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## Basic Plan

### I. Introduction

#### A. Purpose

1. The Shasta Operational Area Emergency Operations Plan (EOP) addresses the planned response to extraordinary emergency situations associated with natural disasters, technological (human-caused) emergencies, and war emergency operations in, or affecting, the Shasta Operational Area<sup>1</sup>.
2. This plan establishes:
  - a. The emergency management organization required to mitigate any significant emergency or disaster affecting the Shasta Operational Area.
  - b. The policies, responsibilities, and procedures required to protect the health and safety of the populace, public and private property, and the environment from the affects of natural and human-caused (technological) emergencies and disasters.
  - c. The operational concepts and procedures associated with both field response to emergencies, Emergency Operations Center (EOC) activities, and the recovery process.
  - d. The organizational framework for the implementation of the Standardized Emergency Management System (SEMS) within the Shasta Operational Area.
3. This plan is:

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<sup>1</sup>California Government Code §8559 defines an operational area as "an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county geographical area." Operational areas are special purpose organizations comprised of the county, cities and special districts created to prepare for and coordinate response to emergencies within, or affecting, a county area. Consistent with Government Code §8559, an agreement passed by the Board of Supervisors on September 26, 1995, along with subsequent agreements passed by each of the cities, designates Shasta County as an operational area.



- a. The principal guide for the agencies of the Shasta Operational Area in mitigating emergencies and disasters affecting the County of Shasta, and the incorporated cities and special districts contained in the county geographic area.
  - b. Intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between local, state, and federal agencies, in emergency operations.
  - c. An operational plan as well as a reference document; it may be used for pre-emergency planning as well as emergency operations:
    - (1) Agencies having roles and responsibilities established by this plan are encouraged to develop standard operating procedures (SOPs) and emergency response checklists based on the provisions of this plan.
    - (2) This plan should be used in conjunction with the State Emergency Plan and applicable local contingency plans.
4. This plan is designed to guide the reader through each phase of an emergency—preparedness, response, recovery, and mitigation. It is divided into the following parts:
- a. Part I focuses on the **preparedness** phase, and is the "basic plan" which describes the structure of the operational area emergency management organization, its responsibilities and operational concepts for multi-hazard emergency **preparedness, response, recovery, and mitigation**.
  - b. Part II focuses on initial emergency **response**. It is the Initial Operations Guide, a series of hazard-specific checklists designed to provide field-level responders with:
    - (1) The basic considerations and actions necessary for effective emergency response.
    - (2) The framework to implement SEMS.
  - c. Part III addresses extended emergency operations (**response**), outlining:



- (1) The operational procedures for operational area emergency management staff to conduct extended emergency response operations, often conducted in the operational area EOC.
  - (2) Transition to the recovery phase.
  - (3) The framework to implement SEMS.
- d. Part IV addresses **recovery** and **mitigation** activities. It describes:
- (1) The procedures to coordinate recovery operations within the operational area.
  - (2) Procedures to mitigate future events.
  - (3) Procedures for obtaining state and federal disaster assistance funds for damage restoration and mitigation projects.

## B. Scope

1. The policies, procedures, and provisions of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation activities within the Shasta Operational Area.
2. This plan applies to any extraordinary emergency situation associated with any hazard, natural or human-caused (technological), which may affect the operational area that often generate situations requiring planned, coordinated responses by multiple agencies and jurisdictions..
3. Emergencies addressed by this plan range from winter storms with limited short-term effects to catastrophic earthquakes with long-term public safety, economic, social and political implications.

## C. Objectives

1. Establish a framework for the overall management and coordination of emergency operations.



2. Enable emergency response personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment.
3. Train emergency response personnel and local government staff to efficiently and effectively prepare for, respond to, and recover from emergencies and disasters.
4. Describe the overall emergency management organization in Shasta County.
5. Delineate the responsibilities of local, state, and federal agencies in the event of an emergency or disaster affecting Shasta County.
6. Establish lines of authority and coordination for the management and mitigation of emergencies and disasters.
7. Facilitate mutual aid to supplement local resources.
8. Describe the procedures for accessing state and federal assistance following an emergency or disaster.

#### **D. Authorities and References**

1. Authorities:
  - a. Federal Disaster Relief Act of 1974 (Public Law 93-288).
  - b. Federal Civil Defense Act of 1950, as amended (Public Law 920).
  - c. Public Law 84-99 (U.S. Army Corps of Engineers - Flood Lighting).
  - d. Government Code (GC), Title 2, Division 1, Chapter 7, (California Emergency Services Act).
  - e. Title 2, Division 1, Chapter 7.5 GC (California Natural Disaster Assistance Act).
  - f. California Code of Regulations (CCR) Title 19, Division 2 (Standardized Emergency Management System Regulations).



- g. California Water Code (WC), § 128 (Department of Water Resources - Flood Fighting).
  - h. Shasta County Code, Chapter 2.72 (based on County Ordinance 91-6, 1991).
  - i. Shasta County Resolution number 95-175 establishing the Shasta Operational Area (September 26, 1995).
2. References:
- a. Federal:
    - (1) *Debris Removal Guidelines for State and Local Officials* (FEMA DAP-15).
    - (2) *A Guide to Federal Aid in Disasters* (DAP-19).
    - (3) *Digest of Federal Disaster Assistance* (DAP-21).
    - (4) *Individual and Family Grant Program Handbook Pursuant to Public Law 93-288* (DR&R-18).
    - (5) *Fire Suppression Assistance Handbook* (DAP 4).
  - b. State:
    - (1) *California State Emergency Plan*.
    - (2) *Governor's Office of Emergency Services Disaster Assistance Procedures Manual*.
    - (3) *California Emergency Resources Management Plan*.
    - (4) *California Law Enforcement Mutual Aid Plan*.
    - (5) *California Fire and Rescue Operations Plan*.
    - (6) *Disaster Assistance Procedures Manual* (State OES).



(7) *Natural Disaster Assistance Act Eligibility Guidelines and Claiming Instructions (State OES).*

c. *Public Assistance Guide for Applicants (State OES DAP-1)*

## II. **Concept of Operations**

### A. **General**

1. Emergency operations address the entire spectrum of contingencies, ranging from relatively minor incidents, such as a utility failure, to large-scale disasters — an earthquake, for example — and ultimately, to nuclear war. Peacetime and wartime emergencies share similar operational concepts.
2. Some emergencies will be preceded by a build-up period which, if recognized, may offer advance warning to potentially affected areas and populations. Other emergencies occur with little or no advance warning, and, therefore, require a response characterized by efficient and coordinated mobilization and deployment of local resources.

### B. **Phases of Emergency Management**

1. General - Emergency management activities may be categorized into the following phases:
  - a. Preparedness - the act of getting ready.
  - b. Response - the act of responding to an emergency or potential emergency.
  - c. Recovery - the act of restoring the impacted area to the pre-event condition.
  - d. Mitigation - the act of reducing or preventing the effects of future disasters.
2. Emergency management activities may be categorized into the following phases:
  - a. Preparedness - The preparedness phase involves activities taken prior to an emergency or disaster in order to mount an effective response



to any given emergency situation which might affect a jurisdiction. Those activities fall into two basic areas:

- (1) Readiness - Involves "soft" activities that create a framework and knowledge base to complete a task or mission, which include:
  - (a) General and specialized training.
  - (b) Development and maintenance of:
    - i) Policies.
    - ii) Plans.
    - iii) Procedures.
    - iv) Guidelines.
    - v) Checklists.
  - (c) Developing hazard analyses.
  - (d) Developing mutual aid agreements.
  - (e) Exercises.
  - (f) Improving emergency public information and communications systems.
- (2) Capability - Involves the acquisition of "hard" items or tools necessary for the actual work to be done, which include:
  - (a) Personnel.
  - (b) Vehicles.
  - (c) Communications equipment.
  - (d) ICS vests.



- (e) Reference materials.
  - (f) Specialized rescue tools.
  - (g) Firefighting equipment.
  - (h) Weapons and prisoner restraints.
  - (i) Medical equipment.
  - (j) Personal protective equipment.
- b. Response
- (1) Increased Readiness
    - (a) General
      - i) When a disaster or emergency is likely or inevitable, action is taken to protect lives and property.
      - ii) As an emergency situation begins to develop or threatens, Shasta Operational Area agencies will initiate actions to increase their readiness.
    - (b) Actions taken during the build-up of an emergency situation are designed to increase the ability to effectively respond to an emergency or disaster.
    - (c) Events which may trigger increased readiness include:
      - i) The issuance of a credible long-term earthquake prediction.
      - ii) The receipt of a flood advisory or other special weather statement.



- iii) Conditions conducive to wildland fire danger, such as the combination of high heat, strong winds, and low humidity.
  - iv) Severe winter weather, such as heavy snowfall.
  - v) A rapidly deteriorating international situation that could lead to an attack upon the United States.
  - vi) Information or circumstances indicating the potential for acts of violence or civil disturbance.
- (d) Increased readiness actions may include the following:
- i) Briefing government officials to include:
    - a) Board of Supervisors.
    - b) County Administrative Officer.
    - c) City councils.
    - d) City managers.
    - e) Special districts' officials.
    - f) Agency or department heads.
    - g) Emergency management councils.
    - h) Emergency Management representatives of local jurisdictions.
  - ii) Reviewing and updating emergency operations plans, SOPs, and checklists.
  - iii) Increasing public information efforts, possibly through the emergency alert system (EAS).



- iv) Accelerating training efforts.
  - v) Testing warning and communications systems.
  - vi) Warning threatened elements of the population.
  - vii) Initiating evacuation and movement operations.
  - viii) Sheltering-in-place advisories.
  - ix) Sheltering and feeding displaced persons in reception areas.
  - x) Mobilizing personnel and pre-positioning resources and equipment.
  - xi) Activating and staffing the Shasta Operational Area EOC and/or field command posts.
  - xii) Initiating communications and reporting with:
    - a) Incorporated cities.
    - b) Governor's Office of Emergency Services Inland Region.
    - c) The State Operations Center.
    - d) Neighboring jurisdictions.
- c. Initial Response Operations
- (1) Emphasis is placed on managing the initial response to an emergency situation, saving lives and protecting property, and minimizing the effects of the emergency or disaster.
  - (2) Response operations are accomplished within the affected area by local government agencies and segments of the private sector.



- (3) Part II of this plan, *Initial Response Operations*, provides hazard-specific guidance for organizations responsible for initial response operations in Shasta County. Examples of emergency operations undertaken during this phase include:
- (a) Disseminating warning, emergency public information, and instructions to the public.
  - (b) Conducting evacuation and/or rescue operations.
  - (c) Treating and caring for casualties.
  - (d) Conducting initial damage surveys and assessments.
  - (e) Providing mass care for displaced persons.
  - (f) Restricting the movement of people and traffic, and denying access to affected areas.
  - (g) Developing and implementing Initial Action Plans.
- d. Extended Operations
- (1) Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Mutual aid may also be requested during this phase.
  - (2) Part III of this plan, *Extended Operations*, provides specific guidance for the conduct of extended emergency operations, including those functions performed by the EOC staff. Examples of actions taken during extended operations include:
    - (a) Preparing detailed damage assessments.
    - (b) Operating mass care facilities.
    - (c) Protecting, controlling, and allocating vital resources.



- (d) Conducting coroner operations.
  - (e) Developing and implementing Action Plans for extended operations (first 24 hours and beyond).
- 3. Recovery Operations
  - a. Recovery operations involve the restoration of services to the public and returning the affected area to pre-emergency conditions.
  - b. Recovery operations may be both short and long term, ranging from the restoration of essential utilities, such as water and power, to mitigation measures designed to prevent future occurrences of a given emergency or disaster.
  - c. Part IV of this plan, *Recovery Operations*:
    - (1) Describes in detail the roles and responsibilities of each layer of government following a disaster.
    - (2) Addresses the procedures for accessing the federal and state programs available for individual, business, and public assistance following a disaster.
  - d. Examples of actions taken during recovery operations include:
    - (1) Restoring essential public services.
    - (2) Establishing and staffing:
      - (a) Disaster Application Centers (DAC).
      - (b) Local Assistance Centers (LAC).
    - (3) Disseminating disaster assistance information to the public.
    - (4) Applying for state and/or federal assistance.



- (5) Conducting hazard mitigation surveys and implementing appropriate mitigation measures.

