

# COUNTY OF KERN



## EMERGENCY OPERATIONS PLAN

March 1, 2022



**COUNTY OF KERN**

**EMERGENCY OPERATIONS PLAN**



**KERN COUNTY OFFICE OF EMERGENCY SERVICES**

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March 1, 2022



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*Public Safety Power Shutoff (PSPS)*

*Sheltering Operations Plan*

*Terrorism Plan*

*Transportation Plan for the Evacuation of People with Access and Functional Needs*

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## STATEMENT OF PROMULGATION

The preservation of life and property is an inherent responsibility of all levels of government. Since disasters in many devastating forms may strike at any time, Kern County must provide safeguards to save lives, minimize injury to persons and damage to property, and to protect the environment through planning, preparedness measures, and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses from any disaster that occurs.

Residents within Kern County have the primary responsibility to minimize the impact of disasters through personal preparedness activities. To the greatest extent possible, Kern County government will assist them in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services in an accessible manner.

Under California's Standardized Emergency Management System (SEMS) Kern County is established as the lead agency for the Operational Area.

Upon adoption, this plan becomes an extension of the State of California Emergency Plan. It establishes the emergency organization, assigns responsibilities, establishes policies, and provides for coordination among staff.

This Emergency Operations Plan (EOP) will be reviewed and tested regularly and revised when necessary to meet changing conditions and needs. The Director of Emergency Services is empowered to update existing plans and agreements and approve the addition of contingency plans to the Basic Plan, subject to review by the Emergency Council.

The Kern County Board of Supervisors gives its full support to this Emergency Operations Plan and urges all County officials, employees, and residents to prepare for times of emergency before they occur. This EOP became effective on March 1, 2022, when adopted by the County Board of Supervisors, per the attached resolution.

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## PLAN CONCURRENCE AND SIGNATURES

In accordance with Kern County Code Chapter 2.66, Emergency Services, this plan has been reviewed and approved by the Emergency Council on January 31, 2022, and was presented for adoption to the Kern County Board of Supervisors.

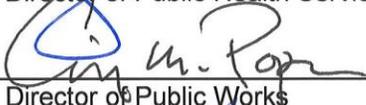
Signed:   
Fire Chief and Director of Emergency Services  
Chairman, Emergency Council

Emergency Council members:

Signed:   
Sheriff-Coroner, Vice-Chairman  
Date: 4/1/22

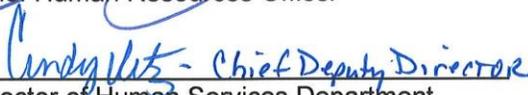
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County Administrative Officer  
Date: 4/1/22

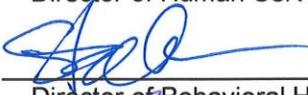
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Director of Public Health Services  
Date: 4/4/2022

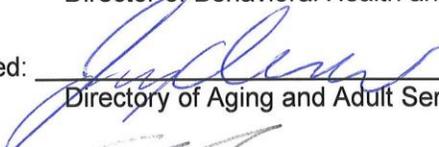
Signed:   
Director of Public Works  
Date: 4/12/2022

Signed:   
Date: 4-11/22

Signed:   
Chief Human Resources Officer  
Date: 4/1/22

Signed:   
Director of Human Services Department  
Date: 4/1/2022

Signed:   
Director of Behavioral Health and Recovery Svcs.  
Date: 3/31/22

Signed:   
Director of Aging and Adult Services  
Date: 4/6/22

Signed:   
Director of Animal Services Department  
Date: 4/1/22

Signed:   
Director of Environmental Health Services  
Date: 4/5/22

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**BOARD RESOLUTION OF PLAN ADOPTION**

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF KERN, STATE OF CALIFORNIA**

In the matter of:

Resolution No. 2022-042

**ADOPTION OF THE MARCH 2022  
KERN COUNTY EMERGENCY PLAN**

I, KATHLEEN KRAUSE, Clerk of the Board of Supervisors of the County of Kern, State of California, certify that the following resolution, on motion of Supervisor Couch, seconded by Supervisor Peters, was duly passed and adopted by the Board of Supervisors of the County of Kern at a regular meeting on the 1<sup>st</sup> day of March, 2022, by the following vote:

AYES: Peters, Scrivner, Maggard, Couch, Perez

NOES: None

ABSENT: None



**KATHLEEN KRAUSE**  
Clerk of the Board of Supervisors  
County of Kern, State of California

*Maqun Singh*  
Deputy Clerk

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**RESOLUTION**

Section 1. WHEREAS:

(a) The threat of catastrophic disasters, both natural and manmade are events for which local government must be prepared to respond effectively; and

(b) Effective response entails a combined effort of all Departments, Agencies and personnel directed toward a common objective under a clearly defined operational structure; and

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## **FOREWORD**

The Kern County Emergency Operations Plan (EOP) is an all-hazards document that provides for the integration and coordination of planning efforts of the County with those of its cities, special districts, and the state region. It provides a framework for the County of Kern to use in performing emergency functions before, during, and after an emergency event, natural disaster, or technological incident.

