARN 1996 OMNIBUS MUTUAL AID and the WWARN 1997 OMNIBUS MUTUAL AID AGREEMENT and sets forth the mutual covenants and agreements for water and wastewater agencies to provide mutual assistance to one another in times of emergency; and

E. State OES regulates the State Emergency Management System (SEMS) program, and this agreement is consistent with SEMS, and that it is necessary to have a mutual assistance agreement in place to support requests to FEMA for costs of using assistance during an emergency; and

F. The Stege Sanitary District hereto has determined that it would be in its best interests to enter into an agreement that implements that plan and sets forth procedures and the responsibilities of the agency whenever emergency personnel, equipment and facility assistance are provided from one agency to the other; and

G. No water or wastewater agency should be in a position of unreasonably using its own resources, facilities, or services providing such mutual assistance; and

H. It is the intent of WARN to revise this agreement as necessary and to annually publish a list of all water and wastewater agencies participating in this agreement, as posted on www.calwarn.org; and

I. Such an agreement is in accord with the California Emergency Services Act set forth in Title 2, Division 1, Chapter 7 (Section 8550 et seq.) of the Government Code and specifically with Articles 14 and 17 (Section 8630 et seq.) of the Act.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the Stege Sanitary District Board of Directors as follows:

1. Stege Sanitary District agrees to become a party of the WARN 2001 Omnibus Mutual Assistance Agreement.

* * * * * * * * * * *

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, Contra Costa County, California, at a regular meeting thereof, held on the 19th day of December 2001 by the following vote to wit:

AYES:	BOARD MEMBERS:	Bruce, Merrill, Miller, O'Keefe, James
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	None
ABSTAIN:	BOARD MEMBERS:	None

Jay Z. James

JAY Z. JAMES, President
Stege Sanitary District Board
Contra Costa County, California

ATTEST:

Douglas C. Humphrey

DOUGLAS C. HUMPHREY , Secretary
Stege Sanitary District Board

RESOLUTION NO. 1784-0102

RESOLUTION PROVIDING FOR DEFENSE OF DISTRICT EMPLOYEES AND PUBLIC OFFICIALS CHARGED WITH A CRIMINAL VIOLATION OF AN ENVIRONMENTAL LAW

The Board of Directors of the Stege Sanitary District finds and determines as follows:

A. The Federal Clean Water Act provides criminal penalties for any person who: "negligently introduces into a sewer system or into a publicly owned treatment works any pollutant or ultrahazardous substance which such person knew or reasonably should have known could cause personal injury or property damage, or, other than in compliance with all applicable Federal, State, or local requirements or permits, which causes such treatment works to violate any effluent limitation or condition in any permit issued to the treatment works under Section 1342 of this title by the Administrator of the State." Section 309 (c)(2)(B) provides stiffer penalties for knowing violations; and

B. It is conceivable that an employee or elected official of a public wastewater agency such as the District could, while in the performance of his/her duties, accidentally or unknowingly violate provisions of the Clean Water Act and/or other State and Federal environmental regulations; and

C. The risks of such legal action could be catastrophic to both the accused individual and the District and the costs of defense could quickly exceed the personal resources of any individual; and

D. It is both lawful pursuant to California Government Code 995.8 and in the best interests of the District to support and protect all District employees and related officials in the performance of their official duties while acting in good faith in the apparent interests of District.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the Stege Sanitary District Board of Directors as follows:

1. While not legally required to do so, the District will provide for defense of any current or future District employee or elected official charged with a criminal violation of an environmental law if the following conditions are met:

(a) The criminal action or proceeding is brought on account of an act or omission in the scope of the individual's employment as an employee or elected official of the District;

(b) The District Board determines that affording a defense to the individual would be in the best interests of the District; and

(c) The District Board determines that the employee or former employee, elected official or former elected official acted, or failed to act, in good faith, without actual malice, and in the apparent interests of the District.

* * * * * * * * * * *

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, Contra Costa County, California, at a rescheduled regular meeting thereof, held on the 24th day of January 2002 by the following vote:

AYES:	BOARD MEMBERS:	James, Merrill, Miller, O'Keefe, Bruce
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	None
ABSTAIN:	BOARD MEMBERS:	None

DOUGLAS BRUCE, President
Stege Sanitary District Board
Contra Costa County, California

ATTEST:

DOUGLAS C. HUMPHREY , Secretary
Stege Sanitary District Board

STEGE SANITARY DISTRICT
EMERGENCY CONTACTS

EMERGENCY - 911

POLICE		FIRE	
El Cerrito	(510) 237-3233	El Cerrito	(510) 215-4450
Kensington	(510) 236-0474	Kensington	(510) 527-8395
Richmond	(510) 233-1214	Richmond	(510) 307-8031

Contra Costa Hazardous Materials Programs	(925) 335-3232	
Earthquake Reports (UC Berkeley)	(510) 642-2160	
EBMUD	(866) 403-2683	
PG&E	(800) 743-5000	
USA	(800) 227-2600	
Veolia Water (Richmond Sewers)	(510) 412-2001	
City of Berkeley	(510) 981-6620	
City of Albany	Bus. Hrs: (510) 524-9543	After Hrs: (510) 525-7300
WCWD	Bus. Hrs: (510) 222-6700	After Hrs: (510) 222-6799

NAME	MAIN (MOBILE)	OTHER (HOME)
Rex Delizo	(650) 218-3941	
Kary Richardson	(510) 612-1518	
Paul Soo, Jr.	(510) 846-0346	
Arvin Gonzales	(916) 230-9022	
Catherine Kalahele	(510) 837-9605	

Dennis Wright	(510) 815-4328	
Fred Bondoc	(510) 932-3785	
Enrique Reyes	(510) 253-8314	
Juan Perez	(510) 289-3672	
Dante Deluca	(707) 853-2514	

Bill Driscoll	(510) 812-7240	(510) 524-9477
Jose Jaramillo	(510) 812-7237	(510) 527-3951
Alex Martinez	(510) 812-7238	(510) 235-2021

B&G Answering Service	(510) 307-1489	
Alan Dialon (CLAIMS)	(909) 763-4320	(725) 502-6701
Restoration Management	(800) 400-5058	
Service Master	(800) 480-8439	

DIRECTOR	MAIN (MOBILE)	OTHER (HOME)
Tessa Beach	(510) 501-1689	
Juliet Christian-Smith	(510) 384-4343	
Paul Gilbert-Snyder	(510) 396-3878	(510) 527-4287
Dwight Merrill	(510) 778-2596	(510) 527-2681
Beatrice O'Keefe	(510) 508-1354	(510) 232-8041