### C. Peacetime Emergencies

1. The response to natural disasters and technological incidents affecting the Shasta Operational Area is dictated by the overall impact, rather than the type of emergency. The scope of an emergency, its associated hazards, and affected area(s) at the time an event occurs will determine the response actions.
2. For planning purposes, the Governor's Office of Emergency Services has established three "levels" of response to peacetime emergencies. The Shasta Operational Area also employs this system to guide its response to emergencies. These response levels are based on the scope of an emergency, its associated hazards, and the areas affected by the emergency. These levels of response include:
  - a. Level I - A minor to moderate incident which can be mitigated by available local agencies and resources. A *Local Emergency* may be proclaimed.
  - b. Level II - A moderate to severe emergency which may require regional or statewide mutual aid to supplement local resources. A *Local Emergency* proclamation is likely, and a *State of Emergency* may be proclaimed.
  - c. Level III - A major disaster in which local resources are overwhelmed and extensive state and/or federal assistance is required. *Local Emergency* and *State of Emergency* proclamations are likely, and a *Presidential Declaration of Emergency* or *Major Disaster* may be requested.

### D. Nuclear Defense Emergencies

1. While international events in the last ten years have lessened the magnitude and catastrophic nature of nuclear war, it still warrants special planning consideration. Because much of the nation could be affected at the same time, reducing or eliminating the possibility of mutual aid, emergency operations focus on essential actions related to:



- a. Relocating people from potential hazard areas to reception areas if time permits.
- b. Identifying the best available shelter from direct weapons effects for those persons remaining in hazard areas.

**E. Assumptions**

1. Emergencies or disasters may occur at any time, day or night, in populated as well as remote areas of Shasta County.
2. Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. For this reason, it is essential that the Standardized Emergency Management System, and in many cases a unified command, be implemented immediately by responding agencies and expanded as the situation dictates.
3. Large-scale emergencies and disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.
4. Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
5. Major emergencies and disasters may generate widespread media and public interest. The media must be considered an ally in large-scale emergencies and disasters; they can provide considerable assistance in emergency public information and warning.
6. Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. These strategic considerations must be addressed in all significant disasters and emergencies.
7. Disasters and emergencies may require an extended commitment of personnel and resources from involved agencies and jurisdictions.



### III. Hazard Analysis

#### A. General

1. Emergencies or disasters may occur anywhere and at any time.
2. Shasta County, with its varying topography, mix of urban and rural areas, rapidly growing permanent population, transient and recreational population, is subject to a wide variety of negative impacts from natural and technological hazards.

#### B. Natural Hazards

1. Avalanches:
  - a. By definition an avalanche is simply snow moving rapidly down sloping terrain.
  - b. An avalanche may also contain soil, rock, vegetation, or water, but the initial failure that triggers an avalanche occurs within the snow pack or at the interface between snow and subjacent terrain.
  - c. Although avalanches have occurred at various slope angles, the most dangerous avalanches occur on slopes of 30° to 45°.
  - d. There are generally two types of avalanches:
    - (1) Point release or loose snow avalanche:
      - (a) Results from a small amount of cohesionless snow slipping out of place, moving downslope, and encountering additional cohesionless snow, such that the failure progresses and spreads out into a characteristic inverted V-shaped pattern.
      - (b) Usually occur either within the cohesionless near-surface layers of newly fallen snow or within the wet surface snow resulting from melt conditions.



- (c) Usually involve small volumes of snow and can be predicted without much difficulty, thus presenting only a small degree of hazard.
- (2) Slab avalanche:
  - (a) Initiated within cohesive snow cover on slopes steeper than 25°.
  - (b) Failures occur when the shear load parallel to the slope exceeds the shear strength of supporting layers of snow.
    - i) Results in the layer of cohesive snow, poorly anchored underneath, fracturing as a continuous single unit.
    - ii) Fracture may propagate for a great distance across a slope and may incorporate a large volume of snow into the moving avalanche.
    - iii) Fractures may also extend several meters into the snow cover.
  - (c) Hazard to activity and structures in the avalanche runout zone is high due to:
    - i) Large volumes of snow that can be mobilized.
    - ii) Potential for release over large areas.
    - iii) Difficulty in prediction due to initial failure well below the surface of the snow, within layers that accumulated weeks or months earlier.
- e. The Mount Lassen area is susceptible to avalanches:
  - (1) ~~Ski resorts,~~ Residences, roads, businesses, and other structures and activities in this area are vulnerable to avalanches.



- (2) Areas of particular concern include: **(This plan is being revised by Lassen Park and will be incorporated in this manual when completed.)**
2. Earthquakes:
    - a. Earthquakes may cause collateral emergencies, including:
      - (1) Dam and levee failures.
      - (2) Hazardous materials incidents.
      - (3) Utility disruptions (power, gas, and water).
      - (4) Fires.
      - (5) Transportation emergencies.
      - (6) Avalanches and landslides.
  3. Floods:
    - a. Damaging floods in the Shasta Operational Area occur primarily in the developed areas of the county along the Sacramento River south to Tehama County:
      - (1) Flood flows generally follow defined stream channels, drainages, and watersheds ranging from the foothills and mountains throughout the county to low lying areas and flood planes.
    - b. Soils in the Shasta County watershed are generally shallow and permit little infiltration, especially when previous precipitation has saturated the soil mantle.
    - c. Areas of the county commonly affected by flooding include:
      - (1) Burney Creek.
      - (2) Sacramento River.



- (3) Cottonwood Creek.
  - (4) Cow Creek/Little Cow Creek.
  - (5) Clough Creek.
  - (6) Churn Creek.
  - (7) Stillwater Creek.
  - (8) Clear Creek.
  - (9) Dog Creek.
  - (10) Clover Creek.
- d. Flooding along the Sacramento River is usually a combination of high-water releases from Shasta and Keswick Dams, in conjunction with high-water runoff into tributaries to the river.
4. Landslides:
- a. The term *landslide* is used to describe a wide variety of processes that result in the perceptible downward and outward movement of soil, rock, and vegetation under gravitational influence.
  - b. Although landslides are primarily associated with steep slopes, they may also occur in areas of generally low relief and occur as:
    - (1) Cut-and-fill failures (highway and building excavations).
    - (2) River bluff failures.
    - (3) Lateral spreading landslides.
    - (4) Collapse of mine-waste piles.
    - (5) Failures associated with quarries and open-pit mines.
  - c. Landslides may be triggered by both natural and human-induced changes in the environment.



- d. The geologic history of an area, as well as activities associated with human occupation, directly determines, or contributes to the conditions that lead to slope failure.
  - e. The causes of slope instability may be:
    - (1) Inherent, such as weaknesses in the composition or structure of the rock or soil.
    - (2) Variable, such as heavy rain, snowmelt, and changes in groundwater level.
    - (3) Transient, such as seismic or volcanic activity.
    - (4) Due to new environmental conditions, such as those imposed by construction activity.
  - f. Landslides may occur throughout Shasta County:
    - (1) They tend to occur with the greatest frequency, however, on steep slopes adjacent to transportation routes.
    - (2) Highway 299 East between Montgomery Creek and Burney over Hatchet Mountain, along with Big Bend Road, O'Brien Mountain, and I/5 north through the canyon area are frequently affected areas.
5. Severe Weather:
- a. Severe weather is a general term for a wide range of extreme weather conditions, including:
    - (1) Thunderstorms.
    - (2) Tornadoes.
    - (3) Heavy precipitation.
    - (4) Severe snowstorms.
    - (5) High winds.



- (6) Extreme heat.
  - (7) Extreme cold.
  - (8) Drought.
- b. Shasta County may be affected by all of the aforementioned types of severe weather:
- (1) Severe snowstorms:
    - (a) Usually affect the mountainous areas of the county above 2,000 foot elevation.
    - (b) However, accumulations of several feet of snow have been seen as low as 1000 feet.
  - (2) High winds have caused major property damage with blown over trees through homes, and have temporarily closed highways.
- c. Severe weather may cause a variety of damage, depending on the type of severe weather in question:
- (1) In the aftermath of winter storms, the weight of snow can cause structural failures.
  - (2) Other types of severe weather, such as drought, can have long-term political and economic repercussions.
6. Wildland Fires:
- (1) From May to October of each year, the Shasta Operational Area faces a serious wildland fire threat. Virtually all of the Shasta Operational Area is susceptible to wildland fires. The mountainous areas of eastern and western Shasta County are particularly vulnerable, however.
  - (2) The region's climate and topography are conducive to wildland fires:



- (a) Due to its rugged terrain, highly flammable timber and brush-covered lands, and long, dry summers, most of Shasta County has been designated *extreme* or *high hazard* based on the California Department of Forestry and Fire Protection's *Fire Hazard Severity Scale for California Wildlands*.
- (b) High temperatures, low humidity, and high winds may exacerbate the potential for wildland fires in the operational area.

### C. Human-caused (Technological) Hazards

#### 1. Civil Disorders and Riots:

##### a. Defined:

- (1) Incidents intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety.
- (2) Are generally associated with controversial political, judicial, or economic issues and/or events.

b. May occur at any time of the year, although statistics indicate they are more frequent during the summer months.

c. While Shasta County does not have a history of civil disorder or rioting, large public gatherings often associated with special events have greatly burdened local law enforcement and fire protection resources in the past.

##### d. Effects:

- (1) Are varied and are based upon the type of event, its severity, scope, and duration.
- (2) Traffic congestion.
- (3) Illegal camping.



- (4) Disruption of services (e.g., electricity, water, public transportation, communications, etc.), property damage, injuries, and loss of life.
  - (5) Some minor problems sometimes associated with large public gatherings.
- e. Certain facilities in the Shasta Operational Area may be at risk more than others during civil disorders. These include:
- (1) Federal.
  - (2) State.
  - (3) Local government buildings.
  - (4) Schools and colleges.
  - (5) Utilities.

2. Dam Failures:

- a. Dam failure is the collapse or failure of an impoundment that causes downstream flooding.
- b. Causes of dam failure include:
  - (1) Storms.
  - (2) Earthquakes.
  - (3) Piping (internal erosion caused by embankment and foundation leakage), and erosion.
- c. The principal consequences of dam failure are:
  - (1) Injury.
  - (2) Loss of life.
  - (3) Property damage downstream of the failure.



- d. For dam failure evacuation guidance, there are three categories of dams:
- (1) Category 1 - Dams located in areas with a population density of 300 or more per square mile.
  - (2) Category 2 - Dams 75 feet or more in height, or having a capacity of 10,000 acre feet or greater.
  - (3) Category 3 - Dams of less than Category 2 height or capacity.
- e. There are two Category-1 dams, 6 Category-2 dams, and 12 Category-3 dams in the Shasta Operational Area:
- (1) The county has two dams whose failure would impact populations greater than 100.
    - (a) Shasta Dam.
    - (b) Whiskeytown Dam.
  - (2) Category-2 dams are listed below. In the event of failure, these dams could possibly affect category-1 dams, depending on current capacity of the category-1 dams.
    - (a) Pit 1 Forebay, Fall River, concrete gravity dam, earthen/rock filler, capacity 3,212 acre feet.
    - (b) Lake Britton Dam, concrete arch, capacity 41,907 acre feet, 130 feet in height.
    - (c) Pit 6 Forebay Dam, concrete gravity dam, capacity 15,619 acre feet, 183 feet in height.
    - (d) Pit 7 Forebay Dam, concrete gravity dam, capacity 34,142 acre feet, 228 feet in height.
    - (e) McCloud Dam Reservoir, earth/rock fill, capacity 35,234 acre feet, 235 feet in height.
    - (f) Iron Canyon, earth fill, capacity 24,241 acre feet, 214 feet in height.



- (3) Category-3 dams are:
  - (a) Baum Lake, Cassel, earthen dam, 48 acre feet.
  - (b) Hat Creek Diversion Dam, Cassel, 629 acre feet.
  - (c) Pit 4, concrete gravity, 1,970 acre feet, 108 feet in height.
  - (d) Pit 5 Diversion dam, Pit River, concrete gravity dam, 320 acre feet, 67 feet high.
  - (e) Pit 5 open conduit earthen fill, 958 acre feet, 71 feet high (off stream).
  - (f) North Battle Creek, rock/concrete, 1,090 acre feet, 51 feet in height.
  - (g) Six category-3 dams in the Shingletown area.
3. Hazardous Materials Incidents:
  - a. Definitions:
    - (1) A hazardous material is any material which is explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, and requires special care in handling because of the hazards it poses to public health, safety, and the environment.
    - (2) A hazardous materials incident involves the uncontrolled, unlicensed release of hazardous materials during storage or use from a fixed facility or during transport.
  - b. Hazardous materials incidents may occur anywhere and at any time in Shasta County.
  - c. The potential for a hazardous materials incident in Shasta County depends on the volume, distribution, and/or use of chemicals and other hazardous substances in a particular area.