As the lead agency for the Operational Area (OA), the County will lead the coordination among the cities and special district within the jurisdiction.

This EOP provides for the county's compliance with the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Framework (NRF), and the National Preparedness Guidelines to include Comprehensive Preparedness Guide 101, version 2.0: Developing and Maintaining Emergency Operations Plans (CPG-101). It facilitates multi-agency and multijurisdictional coordination during emergency operations, public information functions, and resource management.

This EOP serves as the legal and conceptual framework for incident management to be utilized by the County and its various departments. There are a number of separately published annexes that support this EOP. These supporting annexes further describe the operational or functional response to particular threats and hazards and the basic considerations, actions, and responsibilities of specific emergency response and management disciplines or functions.

## **STATEMENT OF WHOLE COMMUNITY PRINCIPLES**

This Emergency Operations Plan provides a strategic framework to guide all members of the emergency management community and to recognize that it takes all aspects of a community to effectively prepare for, respond to, mitigate against and recover from disasters. This includes all emergency management partners, both traditional and nontraditional, including volunteers, faith-based, and community-based organizations, private sector, and the general public.

All Kern County residents share responsibility for minimizing the impacts of disasters on the community, but it is recognized that people with disabilities and others with access and functional needs may inherently be more vulnerable during an emergency. Further, Kern County recognizes its inherent responsibility to communicate with and effectively interact with culturally diverse communities to ensure the needs of all members are addressed. Therefore, to the greatest extent possible, Kern County will make such populations a specific focus during and after an emergency or disaster and will conduct emergency planning and response in a culturally diverse manner to ensure all communities are disaster resilient for the safety and well being of all residents. While this Emergency Operations Plan provides the strategic direction for this responsibility, it is acknowledged that the Cities, Special Districts, Departments and other agencies addressed in the EOP have tactical plans and procedures which describe how that support will be implemented.

At all times, Kern County's emergency planning and response will be compliant with Title II of the Americans with Disabilities Act (ADA) which states that emergency programs, services, activities, and facilities must be accessible to people with disabilities.

Additional information on the County's strategic response to communities with Access and Functional Needs may be found in that Annex of this EOP.

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## RECORD OF CHANGES

Change Number	Date of Change	Section Number, Header, Page Number	Initiated by (Department/Agency)
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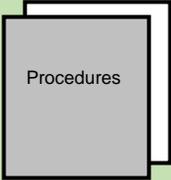
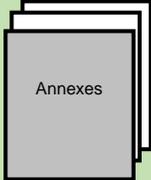
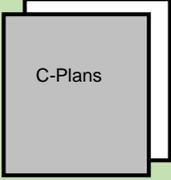
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## PLAN ORGANIZATION

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

Part	Title	Contents	Intended Audience
One	<b>Basic Plan</b> 	<ul style="list-style-type: none"> <li>Overview of County's Operational Area's emergency management program</li> <li>Emergency Management organization</li> <li>Concept of emergency operations</li> </ul>	<ul style="list-style-type: none"> <li>Local Elected Officials</li> <li>Other Local Jurisdictions</li> <li>County/Operational Area Residents and Public</li> </ul>
Two	<b>EOC Procedures</b> 	<ul style="list-style-type: none"> <li>Emergency procedures to be implemented by the EOC</li> </ul>	<ul style="list-style-type: none"> <li>EOC Management Team and supporting staff</li> </ul>
Three	<b>Annexes</b> 	<ul style="list-style-type: none"> <li>Functional Annexes and checklists for major EOC functions</li> </ul>	<ul style="list-style-type: none"> <li>EOC Staff</li> <li>DOC Staff</li> </ul>
Four	<b>Contingency Plans</b> 	<ul style="list-style-type: none"> <li>Threat-specific plans</li> <li>Tactical plans</li> </ul>	<ul style="list-style-type: none"> <li>County/Operational Area Emergency Responders</li> <li>EOC Staff</li> <li>DOC Staff</li> </ul>

### RELATIONSHIP TO OTHER PLANS

The intent of the County's EOP is to provide the concept of operations and strategic activities for responding to any type of emergency incident affecting the County. This plan is part of a larger planning framework that supports emergency management within the state and the Operational Area (OA).

Additional agency and organization-specific plans support the County EOP and annexes. These plans and procedures are interrelated and have a direct influence on the County's preparation prior to a major emergency or disaster, its activities in response to such an emergency or disaster, and its ability to successfully recover from such incidents or events. These plans also provide local, regional, and State agencies and entities with a consolidated framework for coordinating activities and resources, thus promoting efficient use of resources during all phases of emergency management.

## ***RELATIONSHIP TO OTHER PLANS (continued)***

### ***Kern Multi-Jurisdiction Hazard Mitigation Plan (Kern MJHMP)***

The FEMA Disaster Mitigation Act (DMA) of 2000 requires that local governments, as a condition of receiving federal disaster mitigation funds, have a Multi-Jurisdiction Hazard Mitigation Plan (MJHMP) that describes the process for assessing hazards, risks and vulnerabilities, identifying and prioritizing mitigation actions, and soliciting input from key stakeholders. Hazard mitigation is the use of sustained long-term actions that will reduce the loss of life, personal injury, and property damage that can result from a disaster.