- d. In general, the likelihood of a hazardous materials incident is greatest in the following areas:
- (1) Transportation Routes: Highways, railways, and commercial and military aviation routes constitute a major threat because of the multitude of chemicals and hazardous substances transported along them.
    - (a) Interstate 5, Highways 299, 89 and 44 are areas of concern, as are the Southern Union Pacific railroad tracks that run through the City of Anderson, City of Redding, City of Shasta Lake, and the Lakehead area.
  - (2) Business and Industry:
    - (a) Manufacturing and light industrial firms near SR 273.
    - (b) Businesses in each of the incorporated cities (Redding, Anderson, and City of Shasta Lake, and the unincorporated area of Burney.
  - (3) Illegitimate Business:
    - (a) Illegitimate business, such as drug laboratories, are a significant threat to human health, property, and the environment.
    - (b) In many instances, the residue is dumped in remote areas of the county or along the side of the road, posing a serious health threat to the unsuspecting person who stumbles across it.
  - (4) Hazardous Waste:
    - (a) Hazardous waste (e.g., used motor oil, solvents, or paint) is occasionally dumped in remote areas of the county or along roadways.
    - (b) Like drug lab residue, illegally dumped hazardous waste poses a threat to human health, property, and the environment.



4. Multi-Casualty Incidents:
  - a. The term *Multi-Casualty Incident*, or MCI, is often applied to transportation accidents involving air and rail travel, as well as multi-vehicle highway accidents. However, MCIs may also result from hazardous materials incidents or acts of violence, such as shootings or hostage situations.
  - b. Effects may include serious injuries, loss of life, and associated property damage.
  - c. Because large numbers of patients may be involved, significant MCIs may tax local emergency medical and hospital resources, and require a regional response.
  - d. MCIs may occur throughout the operational area, day or night, at any time of the year:
    - (1) I-5 offers the potential for MCIs because of its heavy volume of traffic, although no highway or surface street in the county is exempt from this hazard.
    - (2) The railroad tracks traversing the operational area also face the risk of an MCI, as do the air corridors above the county. Adverse weather may also play a role in roadway, air, or rail accidents.
  - e. MCIs may also result from acts of violence or terrorism.
5. Nuclear Attack:
  - a. Nuclear attack may be defined as any hostile action taken against the United States by foreign forces which results in destruction of military and/or civilian targets through the use of nuclear weapons. Blast, fallout, and electromagnetic pulse effects are assumed from a large-scale nuclear attack.
  - b. The effects of a nuclear attack on the United States would be devastating and far-reaching:



- (1) Many millions of lives would be at risk to the effects of blast over pressure, fire, and radioactive fallout.
  - (2) The loss of property and infrastructure would be catastrophic, with an almost incalculable associated dollar value.
- c. Specific operational concepts and procedures are described in the *Shasta Operational Area Nuclear Civil Protection Plan*.
6. Terrorism:
- a. Terrorism involves a struggle between competing principles and ideologies below the level of conventional war:
    - (1) According to the FEMA publication *Principal Threats Facing Communities and Local Emergency Management Coordinators*, most terrorist activities are bombing attacks.
    - (2) Principal targets include military personnel and facilities, commercial establishments, and federal government buildings and property.
  - b. The effects of terrorist activities can vary significantly, depending on the type of event, its severity, scope, and duration, and may result in:
    - (1) Disruption of services (e.g., electricity, water, public transportation, communications, etc.).
    - (2) Property damage.
    - (3) Injuries.
    - (4) Loss of life.
  - c. Occurrences:
    - (1) To date, terrorism has been targeted primarily against American interests abroad.



- (2) However, the April 1993 World Trade Center bombing in New York, and the April 1995 Oklahoma City bombing are tragic reminders that bombing attacks may occur anywhere in the United States.
- (3) Although no known terrorist attacks have occurred in the Shasta Operational Area, the jurisdiction is still vulnerable to this threat.

#### IV. Continuity of Government

##### A. General

1. A major disaster, emergency, or attack could result in great loss of life and property, including the injury or death of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to the continued operation of government and industry.
2. In the aftermath of an emergency, disaster, or attack, law and order must be preserved and government services must be maintained to the best extent possible. This is an implicit responsibility of government. Therefore, it is essential that local units of government continue to function.
3. Authority for policies and procedures associated with continuity of government is derived from the California Government Code and State Constitution.

##### B. Succession of County Officials

1. Successors to the position of Director of Emergency Services are as follows:
  - a. Chairman, Board of Supervisors - Director. (Except when the Sheriff has been designated Director);
  - b. Deputy Director of Emergency Services (County Fire Warden) - First alternate;
  - c. The Undersheriff - Second alternate;
  - d. The County Chief Administrative Officer; - Third alternate; and



- e. The remaining highest ranking officer from the Sheriff's Office - Fourth alternate.
2. The individual serving as the Director of Emergency Services will not have any other assignment in the county emergency management organization.
3. Alternates for key positions within the county emergency management organization are listed in Part III of this plan.

### C. Temporary County Seat

1. The temporary seat of government in the event the Board of Supervisors chamber is not available because of emergency conditions will be as follows:
  - a. Basement of the courthouse.
  - b. Public Safety Building.
  - c. Sheriff's ~~Knighton Road~~ **South County Station.**
  - d. Sheriff's ~~City of Shasta Lake~~ **North County Station.**
  - e. Sheriff's Burney Station.
2. Section 23600 of the Government Code provides that:
  - a. Boards of Supervisors shall designate alternative temporary county seats which may be outside the county boundaries.
  - b. They cannot purchase real property for this purpose.
  - c. Their resolution is to be filed with the Secretary of State.
  - d. Different sites can be designated subsequently if circumstances require.



## D. Preservation of Essential Records

### 1. Definition

- a. Preservation of the essential, or vital, records of the county is critical to conducting emergency operations in the event of a disaster and to restoring the day-to-day operations of the county following a disaster:
  - (1) In addition, certain records contain information that document and protect the rights and interests of individuals and government.
  - (2) These latter records must also be protected and preserved.
- b. Essential county records comprise only about 5% of all the records of the county and meet one or more of the following criteria:
  - (1) Records necessary to conduct emergency operations. Records in this category include:
    - (a) Utility systems maps.
    - (b) Locations of emergency supplies and equipment.
    - (c) Emergency operations plans and procedures.
    - (d) Lists of regular and auxiliary personnel.
  - (2) Records required to restore day-to-day county operations - Records in this category include:
    - (a) Constitutions and charters.
    - (b) Statutes.
    - (c) Ordinances.
    - (d) Resolutions.
    - (e) Court records.



- (f) Official proceedings.
      - (g) Financial records.
    - (3) Records necessary for the protection of rights and interests of individuals and government. Records in this category include:
      - (a) Vital statistics recorded by the County Clerk-Recorder.
      - (b) Land and tax records.
      - (c) License registers.
      - (d) Articles of incorporation.
- 2. Preservation Methods
  - a. The first step in preserving essential county records is to identify the source, location, and which department is designated as the official record holder for this record. Vital records appear on the approved records retention schedule for each county department.
  - b. The approved records retention schedules are maintained by each agency service chief or with the custodian of the records. The schedules should be among the first documents reviewed in restoring county operations following the occurrence of a disaster.
- 3. Security Measures Used to Protect Essential Records:
  - a. Essential county records may be protected at any point in their life cycle, i.e., from their creation to final disposition.
    - (1) Determining the appropriate time and method of protection involves many considerations, including the resources of the department and other factors unique to the department.
  - b. Acceptable methods of preserving essential records include:
    - (1) Dispersal



- (a) Essential records are routinely distributed to various locations.
- (b) The recommended minimum distance between locations is thirty miles.
- (2) Duplication - Essential records are duplicated on a scheduled basis and held for the purpose of reconstructing such records, at any time, with the least amount of effort, and cost.
- (3) On-site storage - Essential records are stored on-site in fire resistant containers, file cabinets, safes, vaults, and/or fire rooms designed for preservation of vital records.
- (4) Off-site storage:
  - (a) Essential records are stored off-site in facilities specifically designed to preserve and make available such records when needed.
  - (b) These are usually commercial facilities with sophisticated environmental controls and other security features.
- c. Current Storage Facilities
  - (1) Off-Site Storage:
    - (a) Records stored at the vault are contained on microfilm processed by the County Clerk-Recorder and transferred to the vault by the Recorder:
      - i) The film meets archival standards for permanent records retention.
      - ii) A reference copy of the film is also provided to the department.
    - (b) Currently, the Recorder is storing all of their official records and vital statistics.



- i) Records from other departments are also filmed and stored at the vault by the Recorder's Office.
- ii) They include:
  - a) The Board of Supervisors.
  - b) Personnel.
  - c) Auditor-Controller.
  - d) Assessor.
  - e) Elections.
- (c) As departments complete their records retention schedules, as outlined by the Records Management Program, essential county records will be identified and preserved by the methods indicated above.
- (2) On-Site Storage:
  - (a) The Records Management Division Records Center is designed to accept inactive county records (hard copy) from departments. The Center is located within Building #210 at the Dewitt Government Center.
  - (b) Although, the Center is not specifically designed for storing essential county records, it may store duplicate records having essential or vital information:
    - i) It can, therefore, be used as a means to reconstruct the record, see duplication above, as a method to preserve essential county records.
    - ii) The County Records Manager can advise departments and other officials as to the suitability of using the Center for duplicate essential county records.



- (3) County Archives:
- (a) In addition to the Records Center discussed above, the county has also established a County Archives for the preservation and permanent retention of documents and information of historic value:
    - i) As with the Records Center, the Archives is not specifically designed to store essential county records, but it does contain records that may serve to:
      - a) Protect the rights of individuals and government.
      - b) Document the development of the county, its organizational structure and decisions made by its governing body.
    - ii) Such records may therefore be used to restore county operations following disasters by documenting actions of the governing body and from other information contained in the Archives.
  - (b) The County Archives is located at Dewitt Center, 11436 D Avenue (Building 204B), and is operated and managed by the Records Management Division.
  - (c) The County Records Manager can advise departments and other officials as to the suitability of storing essential county records at this facility.

## V. Standardized Emergency Management System

### A. General

1. The Standardized Emergency Management System (SEMS, § 8607 GC) is the law governing the overall operational management and coordination of emergency response and recovery operations at each level of the emergency organization,



whether by the actual direction of field forces or by the coordination of joint efforts of public and private agencies.

2. SEMS is based on the principles and components of the Incident Command System, the Multi-Agency Coordination System, Operational Areas, and Mutual Aid in responding to, managing, and coordinating incidents involving multiple agencies and jurisdictions.
3. SEMS is to be utilized in the field and in the EOC. The functional components of SEMS in both environments is identical with one exception. At the EOC level, the field Command function is replaced by a Policy/Management function.

## B. Components

1. Incident Command System (ICS)
  - a. General
    - (1) Most emergencies involve response from multiple disciplines and may involve more than one jurisdiction.
    - (2) ICS, because of its standardized organizational structure and common terminology, provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional and multi-agency response, particularly in the field.
    - (3) ICS provides the flexibility to rapidly activate and establish an organizational form around the functions that need to be performed in order to efficiently and effectively mitigate an emergency. For this reason, ICS **will** be used in the field during all emergency operations in Shasta County.
    - (4) ICS can be utilized for any type or size of emergency, ranging from a minor incident involving only a few members of the emergency organization, to a major incident involving several agencies and/or jurisdictions.
    - (5) ICS allows agencies throughout California and at all levels of government to communicate using common terminology and



operating procedures. It also allows for the timely acquisition of a combination of resources during time of emergency.

- (6) ICS organizational structure develops in a modular fashion based upon the type and size of the incident:
  - (a) The organization's staff builds from the top down.
  - (b) As the need arises, five separate sections can be developed, each with several units that may be established as needed.
  - (c) The specific organizational structure established for any given emergency will be based on the management and resource needs of the incident.

b. The five components of ICS organizational structure include:

- (1) Command:
  - (a) Command is responsible for overall management of the incident or disaster.
  - (b) The command function may be conducted in two general ways:
    - i) Single command - In a single command structure, the Incident Commander is solely responsible for the overall management of an incident.
    - ii) Unified command:
      - a) Because large or complex incidents usually require a response by multiple agencies and jurisdictions, a unified command structure, a hallmark of ICS, is invaluable in effectively managing and mitigating an emergency.



- b) In a unified command, all agencies having a jurisdictional responsibility at a multi-jurisdictional incident contribute to the process of:
  - (i) Determining overall incident objectives.
  - (ii) Selecting strategies.
  - (iii) Ensuring joint planning for tactical operations is accomplished.
  - (iv) Maximizing the use of all assigned resources.
  - (v) Developing the overall Incident Action Plan.
  
- c) The proper selection of participants to work within a unified command structure depends upon:
  - (i) The location of the incident (i.e., which political subdivisions are involved).
  - (ii) The kind of incident (i.e., which functional agencies are required).
  
- d) A unified command structure could consist of a key responsible officials from each jurisdiction involved in a multi-jurisdictional incident, or it could consist of several functional departments within a single political jurisdiction.



- (c) Command Staff elements include:
  - i) Information Officer
    - a) The Information Officer is responsible for developing accurate and complete information regarding incident cause, size, current situation, resources committed, and other matters of general interest.
    - b) The Information Officer will normally be the point of contact for the media and other government agencies desiring information about the incident. In both single and unified command structures, only one Information Officer is designated, although assistants from other agencies or departments may be appointed.
  - ii) Safety Officer
    - a) The Safety Officer is responsible for assessing hazardous or unsafe situations and developing measures to ensure the safety of incident personnel.
    - b) The Safety Officer must have the authority to stop and/or prevent unsafe acts and practices.
    - c) In both single and unified command structures, only one Safety Officer is designated, although assistants from other agencies or departments may be appointed.
  - iii) Liaison Officer



- a) The Liaison Officer serves as a point of contact for representatives from other agencies.
- b) In a single command structure, agency representatives coordinate via the Liaison Officer. Under a unified command, agencies not represented in the unified command coordinate through the Liaison Officer.

(2) Operations

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

(3) Planning/Intelligence

- (a) The Planning Section is responsible for the collection, evaluation, and dissemination of disaster intelligence.
- (b) The section maintains information on the current and forecast situations and on the status of assigned resources.
- (c) The Planning Section is also responsible for the preparation of Incident Action Plans.



- i) Incident Action Plans outline the objectives, strategy, organization, and resources necessary to effectively mitigate an incident.
- ii) Incident Action Plans cover all tactical and support activities for a given operational period.

(4) Logistics

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

(5) Finance

- (a) Usually only established on large and complex incidents, the Finance Section is responsible for all financial and cost analysis aspects of an incident.

2. Multi-Agency Coordination System

- a. The Multi-Agency Coordination System (MACS) is a decision-making system used by representatives of operational area member jurisdictions in their emergency operations centers to prioritize and coordinate resource allocation and response to multiple incidents affecting the operational area, usually during a large-scale emergency or disaster involving multiple agencies and jurisdictions.
- b. MACS is not part of ICS and is not used to develop strategy and tactics associated with emergency operations.

3. Operational Areas

- a. Definition



- (1) According to § 8559(b) GC, an operational area is "an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area."
- (2) CCR § 2409(a) further defines operational areas: "Each county geographic area is designated as an operational area. An operational area is used by the county and the political subdivisions comprising the operational area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operation centers and the operation centers of the political subdivisions comprising the operational area, as defined in the § 8559(b) GC & § 8605 GC. This definition does not change the definition of operational area as used in the existing fire and rescue mutual aid system."
- (3) Operational areas:
  - (a) "Coordinate information, resources, and priorities among the local governments within the operational area." (CCR § 2409(e)(1))
  - (b) "Coordinate information, resources, and priorities between the regional level and the local government level. Coordination of the fire and law enforcement resources shall be accomplished through their respective mutual aid systems." (CCR § 2409(e)(2))
  - (c) "Use multi-agency coordination to facilitate decisions for overall operational area level emergency response activities." (CCR § 2409(e)(3))
- (4) While the operational area always encompasses the entire county area, it augments, but does not replace, any member jurisdiction. "Nothing in this chapter (GC Chapter 7 -- California Emergency Services Act) shall be construed to diminish or remove any authority of any city, county, city and county granted by section 7 of Article XI of the California Constitution." (§ 8668(b) GC)



b. Communications

- (1) § 8605 GC states that "an operational area may be used by the county and the political subdivisions comprising the operational area for the coordination of emergency activities and to serve as a link in the communications system during a *State of Emergency* or a *Local Emergency*."
- (2) This communications link is facilitated by the Operational Area Satellite Information System (OASIS), a satellite communications system (voice and data transmission) linking the Governor's Office of Emergency Services with each operational area.

4. Mutual Aid

- a. Mutual aid is designed to ensure adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with the problems of rescue, relief, evacuation, rehabilitation, and/or reconstruction associated with a given emergency or disaster.
- b. Mutual aid involves, but is not limited to the voluntary interchange of:
  - (1) Fire protection and rescue.
  - (2) Law enforcement.
  - (3) Emergency management.
  - (4) Public information.
  - (5) Health and medical.
  - (6) Communications.
  - (7) Transportation services.
  - (8) Facilities.



- c. Mutual Aid Regions
  - (1) California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization established to facilitate the coordination of mutual aid and other emergency operations within an area of the state consisting of two or more operational areas.
  - (2) The Shasta Operational Area is in OES Region III and requests mutual aid through this region.
  - (3) The Shasta County Sheriff is the Law Enforcement Mutual Aid Coordinator for Region III. Law Enforcement Mutual Aid is requested through his office.
  
- d. California Master Mutual Aid Agreement
  - (1) A California Master Mutual Aid Agreement has been adopted by most cities and all 58 counties in California.
  - (2) This agreement creates a formal structure within which each jurisdiction retains control of its own personnel and facilities while providing and receiving assistance whenever needed.
  - (3) The state is a signatory to this agreement and provides available resources to assist local jurisdictions in emergencies.
  
- e. Mutual Aid Responsibilities:
  - (1) Operational Area:
    - (a) Coordinate intra-county mutual aid.
    - (b) Maintain liaison with the appropriate OES Mutual Aid Region Coordinator, jurisdictions within the operational area, and neighboring jurisdictions.



- (c) Identify Multi-Purpose Staging Areas (MSAs) for incoming personnel and resources, or for support and recovery operations.
  - (d) Channel mutual aid requests which cannot be satisfied locally to the appropriate OES Mutual Aid Region Coordinator.
  - (e) Provide periodic status reports to the appropriate OES Region Mutual Aid Coordinators throughout the course of the emergency situation.
  - (f) Receive and employ personnel and resources provided by other jurisdictions, the state and federal government, and the private sector.
  - (g) Execute emergency regulations issued by the Governor.
- (2) OES Mutual Aid Region:
- (a) Maintain liaison with appropriate local, state, and federal emergency response agencies within the region.
  - (b) Provide planning guidance and assistance to local jurisdictions.
  - (c) Respond to mutual aid requests submitted by local jurisdictions and/or Operational Area Coordinators.
  - (d) Receive, evaluate, and disseminate information on emergency operations.
  - (e) Provide the California OES Director with situation reports and recommend courses of action, if appropriate.
- (3) Governor's Office of Emergency Services:
- (a) Perform executive functions assigned by the Governor.



- (b) Coordinate the extraordinary emergency activities of all state agencies.
  - (c) Receive, evaluate, and disseminate information on emergency operations.
  - (d) Prepare and disseminate emergency proclamations and orders for the Governor.
  - (e) Receive, evaluate, process, and act on requests for mutual aid.
  - (f) Coordinate the application of state mutual aid resources.
  - (g) Receive, process, and transmit requests for federal assistance.
  - (h) Direct the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
  - (i) Maintain liaison with appropriate state, federal, and private agencies.
  - (j) Coordinate emergency operations with neighboring states.
- (4) Other State Agencies:
- (a) Provide assistance to local jurisdictions commensurate with capabilities and available resources.

**C. Organization/Response Levels**

1. Field

- a. 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.



- b. SEMS regulations require the use of ICS at the field response level of an incident.
2. Local Government
- a. Local government includes:
    - (1) Cities.
    - (2) Counties.
    - (3) Special districts.
  - b. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction.
  - c. Local governments are required to use SEMS when their EOC is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs.
3. Operational Area
- a. Manages and/or coordinates information, resources, and priorities among local governments within the operational area.
  - b. Serves as the coordination and communication link between the local government level and regional level.
4. Region (Mutual Aid)
- a. California is divided into six mutual aid regions because of its size and geography.
  - b. The purpose of a mutual aid region is to provide for the effective application and coordination of mutual aid and other emergency-related activities.
  - c. Function



- (1) Manages and coordinates information and resources:
    - (a) Among operational areas within the mutual aid region.
    - (b) Between region and state level.
  - (2) Coordinates overall state agency support for emergency response activities within the region.
5. State
- a. The state level of SEMS:
    - (1) Manages the state resources in response to the emergency needs of the other levels.
    - (2) Coordinates mutual aid:
      - (a) Among the mutual aid regions.
      - (b) Between the regional and state level.
  - b. The state level also serves as the coordination and communication link between the state and the federal disaster response system.
- D. Features Common to all Organizational/Response Levels
1. General
    - a. The field response level uses functions, principles, and components of ICS as required in SEMS regulations:
      - (1) Many of these field response level features are also applicable at local government, operational area, regional and state levels.
      - (2) In addition, there are other ICS features that have application to all SEMS levels.





- (2) May vary in length from a few hours to days, and will be determined by the situation.
4. Action Planning
  - a. Action Planning should be used at all SEMS levels.
  - b. There are two types of action plans in SEMS:
    - (1) Incident Action Plans:
      - (a) 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.
      - (b) Incident action plans are an essential and required element in achieving objectives under ICS.
    - (2) EOC Action Plans:
      - (a) 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.
      - (b) Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance.
  - c. Action plans can be extremely effective tools during all phases of a disaster.
5. Organizational Flexibility-Modular Organization
  - a. 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.



- (2) All elements of the organization can be arranged in various ways within or under the five SEMS essential functions.
    - b. The functions of any non-activated element will be the responsibility of the next highest element in the organization.
    - c. Each activated element must have a person in charge of it, however one supervisor may be in charge of more than one functional element.
6. Organizational Unity and Hierarchy of Command or Management
  - a. Organizational Unity means that every individual within an organization has a designated supervisor.
  - b. 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.
7. Span of Control
  - a. Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS levels.
  - b. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources.
  - c. 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.
  - d. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.
8. Personnel Accountability
  - a. 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.



- b. 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.

9. Common Terminology

- a. In ICS, common terminology is applied to:
  - (1) Functional elements.
  - (2) Position titles.
  - (3) Facility designations.
  - (4) Resources.
- b. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively:
  - (1) This will vary from level to level in terms of directing and controlling, to coordination, to resource inventorying.
  - (2) Procedures for effective resources management must be geared to the function and the level at which the function is performed.

10. Integrated Communications

- a. This feature of ICS relates to:
  - (1) Hardware systems.
  - (2) Planning for system selection and linking.
  - (3) The procedures and processes for transferring information.
- b. At the field response level, integrated communications is used on any emergency.



- c. 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.
- d. The specifics of how this is accomplished at EOC levels is different than at the field response level.

## VI. Shasta Operational Area Emergency Management

### A. Authorities

#### 1. Emergency Management Organization

- a. SCC §2.72.070 establishes the county's emergency management organization:
  - (1) The following entities constitute the county emergency management organization:
    - (a) All officers and employees of Shasta County.
    - (b) Volunteer forces.
    - (c) All groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of SCC §2.72.0601(A)(6)(c), be charged with duties incident to the protection of life and property in Shasta County during an emergency.
  - (2) The County of Shasta emergency management organization is led by the Director of Emergency Services, a position filled by the Chairman of the Board of Supervisors, unless the Board designates the Sheriff to act as Director pursuant to Article 1.1, Chapter 2, Part 3, Division 2, Title 3 of the Government Code. The Director of Emergency Services establishes policy for the county's emergency management program.



- (3) A Deputy Director of Emergency Services is an alternate Board of Supervisors member as provided in SCC §2.72.05B, except where the Sheriff has been designated as director.

2. Operational Area Organization

- a. Consistent with §§8559 and 8605 GC, an agreement passed by the Board of Supervisors on September 26, 1995, designates the:
  - (1) County of Shasta as the Operational Area for Shasta County.
  - (2) County-wide Coordinator as the Operational Area Coordinator.
- b. Subsequent agreements have been passed by:
  - (1) City of Anderson.
  - (2) City of Redding.
  - (3) City of Shasta Lake.
- c. General Responsibilities:
  - (1) SCC 2.72.040 charges OES with:
    - (a) The preparation and execution of plans for the protection of persons and property within the county in the event of an emergency.
    - (b) The direction of the emergency management organization.
    - (c) The coordination of the emergency functions of the county with all other public agencies, corporations, organizations, and affected private persons.
- d. Shasta Operational Area responsibilities include:
  - (1) Acting as a policy-making body with representation from all participating jurisdictions and setting priorities agreed upon by all members.



- (2) Providing a single point of contact for information on an emergency situation, as well as resource requirements and prioritization.
    - (3) Acting as a single ordering point for resources, including fire and law enforcement resources through Operational Area Fire and Law Enforcement Mutual Aid Coordinators.
  3. In accordance with §8607 GC, the Shasta Operational Area functions as part of SEMS. Emergency operations and mutual aid activities are conducted and coordinated using ICS and MACS, as appropriate.

## **B. Concept of Operations**

1. Purpose
  - a. To provide a facility from which the organization's response to an emergency can be effectively coordinated.
  - b. To serve as the single focal point for the centralized management and coordination of emergency response and recovery operations during a disaster or emergency affecting the Shasta Operational Area.



**The EOC does not provide tactical direction to the various incidents which are being conducted in the field using the Incident Command System:**

- 1. Field Incident Commanders have clear authority to command and tactically direct the resources under their control.**
- 2. Command responsibility includes:**
  - a) Determining the objectives to be achieved for the incident (within the bounds of agency authority).**
  - b) Establishing the strategies to achieve those objectives.**
  - c) Determining the appropriate tactics necessary for the selected strategy.**
  - d) Applying the assigned resources to perform the tactics.**

2. Goals and Objectives

- a. In an extended emergency or disaster, the primary goals of EOC operations are to:
  - (1) Ensure the implementation of the Standardized Emergency Management System (SEMS).
  - (2) Bring together all relevant information about the emergency in one place.
  - (3) Organize that information in a useful format to the jurisdiction's decision-making body.
  - (4) Facilitate the coordination of resources needed to mitigate the effects of the emergency.
  - (5) Ensure the timely mitigation of the crisis situation(s).
  - (6) Facilitate the transition from response to recovery.



- b. To achieve these goals, EOC operations must accomplish the following objectives:
  - (1) Overall management and coordination of emergency operations.
  - (2) Coordination and liaison with appropriate federal, state, and other local governmental agencies, the private sector, and nonprofit organizations.
  - (3) Requisition and allocation of resources and other support.
  - (4) Establishment of priorities and adjudication of conflicting demands for support.
  - (5) Coordination of inter-jurisdictional mutual aid.
  - (6) Activation and use of available communications systems.
  - (7) Preparation and dissemination of Emergency Public Information.
  - (8) Dissemination of warnings.
  - (9) Management of the movement, reception, and care of persons in the event an evacuation is ordered.
  - (10) Collection, evaluation, and dissemination of damage information, disaster intelligence, and other essential data.
- 3. Activation
  - a. General
    - (1) The Shasta Operational Area EOC will be activated when an emergency situation occurs that exceeds local and/or in-field capabilities to adequately respond to and mitigate an incident(s).



- (2) The scope of an emergency, rather than the type, will largely determine whether the EOC will be activated, and to what level.
- (3) Levels - When an emergency occurs in or affects the county, the emergency management organization will be in one of the following EOC activation levels:
  - (a) Level I - Monitoring or OES staff scene support.
    - i) Level I may be requested by on-scene command, or initiated by Shasta Operational Area OES during emergencies with escalation potential.
    - ii) EOC staffing for a Level I emergency will normally be limited to OES personnel.
  - (b) Level II - Partial EOC activation with partial staff.
    - i) Level II requires limited staffing by key agencies involved or affected by an emergency confined to a specific area of the county which stresses local resources.
    - ii) Level II activation may be ordered by the Sheriff or the County Administrative Officer.
  - (c) Level III - Full EOC activation with full staff.
    - i) Level III is a full scale activation which requires full EOC staffing as outlined in this plan to address a large emergency affecting all or a large part of the county.
    - ii) Level III activation may be ordered by the Sheriff or the County Administrative Officer.
- b. Authority - The Operational Area EOC will be activated when:



- (1) Another local government in the OA activates their EOC and requests the OA EOC activated (CCR §2407(a)(1)).
- (2) Two or more cities within the OA proclaim a local emergency (CCR §2409(f)(2)).
- (3) County and one or more cities proclaim a local emergency (CCR §2409(f)(3)).
- (4) A city or the county requests a Governor's proclamation of a State of Emergency (CCR §2409(f)(4)).
- (5) The Governor proclaims a State of Emergency for the county or two or more cities (CCR §2409(f)(5)).
- (6) Recommended by OES personnel.

4. Hazard Vulnerability and OES Response

- a. Shasta County is vulnerable to a wide range of natural and technological hazards. EOC activation levels cannot be pre-determined by an event *ipso facto*. Rather, an EOC activation is determined by the scope, associated hazards, and affected areas at the time an event occurs.
- b. EOC activation levels and associated criteria described in this plan are intended as general guidance; all the factors associated with an emergency must be assessed and evaluated to determine an appropriate response.
- c. The table below identifies the potential hazards faced by the Shasta Operational Area and their anticipated impact in relation to an EOC activation:

Hazard	Potential	Operational Area Impact	Notify OES	Activation Level
Attack (Conventional or Nuclear)	Low	Severe	Yes	III
Avalanche	Low	Minor to Moderate	Yes	II to III



Hazard	Potential	Operational Area Impact	Notify OES	Activation Level
Civil Disturbance or Rioting	Moderate	Minor to Moderate	Yes	II
Dam or Levee Failure	Low	Minor to Moderate	Yes	II to III
Earthquake (Severe Damage)	Low	Moderate to Severe	Yes	III
Flooding (with Evacuations)	High	Moderate to Severe	Yes	II to III
Hazardous Materials Incident	High	Minor to Severe	Yes	I to III
Landslide (Roadways Closed)	Moderate	Moderate	Yes	I to II
Mass Casualty Incident	High	Minor to Moderate	Yes	I to II
Structural Fire/Explosion/Collapse	Moderate	Minor to Moderate	Yes	I to II
Terrorist Activity	Low	Moderate to Severe	Yes	II to III
Utility Failure (6+ Hours)	High	Minor to Moderate	Yes	I to II
Wildland Fire (with Evacuations)	High	Moderate to Severe	Yes	II to III
Winter Storm (Paralyzing)	High	Moderate to Severe	Yes	II to III

5. Notification

- a. Upon identifying the need to activate the EOC, a call-out notification will be made depending upon the activation level. OES shall first be notified of emergency situations by SHASCOM ("Dispatch").
- b. Dispatch personnel shall gather and relay the following information about the incident to OES:
  - (1) Type and location of incident.



- (2) First impression scope of involvement.
  - (3) Affected facilities and number of casualties involved, if known.
  - (4) Agencies responding or on-scene.
  - (5) Agency in charge and/or Incident Commander.
- c. Notification shall be made to the Director of Emergency Services (Sheriff). If he cannot be contacted, notification will be made to the following:
- (1) Assistant Director.
  - (2) Undersheriff.
  - (3) Emergency Services Coordinator.
- d. Upon notification, the Emergency Services Coordinator will take appropriate and responsive actions that may range from monitoring the situation for possible escalation to directing a partial or full EOC activation.
- e. If EOC activation is warranted, the first OES staff member reporting to the EOC will begin set-up procedures using the EOC activation checklist.
- f. Once the EOC has been activated, OES will begin notifying key EOC staff and/or their alternates, and instructing them to report immediately to the EOC. The order of call-out is likely to occur for the following groups:
- (1) Policy/Management.
  - (2) Operations Section.
  - (3) Planning Section.
  - (4) Logistics Section.
  - (5) Finance Section.



- g. This order is based on those agencies and/or personnel immediately needed to assist in stabilizing or mitigating the emergency.

#### 6. Security and Access Control

- a. Upon activating the EOC, security and access control become a concern, since only authorized personnel will be permitted into the area. Access to the EOC shall be granted to all personnel identified as EOC staff, county or city officials, and those persons having legitimate business in the EOC.
- b. Authorized EOC staff, visitors, and the media shall be issued identification cards for EOC access. These identification cards shall identify the bearers as members of the emergency management team or visitors.

### C. Organization and Responsibilities

#### 1. General

- a. The EOC is organized around the five functions of the Standardized Emergency Management System (SEMS), employing components of both ICS and MACS. The functional flexibility associated with ICS is particularly useful in EOC operations, as is MACS' emphasis on coordination, incident prioritization, and resource allocation.
- b. SEMS, because of its standardized organizational structure and common terminology, provides a useful and flexible management system that is particularly adaptable to incidents involving multi-jurisdictional and/or multi-agency response. SEMS provides the flexibility to rapidly activate and establish an organizational form around the functions that need to be performed in order to efficiently and effectively mitigate an emergency.
- c. Consistent with SEMS, the EOC organizational structure develops in a modular fashion based upon the type and size of the incident:
  - (1) The EOC's staff builds from the top down.
  - (2) As the need arises, five separate sections can be developed, each with several units that may be established as needed.



- (3) The specific organizational structure established for any given incident will be based on the management and resource needs of the incident.

## 2. Functional Areas

### a. Policy/Management

- (1) This function is responsible for the overall management of the operation:
  - (a) All strategic direction emanates from this function.
  - (b) Mutual aid liaison at the policy/management level is also performed here.
- (2) This function may include such staff as required to perform or support the command and policy-making function.
- (3) While it must always be perceived as the sole source of command/policy-making, it may include representation from:
  - (a) All of a jurisdiction's agencies (disciplines).
  - (b) Multiple jurisdictions when appropriate (i.e., when there are concurrent or overlapping jurisdictions).
- (4) In the Operational Area EOC, the Policy/Management function is comprised of the following:
  - (a) Board of Supervisors.
  - (b) County Administrative Officer.
  - (c) Office of Emergency Services personnel.
  - (d) County Counsel.
  - (e) Liaison Officer (Designated by Policy/Management)
  - (f) Public Information Officer.



- (g) Safety Officer.
  - (h) Incorporated cities representatives participating in a Unified Command.
  - (i) Special districts representatives participating in a Unified Command.
- b. Operations Section
- (1) The Operations Section is responsible for:
    - (a) All tactical level liaison of mutual aid.
    - (b) Coordination of incident response assets (in accordance with the approved Incident Action Plan), regardless of agency affiliation or type of asset (e.g., law enforcement, fire suppression, medical, etc.).
    - (c) Support of field incidents and activities.
  - (2) This section is composed of several functional groups, each with its own group supervisor. Some or all of the groups might be involved in an incident response.
  - (3) The Operations Section may be comprised of the following:
    - (a) Operations Section Chief - Shasta County Sheriff-Coroner.
    - (b) Fire and Rescue Group - Operational Area Fire and Rescue Coordinator (Elected by County Fire Chief's Association).
    - (c) Law Enforcement Group - Operational Area Law Enforcement Coordinator (County Sheriff).
    - (d) Public Works Group - Public Works Director.
    - (e) Health and Medical Group - Public Health Officer.



- (f) Mass Care Group - Department of Social Services Director.
  - (g) Safety Assessment Group - Chief Building Inspector.
- c. Planning
- (1) The Planning Section collects and analyzes incident data relating to hazards, damage, operations, and other problems. This section becomes the organizational focus for all information or intelligence relative to the incident or emergency, and has ultimate responsibility for putting the action plan together.
  - (2) This section is responsible for:
    - (a) Maintaining current situation status, as well as attempting to predict future developments in the incident or emergency.
    - (b) Developing recommendations for appropriate responses or actions and long-term incident action plans in coordination with the other organizational elements.
    - (c) Working very closely with the Operations and Policy/Management in order to supply their intelligence requirements.
  - (3) The following positions and units make up the Planning Section:
    - (a) Planning Section Chief - OES Staff.
    - (b) Situation Status Unit - Planning Department **Division** designee.
    - (c) Damage Assessment Unit - Chief Building official.
    - (d) Documentation Unit - CAO Analyst designee.



d. Logistics Section

- (1) The Logistics Section is responsible for procuring equipment and supplies in support of incident operations. This would include specialized equipment, food and shelter, additional personnel, and utilities.
- (2) The Logistics Section may be made up of the following:
  - (a) Logistics Section Chief - Purchasing Agent.
  - (b) Supply Unit - Designated Buyer.
  - (c) Facilities Unit - Facility Services Director.
  - (d) Communications Unit - Telecommunications Manager.

e. Finance Section

- (1) This section is responsible for the financial management of an operation, including payment for equipment, supplies, and services. It is also responsible for the maintenance of all financial and personnel time-keeping records.
- (2) The Finance Section may be comprised of the following:
  - (a) Finance Section Chief - Auditor/Controller.
  - (b) Procurement Unit - Buyer(s).

3. Relationship to Field Operations

- a. The EOC is a coordination point, not a scene management center; it does not provide tactical direction to field activities.
- b. "When a local government EOC is activated, communications and coordination shall be established between the Incident Commander(s) and the department operations center(s) to the EOC or between the Incident Commander(s) and the EOC." (CCR § 2407(2)(b))

4. Staffing



- a. EOC staffing requirements for a Level I (monitoring) and/or Level II (partial) activation will be based upon the scope and nature of the emergency, as well as current requirements.
- b. The OES Coordinator will ensure the appropriate functions of the emergency management organization are notified for Level I and II EOC activations.
- c. Staffing requirements for Level III (full) activations will require the entire emergency management organization, including all sections.
- d. Extended EOC operations may require the use of multiple shifts and position alternates; Policy/Management will make this determination as the situation dictates.

#### D. Communications

##### 1. General

- a. Communications within the EOC will be accomplished using the most expedient and appropriate means possible (usually in-person or via telephone).
- b. Each EOC position has a telephone available for communicating directly with EOC staff members, outside agencies, or field forces.
- c. Radios may also be used for direct communications with field forces or outside agencies:
  - (1) SHASCOM will provide the proper number of dispatchers needed to handle radio communications for the incident.
- d. Regardless of medium used, all significant communications should be recorded on the EOC Events Log.

##### 2. Operational Area Satellite Information System (OASIS).

- a. EOC communications include OASIS, a satellite communications system designed to ensure voice and data communications between:
  - (1) The Shasta Operational Area.



- (2) Other operational areas.
  - (3) The Regional EOC (REOC).
  - (4) The State Operations Center.
- b. In the EOC, OASIS may be accessed via:
- (1) One single line set in the dispatch center.
    - (a) One single line in the EOC Manager's office.
  - c. OASIS voice transmission works like a standard telephone and data transmission is similar to a computer modem.
  - d. When transmitting data, however, special forms must be used. These forms are contained in the OASIS Operations Manual.
3. Transmission of Disaster Intelligence
- a. Information may be sent using OASIS, by radio, by telephone, or by fax. Regardless of the method of communication, however, certain cautions must be observed:
    - (1) Whenever possible, unverified data should not be transmitted:
      - (a) All data should be verified prior to transmission.
      - (b) If unverified data must be transmitted, it should be clearly designated as unconfirmed information.
    - (2) Analyzed data is preferable to unanalyzed data. Analyzed data is information which has been evaluated in terms of reliability (i.e., the sources of information have been checked).
    - (3) Sensitive information must be transmitted with an appropriate degree of security. Use of such information may need to be restricted.

## E. Administration



1. Reports
  - a. Preliminary Reports
    - (1) Preliminary reports are used to transmit information between the operational area and the state during the first two hours of an emergency.
    - (2) Information contained in these reports is intended to paint an initial picture of the scope and magnitude of the situation.
  - b. Situation Summaries
    - (1) Situation Summaries are brief narratives that present a concise picture of the emergency situation and are prepared for specific time periods.
    - (2) At the beginning of an emergency response, the OA, REOC, and SOC will agree upon times for submitting data and issuing Situation Summaries.
    - (3) The Situation Summary is intended for use after the first two hours of an emergency.
  - c. Flash Reports
    - (1) Flash reports are used for transmitting critical, time-sensitive information outside regularly scheduled Preliminary Reports or Situation Summaries. For example, a Flash Report would be used to report an impending dam failure or a federal declaration of a major disaster.
    - (2) Oral Flash Reports may precede written reports. The written report later serves as a confirmation and as documentation.
  - d. Major Incident Reports--Major Incident Reports are used to transmit the following:
    - (1) Information that may significantly affect operations.



- (2) Information on an incident(s) that may require a multi-jurisdictional and/or multi-disciplinary response.
    - (3) Information that may affect incoming personnel or resources.
  2. Documentation
    - a. Incident Logs
      - (1) Incident Logs are used to record significant events and actions associated with an incident for a given operational period (shift). Each EOC staff position is responsible for maintaining an events log.
      - (2) EOC staff must give copies of their events logs to the Documentation Unit at the close of each operational period.
      - (3) In some cases, EOC staff may be required to substitute the internal Incident Log for ICS Form 214.
    - b. All copies of reports, OASIS forms, and logs must be turned in to the Documentation Unit prior to the close of each operational period (or prior to EOC deactivation if operations do not require multiple shifts).
3. Briefings
  - a. Section Chiefs will regularly provide briefings to the Policy/Management Section, and vice versa:
    - (1) These briefings will focus on situation status, changing conditions, and critical requests. Briefings may be held in the EOC or in the conference room.
    - (2) Section Chiefs will disseminate information and/or instructions from these briefings to their section personnel.
  - b. Policy/Management, Planning Section Chief, and other personnel will periodically brief the entire EOC staff.
    - (1) The schedule for these briefings will be determined by Policy/Management.



- (2) These briefings will focus on changing conditions, changing strategies, and anticipated results.

4. Status Boards

- a. Status boards provide decision-makers and EOC staff with essential information at a glance.
- b. It is imperative that status boards are kept current throughout an emergency operation.

**F. EOC Locations**

1. Primary EOC location:

- a. SHASCOM, 3101 South Street, Redding, CA 96001-2379.

2. Alternate EOCs

- a. Use of an alternate facility for EOC operations may be necessary in the event the primary facility becomes unusable.
- b. All policies, procedures, and responsibilities established by this plan apply to both primary and alternate EOCs.
- c. Alternate EOCs location:

- (1) Alternate EOC - California Department of Forestry, 1000 Cypress Street, Redding, CA 96001.

**G. EOC Deactivation**

1. Once the critical aspects of an emergency or disaster have passed, EOC operations may begin to scale down as conditions warrant.
2. Policy/Management will make all decisions regarding the level and scope of EOC operations.
3. Again, the scope and nature of the emergency, current conditions, and potential concerns will dictate the level of EOC operations and staffing requirements.



## VII. Agency Responsibilities

### A. Local Government (County of Shasta)

1. County Administrative Office
  - a. Information Systems
    - (1) Maintain county computer network.
    - (2) Support EOC computer needs including the need for:
      - (a) Additional computers and printers.
      - (b) Network access.
      - (c) Technical assistance.
  - b. Support Services
    - (1) Provides leadership and guidance in all phases of material utilization, including:
      - (a) Acquisition.
      - (b) Storage.
      - (c) Distribution.
      - (d) Reutilization.
      - (e) Disposal.
    - (2) Purchase supplies, equipment, and services upon authorized request.
    - (3) Provide assistance to county department in other purchasing matters, including:
      - (a) Vendor sourcing.



- (b) Product evaluation.
  - (c) Specification preparation.
  - (d) Inspection and receiving practices.
  - (e) Quality control.
  - (f) Expediting and contract administration.
- c. Assessor/Recorder
- (1) Ensure the preservation of essential county documents.
  - (2) Assist departments with the preservation of essential county documents threatened by an emergency.
  - (3) Make available:
    - (a) Listings of properties (parcel information).
    - (b) ~~Avalanche zones.~~
  - (4) Assign personnel to:
    - (a) Safety Assessment Unit.
    - (b) Safety Assessment Teams.
    - (c) Damage Assessment Unit.
  - (5) Determine costs:
    - (a) Damage to residences.
    - (b) Businesses.
    - (c) Privately-owned buildings.
    - (d) Other public and private property.



- (6) Staff Local Assistance Centers.
- d. Telephone communications
  - (1) Ensure operation of EOC telephone system.
  - (2) Ensure operation of telephone system in Dispatch Centers.
  - (3) Requisition additional equipment as needed, including:
    - (a) Radios.
    - (b) Pagers.
  - (4) Provide technical support.
  - (5) Ensure essential department communications capability.
- 2. Agricultural Commissioner
  - a. Provide assistance and information regarding specific hazards associated with pesticides, herbicides, fertilizers, and other agricultural chemicals.
  - b. Assist in emergency vector control and dead animal disposal.
- 3. Board of Supervisors
  - a. Enact ordinances and other legislation required to respond to and recover from disasters and emergencies affecting the county.
  - b. Evaluate and approve requests for emergency expenditures and/or acquisition of services and resources for emergency response and recovery.
  - c. Chairman of the Board to act as liaison between the Director of Emergency Services and the Board.



4. Building Department **Division**



- a. Assign personnel to the EOC Safety/Damage Assessment Unit and field assessment Teams.
  - b. Staff Disaster Assistance Centers.
5. County Counsel
- a. Staff the Policy/Management of the EOC and act as Legal Counsel to the Director of Emergency Services during emergencies and disasters.
  - b. Review emergency proclamations, declarations, and resolutions for the Board of Supervisors.
  - c. Assist in the preparation and execution of contracts for emergency services and equipment.
  - d. Represent the county in the event of suits, claims, or other legal actions resulting from official acts performed under emergency laws and/or provisions.
6. County Administrative Office
- a. Administrative Staff
    - (1) Ensure the continuity of government.
    - (2) Authorize alternate staffing plans.
    - (3) Authorize expenditures.
    - (4) Keep Board of Supervisors informed.
    - (5) Coordinate with other organizations in the operational area.
    - (6) Resolve policy issues.
  - b. County Office of Emergency Services
    - (1) Organize, staff, and operate the EOC, and coordinate emergency operations.



- (2) Act as the EOC Manager (Assistant Director of Emergency Services) and staff positions in the Planning Section and other sections as required.
  - (3) Act as Operational Area coordinator and link to State OES.
  - (4) Respond to emergencies as part of the field Incident Command staff.
  - (5) In the field, assist Incident Commanders with overall management of emergency operations.
  - (6) Assist with the procurement of resources.
  - (7) Coordinate the activities of other jurisdictions, state and federal agencies, volunteer organizations, and the private sector with local agencies.
  - (8) Coordinate state and federal assistance (financial, technical, personnel, and equipment).
  - (9) Ensure the timely dissemination of warning and emergency public information.
  - (10) Coordinate cost recovery for operational area agencies.
  - (11) Establish and maintain communications with the Regional and/or State Operations Centers, as required.
- c. Public Information Officer
- (1) Rapidly disseminate accurate instructions and emergency information to the public.
  - (2) Respond to media inquiries and calls from the public.
  - (3) Establish a Media Center for use by representatives of the print and electronic media.



- (4) Establish a Public Information Team to staff the Public Information Center component of the EOC or Joint Information Center, and to support field operations.
7. District Attorney
    - a. Prosecute violators of hazardous materials laws, and other laws pertaining to emergencies or disasters.
    - b. Recover costs associated with hazardous materials and other incidents.
  8. Health and Human Services
    - a. Environmental Health ~~Department~~ **Division**
      - (1) Respond to hazardous materials incidents within the unincorporated areas of the county for material identification and technical advice.
      - (2) Represent the Shasta County Health Officer at the scene of hazardous materials incidents.
      - (3) Provide Incident Commander with assistance and information regarding:
        - (a) Threats to public health and the environment.
        - (b) Clean-up and disposal procedures for hazardous materials.
      - (4) Assist in identification, categorization, and analysis of unidentified substances.
      - (5) **Assist in** accessing the Emergency Reserve Account for Hazardous Materials Incidents (Cal-Superfund) administered by the State Department of ~~Health Services~~ **Toxic Substances Control Program**.
      - (6) **Assist in** establishing the criteria for cleanup and disposal of hazardous materials.



- (7) Oversee and supervise clean-up of hazardous materials incident sites.
  - (8) As the Health Officer's representative, declare evacuated areas safe for re-entry by the public.
  - (9) Ensure California Hazardous Materials Incident Report System (CHMIRS) forms are completed for each hazardous materials incident.
  - (10) Staff Disaster Assistance Centers **when requested**.
  - (11) Participate in field Safety Assessment Teams **when requested**.
- b. Mental Health Department
- (1) Coordinate Critical Incident Stress debriefings and mental health counseling for responders and victims.
  - (2) Coordinate other mental health counseling for responders and victims.
  - (3) Coordinate with appropriate state and federal mental health agencies.
- c. Public Health Department
- (1) Via Health Officer:
    - (a) Issue health advisories or declare public health emergencies.
    - (b) Declare evacuated areas safe for re-entry by the public.
    - (c) Serve as the Operational Area Health and Medical Mutual Aid **Disaster** Coordinator:
      - i) Coordinate disaster medical care operations within the operational area.





- (2) Coordinate shelter management and operations with the American Red Cross and Salvation Army.
  - (3) Coordinate with appropriate state and federal social services agencies.
  - (4) Staff Emergency Operations Center.
9. Sheriff-Coroner
  - a. Assign personnel to the EOC Law Enforcement Group.
  - b. Act as EOC Manager.
  - c. Respond to emergencies as part of the field incident command staff.
  - d. Mobilize, organize, and deploy personnel for traffic and crowd control operations.
  - e. Assist in alerting and warning the general public.
  - f. Report damage and other vital information, including road closures, bridge failures, collapsed buildings, and casualty estimates to Emergency Operations Center.
  - g. Manage evacuations.
  - h. Provide security and crowd control at mass care facilities, multi-purpose staging areas, casualty collection points, storage areas, and other key facilities.
  - i. Protect critical facilities and supplies.
  - j. Perform coroner services:
    - (1) Assist in identifying and protecting human remains.
    - (2) Secure personal effects of the dead.
  - k. Conduct search and rescue operations.





1. SHASCOM Dispatch Center (Public Safety Answering Point)
  - a. Dispatch appropriate jurisdictional emergency response personnel.
  - b. Notify other emergency response personnel and agencies, as requested and/or required.
  - c. Monitor communications among responding and involved agencies.
  - d. Staff communications, provide status reports and requests for information.
  - e. Support field incident command posts with dispatchers as needed.
  
2. Fire Service Agencies
  - a. Mobilize and deploy fire resources and coordinate fire suppression and related rescue operations.
  - b. Perform and coordinate rescue operations and responses to medical emergencies.
  - c. Coordinate and initiate fire safety measures appropriate to the mitigation of fire hazards.
  - d. Perform containment activities necessary to confine a hazardous material(s) to the immediate area and prevent further contamination, if these actions can be performed safely within the capabilities of first responders.
  - e. Provide field treatment, field decontamination, and transport for patients (for those agencies which provide emergency medical/ambulance services).
  - f. Assist in alerting and warning the general public.
  - g. Assist law enforcement agencies with traffic and perimeter control activities, as needed.
  - h. Assist law enforcement agencies with search and rescue efforts, as needed.



- i. Coordinate heavy rescue operations with other agencies.
  - j. Establish and maintain communications with the Operational Area Fire and Rescue Coordinator.
  - k. Report damage and other vital information, including road closures, bridge failures, collapsed buildings, and casualty estimates to Emergency Operations Center.
  - l. Provide staff to Emergency Operations Center (Operational Area Fire and Rescue Coordinator).
3. NorCal EMS Agency
- a. Support coordination of pre-hospital care issues.
  - b. Assist the Operational Area Medical and Health Coordinator.
4. Water and Sewer Districts/Departments
- a. Immediately notify proper authorities in the event of incidents affecting waterways under their jurisdiction.
  - b. Provide remedial actions when a hazardous material affects water sources and/or distribution systems.
  - c. Assist in product analysis.
  - d. Issue warnings or advisements to customers.
  - e. Provide:
    - (1) Representative to operational area EOC.
    - (2) Technical expertise.
    - (3) Special equipment.
- C. State Government
- 1. California Conservation Corps (CCC)



- a. Provide crew labor to assist in emergency operations and disaster relief.
  - b. Provide support functions at emergency feeding operations or mass care centers.
2. Emergency Medical Services Authority (EMSA)
- a. Activate Regional Disaster Medical Health Coordinators.
  - b. Identify medical facilities outside Shasta County capable of handling injured and contaminated persons.
  - c. Arrange for emergency procurement, storage, distribution, and handling of supplementary medical supplies and equipment in support of local government response.
  - d. Identify and coordinate procurement of medical assistance from other state departments, hospitals, and ambulance providers.
  - e. Coordinate the evacuation of casualties from the affected area to definitive care facilities throughout and outside of the state.
3. Governor's Office of Emergency Services (OES)
- a. Coordinate the extraordinary emergency activities of all state agencies.
  - b. Receive, process and act on requests for mutual aid.
  - c. Maintain contact with Operational Areas.
  - d. Prepare and disseminate emergency proclamations and orders for the Governor.
  - e. Direct the receipt, allocation and integration of resources supplied by federal agencies and/or other states.
4. California State Fire Marshal (CSFM)



- a. Provide technical assistance and advice on fire and life safety impacts, as requested.
  - b. In the event of a declared emergency, cooperate with other state and/or local agencies in providing requested communications and law enforcement/code enforcement support.
5. Department of Fish and Game (DFG)
- a. Act as the State Agency Coordinator for off-highway hazardous materials incidents and participate in a unified command.
  - b. Take action necessary to protect or minimize the impact of a hazardous materials incident to fish and wildlife.
  - c. Access the Fish and Wildlife Pollution Clean-Up Abatement Account for clean-up and abatement of materials threatening to pollute, contaminate, or obstruct waters of the state to the detriment of fish, plant, bird, or animal life, or their habitat.
  - d. Provide technical advice on the impact proposed containment and clean-up operations will have on fish, wildlife, and their habitats.
    - (1) Supervise or provide recommendations, establish guidelines, and approve methods for containment and clean-up.
  - e. Fulfill the role of lead agency in determining the completion of clean-up activities when natural resources are threatened.
  - f. Conduct investigations, including the collection of evidence and the assessment of impacts to flora, fauna, and their habitats; establish criminal and civil liability and responsibility; and file cases against violators when necessary.
  - g. Approve the use of Oil Spill Clean-Up Agents.
  - h. Represent the state (along with the Governor's Office of Emergency Services) on the Federal Region IX Regional Response Team.





- c. Provide incident management teams to meet the needs of the disaster.
  - d. Provide assistance such as mass feeding, inmate work crews, and communications assistance.
  - e. Provide communications and logistics support as requested by the State Agency Coordinator or the Incident Commander.
  - f. Monitor environmental contamination as requested by the State Agency Coordinator.
  - g. Support local fire fighting in accordance with fire mutual aid agreements.
8. California Environmental Protection Agency (Cal-EPA)
- a. Air Resources Board
    - (1) Provide technical expertise to hazardous materials incidents involving air contamination.
    - (2) Provide specialized air monitoring and analysis for atmospheres suspected of being contaminated with airborne hazardous materials.
  - b. Department of Toxic Substance Control:
    - (1) Provide or facilitate access to technical advice regarding the safe handling or suitable disposal of toxic materials.
    - (2) Respond to incidents involving facilities or activities, upon request, where the ~~division~~ department has enforcement responsibilities to ensure compliance with regulations.
    - (3) Assess and provide financial support for emergency response pre-incident needs in the form of equipment and general preparedness.
    - (4) Evaluate requests for financial assistance for off-highway hazardous materials emergencies.



- (5) Issue Environmental Protection Agency identification numbers for non-responsible party incidents.
  - (6) Develop, coordinate, and exercise plans for the Railroad Accident and Prevention Immediate Deployment (RAPID) Unit.
  - (7) Respond to Hazardous materials emergencies as part of the RAPID Unit.
9. California Department of Health Services (DHS)
- a. The Environmental Management Branch will:
    - (1) Monitor radioactive contamination in the environment.
    - (2) Establish and direct activities to mitigate the impact on public health due to radiological incidents.
    - (3) Direct or assist local jurisdictions in defining and establishing areas contaminated with radiation.
    - (4) Identify laboratories capable of providing radiological support.
    - (5) Direct and assist in the collection of ingestion pathway samples.
    - (6) Participate in local emergency response training programs.
    - (7) Request federal (Department of Energy) radiological assistance when deemed necessary.
    - (8) Assist the Shasta County Health Officer in assessing the impact on the public's health due to radiation exposure.
10. California Highway Patrol (CHP)
- a. Act as the Incident Commander for hazardous materials incidents which occur on a highway or highway right-of-way within CHP jurisdiction.



- b. Provide traffic supervision and control on all highways constructed as freeways, all state-owned vehicular crossings, and on most highways and roadways (state or county) within the unincorporated areas of Shasta County.
  - c. Act as the State Agency Coordinator for all hazardous materials incidents occurring on California highways.
  - d. Serve as statewide information, assistance, and notification coordinator for all on-highway hazardous materials incidents.
  - e. Upon request, provide technical support and expertise concerning commercial vehicle equipment regulations and/or hazardous materials transportation provisions.
  - f. Upon request, assist the Incident Commander in obtaining state assistance for the mitigation of hazardous materials incidents occurring within cities.
  - g. Evaluate and report road conditions to the Incident Commander.
  - h. Provide traffic control in support of evacuation and/or relocation.
  - i. Reroute traffic under CHP jurisdiction in coordination with local authorities.
  - j. Prevent unauthorized entry into contaminated areas.
  - k. Assist local authorities in maintaining law and order.
  - l. Staff Emergency Operations Center, as appropriate.
  - m. Enforce specified Health and Safety Code (H&S) sections relating to hazardous waste, its transportation, and its disposal pursuant to § 2401.1 of the California Vehicle Code (VC) and § 25180 H&S.
11. California National Guard (CNG)
- a. Provide personnel and logistical support functions.
12. California Occupational Safety and Health Administration (Cal-OSHA)



- a. Prevent and regulate **general worker safety and** occupational exposures to hazardous materials.
13. California Department of Transportation (Caltrans)
    - a. Ensure, in cooperation with other public and private agencies, the identification and containment of hazardous materials and restoration of the orderly flow of traffic.
    - b. Assist the California Highway Patrol with traffic control and routing requirements.
    - c. Restore contaminated highways and other transportation facilities under its jurisdiction.
    - d. Contract with clean-up companies to assist with highway clean-up.
  14. State Water Resources Control Board (SWRCB)
    - a. Provide technical assistance to the State Agency Coordinator and the State Department of Health Services in evaluating the potential impact of hazardous materials incidents to water resources.
    - b. Issue clean-up and abatement or cease and desist orders to responsible parties, assesses fines, and pursues recovery of costs for abatement, mitigation, or contract clean-up.
    - c. Conduct water sampling, analysis, and monitoring activities to assist in the evaluation and mitigation of hazardous materials releases.
    - d. In cooperation with the Department of Health Services, designate sites for disposal of hazardous materials.
    - e. Assist the Department of Health Services **and/or Environmental Health** in advising water users of potential adverse impacts of a spill.

#### D. Federal Government

1. United States Environmental Protection Agency (EPA)



- a. Ensure that timely and effective response action is taken to control and remove discharges of oil and releases of hazardous substances, including threats of substantial discharges and releases, into the inland zones unless such removal actions are being conducted properly by the responsible party.
  - b. Provide the federal On Scene Coordinator for incidents within their jurisdiction.
  - c. Access federal funding for abating and mitigating releases of hazardous materials.
  - d. Chair the U.S. Oil and Hazardous Substances National Response Team and co-chair (with the Coast Guard) the federal Regional Response Team.
  - e. Operate the Environmental Response team to support federal On Scene Coordinators.
  - f. Access the Technical Assistance Team (TAT), a private contractor providing technical assistance in the form of engineering, scientific, technical, managerial, administrative, and information management support for EPA's emergency response, removal, and prevention program.
    - (1) The TAT will respond to hazardous materials emergencies in any medium (air, land, surface water, or ground water).
    - (2) The TAT will perform spill prevention compliance inspections, process inspections, contingency planning, simulations, and training.
2. National Oceanic and Atmospheric Administration (NOAA)
- a. National Weather Service (NWS)
    - (1) Monitors and analyzes weather throughout the United States.
    - (2) Provides government and private citizens:
      - (a) Forecasts of weather.



- (b) Warning for hazardous weather conditions.
- b. NOAA
  - (1) Provide scientific support to federal On Scene Coordinators for emergency responses.
  - (2) Provide contingency planning in coastal and marine areas.
  - (3) When requested by EPA, provide scientific support for emergency responses in inland areas.
- 3. Federal Emergency Management Agency (FEMA)
  - a. FEMA serves as the lead agency in the management of the Disaster Assistance Program in affected areas after a catastrophic hazardous materials emergency if requested by the Governor and declared by the President under the authority of Public Law 93-288.
  - b. After a Presidential Declaration of Emergency, FEMA will also:
    - (1) Coordinate all disaster relief assistance.
    - (2) Provide technical or advisory assistance.
    - (3) Remove debris.
    - (4) Provide temporary housing assistance.
    - (5) Assist with the distribution of supplies.
    - (6) Provide general assistance.
- 4. Department of Energy (DOE)
  - a. In accordance with the Interagency Radiological Assistance Plan, provide assistance to state and local agencies in incidents involving radiological materials.



- (1) Provide assistance in identifying the source and extent of radioactive contamination, and in the removal and disposal of radioactive discharges.
    - b. Coordinate with the federal On-Scene Coordinator in implementing the Federal Radiological Emergency Response Plan.
  5. Department of Health and Human Services (DHHS)
    - a. Determine that illness, disease, or complaints thereof may be attributable to exposure to a hazardous substance, pollutant, or contaminant.
    - b. Provide expert advice and assistance on actual or potential discharges or releases that pose a threat to public health and safety.
- E. **Non-Governmental Agencies** - Local, state, and federal response to a hazardous materials emergency may be augmented by non-governmental agencies and volunteers.
  1. American Red Cross (ARC)
    - a. Provide relief for persons affected by disaster, including serious hazardous materials emergencies:
      - (1) Provide food, clothing, and lodging.
      - (2) Provide supplemental medical and nursing assistance.
      - (3) Provide family services.
      - (4) Provide rehabilitation services.
    - b. Assist local government with warning and protective actions (evacuation and shelter-in-place operations).
  2. Salvation Army
    - a. Provide relief for persons affected by the disaster.
      - (1) Provide mobile feeding for victims and emergency workers.



- (2) Provide emergency housing.
  - (3) Provide medical assistance.
  - (4) Provide referrals to appropriate government and private agencies for special services required by victims.
  - (5) Assist local government with staffing of evacuation centers.
3. Business and Industry
- a. In accordance with §25503 H&S et seq. and CCR Title 19, develop contingency plans for hazardous materials emergencies within their facilities.
  - b. Throughout the duration of an emergency, provide the Incident Commander with the following information:
    - (1) Any conditions within the facility which may affect emergency response.
    - (2) On-site monitoring for extent of damage.
    - (3) Causation.
    - (4) Technical advice.
4. Chemical Manufacturers
- a. Provide detailed technical information, including special precautions, disposal procedures, etc., on their products.
  - b. May provide an emergency response team, if needed.
5. Chemical Transportation Emergency Center (CHEMTREC)
- a. Provide immediate emergency action information for spill, leak, exposure, or fire control measures.
  - b. Precautionary information.



- c. Assistance in identification of hazardous substances if the manufacturer is known or shipping papers are present.
  - d. Immediate notification of manufacturers or shippers and/or notification of industry mutual aid networks.
6. Prehospital Emergency Medical Services Providers
- a. Ground Transport Ambulance Companies
    - (1) When requested by an Incident Commander:
      - (a) Respond to hazardous materials incidents having casualties and/or fatalities.
      - (b) Support hazmat team operations.
    - (2) Provide field treatment and transport patients by ground who have been decontaminated in the field and/or have sustained other injuries resulting from hazardous materials incidents.
  - b. Air Transport Ambulance Providers
    - (1) When requested by an Incident Commander:
      - (a) Respond to hazardous materials incidents having casualties and/or fatalities.
      - (b) Support hazmat team operations.
    - (2) Assist with field treatment and transport patients by air who have been decontaminated in the field and/or have sustained other injuries resulting from hazardous materials incidents.
7. Hospitals
- a. Treat patients for contamination and other injuries resulting from hazardous materials incidents.
  - b. Develop decontamination procedures and capabilities.



- c. Advise emergency services personnel in the field on decontamination methods and procedures.
- d. Provide for staffing if a medical branch is established for an incident.

## VIII. Emergency Public Information

### A. Purpose

- 1. Emergency Public Information (EPI) is a priority of utmost importance during emergencies and disasters. This section describes the Operational Area EPI organization and prescribes procedures for:
  - a. The rapid dissemination of accurate instructions and information to the public during periods of emergency.
  - b. Response to media inquiries and calls from the public.
  - c. Establishment of a 24-hour EPI contact point.
  - d. Establishment of a Public Information Team to support the Public Information Officer (PIO), staff the Public Information Center component of the EOC, and support field operations.

### B. Assumptions

- 1. The general public will demand information about the emergency situation and instructions on proper survival/response actions.
- 2. The media will demand information about the emergency:
- 3. The local media, particularly radio, will perform an essential role in providing emergency instructions and periodic updates to the public.
- 4. Depending on the severity of the emergency, or the media's perception of the severity of the emergency, regional, and national media may also demand information and may play a role in reassuring (or alarming) distant relatives of disaster victims.
- 5. Depending on the severity of the emergency, telephone communications may be sporadic or impossible.



- a. Local and regional radio/television stations without emergency power may also be off the air.
  - b. Telephones may be inoperative.
6. The emergency organization will become overwhelmed by the demand for information if sufficiently trained staff are not provided.

**C. Shasta Operational Area EPI Organization**

1. The head of the Operational Area EPI is the Shasta County PIO, who is responsible for the activation of the organization at the direction of the Director of Emergency Services. Specific action to be taken by the PIO and EPI staff are contained in position specific checklists (see Part II and Part III).
2. The OA EPI Organization will be coordinated by the County PIO or alternate. The EPI Organization will function on a 24-hour basis during emergencies and will be divided into four elements:
  - a. Emergency Public Information/Rumor Control.
  - b. Non-Emergency Information/Visitor Control.
  - c. On-Scene Public Information.
  - d. Administrative Support.
3. Staffing will consist of:
  - a. Designated assistant PIOs.
  - b. Clerical support from the County Executive's Office.
  - c. Other county department personnel as needed.
  - d. Other jurisdictional personnel as appropriate.

**D. California Emergency Public Information System**

1. The California Emergency Public Information System includes:



- a. City.
  - b. County.
  - c. California Governor's Office of Emergency Services.
  - d. State and federal PIOs.
  - e. Public information representatives from private agencies.
  - f. Utilities.
  - g. Special districts.
2. The Shasta County PIO will release EPI for the OA and will provide status information to PIOs at the next higher level of government. They should coordinate in advance with the public information representatives of local private agencies, so that mutual needs may be fulfilled during emergencies, such as:
- a. American Red Cross.
  - b. The Salvation Army.
  - c. Other agencies.
3. When the EPI Organization at State OES Headquarters in Sacramento is activated:
- a. PIOs will be assigned to the affected OES Mutual Aid Region(s) to gather status information from local jurisdictions and provide it to the State OES PIO.
  - b. The Mutual Aid Region may reply to media calls, and may relay information from the state and federal levels to local PIOs.
4. The State OES PIO will:
- a. Summarize the disaster situation for the media and report on state agency response activities.



- b. Establish statewide Emergency Broadcast System (EBS) programming.
  - c. Keep the Federal Emergency Management Agency (FEMA) PIO informed of developments.
  - d. Provide EPI Staff support to local jurisdictions on request.
  - e. Coordinate news releases pertaining to a particular jurisdiction with that jurisdiction PIO prior to dissemination to the news media. When prior coordination is not feasible, the local PIO will be informed at the earliest opportunity.
5. The FEMA PIO will:
- a. Provide information on federal response efforts and federal assistance programs
  - b. May provide EPI Staff support to the state on request. The federal government determines nationwide EBS programming.

## E. Media Access

1. Civilian Incident
  - a. Ground access - California Penal Code (PC) §409.5 (see extract in Part II, "Media Access Regulations") permits access by accredited reporters to areas which are closed to the public during disasters.
  - b. The California Peace Officer's Association suggests that "In general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or public safety functions."<sup>2</sup>
  - c. If access by the media must be denied or restricted for any reason, a complete explanation must be given.
2. Military Incident (Air Force Information Procedures)

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<sup>2</sup> Law Enforcement Media Relations Model Policy Manual, California Peace Officer's Educational Research and Training Foundation, 1982, p.8.



- a. The Air Force will attempt to provide maximum cooperation, consistent with national security responsibilities, to properly identified U.S. media representatives desiring to cover military accidents.
- b. If the senior Air Force representative at the scene is qualified to do so, he will determine, as soon as possible, whether classified defense material is exposed. If the representative is not so qualified, an individual who is will be immediately summoned.
- c. Accidents involving nuclear weapons, warheads, or materials:
  - (1) If nuclear material is involved, an area 2000 feet around the incident will be cleared of unauthorized personnel.
  - (2) When the responsible commander considers the area safe and classified nuclear materials secure, media representatives and photography will be permitted.
- d. Aircraft and missile accidents not involving nuclear weapons, warheads, or materials:
  - (1) If no classified material is exposed, the senior Air Force representative will permit photographs.
  - (2) If classified material is exposed, it will be covered or removed immediately, if possible. Photographs will then be permitted.
  - (3) If the senior Air Force Representative at the accident scene does not know whether classified defense information is exposed, photographers will be informed and advised that photography cannot be permitted, and that taking photographs may violate federal law. Air Force personnel will not physically restrain them from taking photographs.
  - (4) If classified defense information is exposed and cannot be removed or covered immediately:
    - (a) The senior Air Force representative will:
      - i) So advise news media representatives.



- ii) Inform them that photography cannot be permitted.
    - iii) Inform them that photographing classified DOD material without official permission violates federal statutes (18 USC 795 and 797).
    - iv) Request their cooperation.
  - (b) If media representatives refuse to cooperate, air Force personnel will refrain from using force but request:
    - i) The assistance of appropriate civil law enforcement officials in preventing the compromise of such material and in recovering all photographs, negatives, and sketches which are presumed to contain classified information.
    - ii) The cooperation of the superiors of news media representatives concerned.
- 3. Air Access
  - a. Federal Aviation Administration Regulation (FAR) 91.137 covers temporary flight restrictions during incidents/disasters and sets forth procedures which pilots of media and other aircraft must follow.
  - b. Permission to fly over incident sites may be denied if such flights will pose significant safety hazard to the general public or compromise management of the event.
- 4. Communications
  - a. The OA will rely on commercial telephone for dissemination of information to the media and for responding to direct public inquiry.
  - b. The PIO should ensure that sufficient telephone circuits are installed to handle incoming and outgoing calls.



- c. The PIO should arrange for at least one unlisted, outgoing line, not in rotary, for his/her exclusive use during disasters. The PIO may choose instead to request the Communications Division to switch certain lines to outgoing only during disasters.
- d. The EPI staff will coordinate by telephone or fax with PIOs in other affected jurisdictions and at other government levels.
- e. Should telephone lines be out of service or unavailable, the Radio Amateur Civil Emergency Service (RACES) may be used for communicating EPI messages.
- f. The County may activate, or request activation of, local EAS stations following established EAS procedures (see Part III).
- g. Local commercial radio is the most rapid means of communicating emergency information to the public. Other ways include:
  - (1) Regional commercial radio stations whose signals reach the stricken area if local stations are off the air.
  - (2) Television stations (including cable).
  - (3) Newspapers.
  - (4) Special EPI supplements to newspapers.
  - (5) Leaflets distributed by volunteers.
  - (6) Public safety public address system.
  - (7) Personal contact.

## IX. Evaluation and Training

### A. Evaluation

- 1. Shasta Operational Area OES will host and facilitate post-incident analyses and critiques following emergencies and exercises, respectively.



2. An after-action report may be prepared by Shasta Operational Area OES and distributed to those agencies involved in the emergency or exercise.

**B. Training**

1. Shasta Operational Area OES will notify holders of this plan of training opportunities associated with emergency management and operations. Individual agencies are responsible for maintaining training records.
2. This plan will be exercised regularly. The Shasta Operational Area OES will conduct emergency preparedness exercises in accordance with its annual exercise schedule.
3. Agencies having assigned responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

**X. Plan Development and Maintenance**

**A. Plan Development**

1. Shasta Operational Area OES has primary responsibility for development, review, and coordination of this plan.
2. Input will be solicited from those agencies having assigned responsibilities under this plan.

**B. Plan Review and Maintenance**

1. This plan will be reviewed by Shasta Operational Area OES at least annually. Any changes resulting from this annual review will be published and distributed to agencies holding this plan.
2. Every four years this plan in its entirety will be reviewed, updated, republished, and redistributed, if necessary.
3. This plan may be modified as a result of post-incident analyses and/or post-exercise critiques:
  - a. Proposed changes shall be submitted in writing to the Shasta Operational Area OES.



- b. These changes shall be published and distributed to agencies holding this plan.
  
- 4. This plan may also be modified any time responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change:
  - a. Those agencies having assigned responsibilities under this plan are obligated to inform the Shasta Operational Area OES when changes occur or are imminent.
  
  - b. These changes will be incorporated into this plan, published, and distributed to agencies holding this plan.