In addition to establishing eligibility for federal disaster assistance funding, mitigation planning benefits include:

- Identifying actions for risk reduction through collaboration with stakeholders
- Focusing resources on the greatest risks and vulnerabilities
- Communicating priorities to State and Federal officials

The Kern MJHMP is updated regularly to maintain compliance with regulations and Federal mitigation grant conditions and is an integral part of the County's emergency planning efforts.

### ***Continuity of Operations (COOP) Plans***

The County and each of its departments has developed a plan that identifies the administrative and operational functions that could be disrupted if an emergency or disaster occurs, and the actions which will be implemented to support the organization's key responsibilities in the face of disruption. The plans include the personnel who will succeed key government officials and members of the emergency management organization, as well as the level and duration of authority these individuals would assume.

Given the sensitivity of the information in these plans, distribution is limited and controlled by each of the departments.

Activation of COOP Plans is subject to the authorization of the Fire Chief/Director of Emergency Services or the Director of the affected department.

### ***Standard Operating Procedures***

The departments, jurisdictions, and personnel who support the County's emergency response framework are responsible for developing, maintaining, and training on the procedures required to fulfill their roles in the event of an emergency event or incident.

## **PART 1 – BASIC PLAN**

### **1.0 PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS**

#### **1.1 PURPOSE**

The purpose of the Emergency Operations Plan (EOP) and its Functional Annexes is to provide the basis for a coordinated response before, during and after a disaster affecting Kern County or other jurisdictions in the Operational Area. This plan establishes policies and an emergency management organization and assigns roles and responsibilities to ensure the effective management of emergency operations. The plan also identifies sources of external support which might be provided through mutual aid and specific statutory authorities by other jurisdictions, State and Federal agencies, and the private sector.

All County Department Heads are responsible for developing and maintaining Department Emergency Plans that are consistent with this EOP, including the emergency assignments and Standard Operating Procedures (SOPs) necessary to perform the responsibilities outlined in this plan. Tactical procedures are maintained by the departments responsible for their implementation and are not repeated in this EOP but included by reference.

Departments who are assigned an EOC emergency function are also responsible to regularly review, update and maintain the information in their assigned Annex to this EOP.

#### **1.2 SCOPE**

The policies and provisions in this plan are applicable to all individuals and agencies, public and private, having responsibilities for emergency preparedness, response, recovery, and mitigation activities working within the Kern County Emergency Management Organization.

The plan applies to any extraordinary emergency situation associated with potential hazards, natural or human-caused, which may affect the County, one or more cities, and/or one or more special districts. Emergencies addressed by this plan range from incidents with limited short-term effects, to those creating long-term public safety, economic, social and political implications.

This document is intended to be a strategic overview of the County's emergency management roles and responsibilities. Greater detail is found in Section 3.5 of this Basic Plan which addresses Kern County's Emergency Management Organization, and in the EOC Procedures in Part Two of the Emergency Operations Plan.

#### **1.3 SITUATION OVERVIEW**

Kern County is located in southern California at the southern end of California's San Joaquin Valley. Kern County is California's third-largest county in land area, and at 8,172 square miles, is larger than the land area of Massachusetts, New Jersey or Hawaii. It is also larger than the areas of Delaware, Rhode Island and Connecticut combined. Elevations are at a low of 206' above sea level along the northern border of the county to a high of 8824' just north of the summit of Mt. Pinos (the summit is in Ventura County). The County is bordered by Los Angeles and Ventura Counties on the south, San Bernardino County on the east, Inyo, Tulare and Kings Counties on the north, and San Luis Obispo and Santa Barbara Counties on the west.

Kern County is as diverse as it is large. Terrain varies dramatically within the County, from the fertile lowlands of the San Joaquin Valley, rugged mountain peaks of the southern Sierra Nevada and Tehachapi mountains, to the sweeping panoramas of the Mojave Desert. Because of this diversity the county has a wide range of climates, determined largely by elevation and precipitation. Temperatures are marked by extremes, with summertime highs topping 100 degrees in the San Joaquin Valley and Mojave Desert, while winter temperatures dip into the teens during snowfalls in the higher mountains.

For the purposes of the plan the County has been divided into three regions that have similar geography and issues. These regions are called the Valley, Mountain, and Desert. The Valley includes the communities that occupy the San Joaquin Valley floor. The valley portion is the western one-third of the County and is the population and agricultural center. The Mountain region includes the Sierra Nevada Range, the Tehachapi Range, Temblor Range, El Tejon Mountains, and Tecuya Ridge communities. The Desert covers the roughly one-quarter of the county in the eastern portion and includes the Mojave Desert communities. The cities, communities and major roads in Kern County are displayed below.

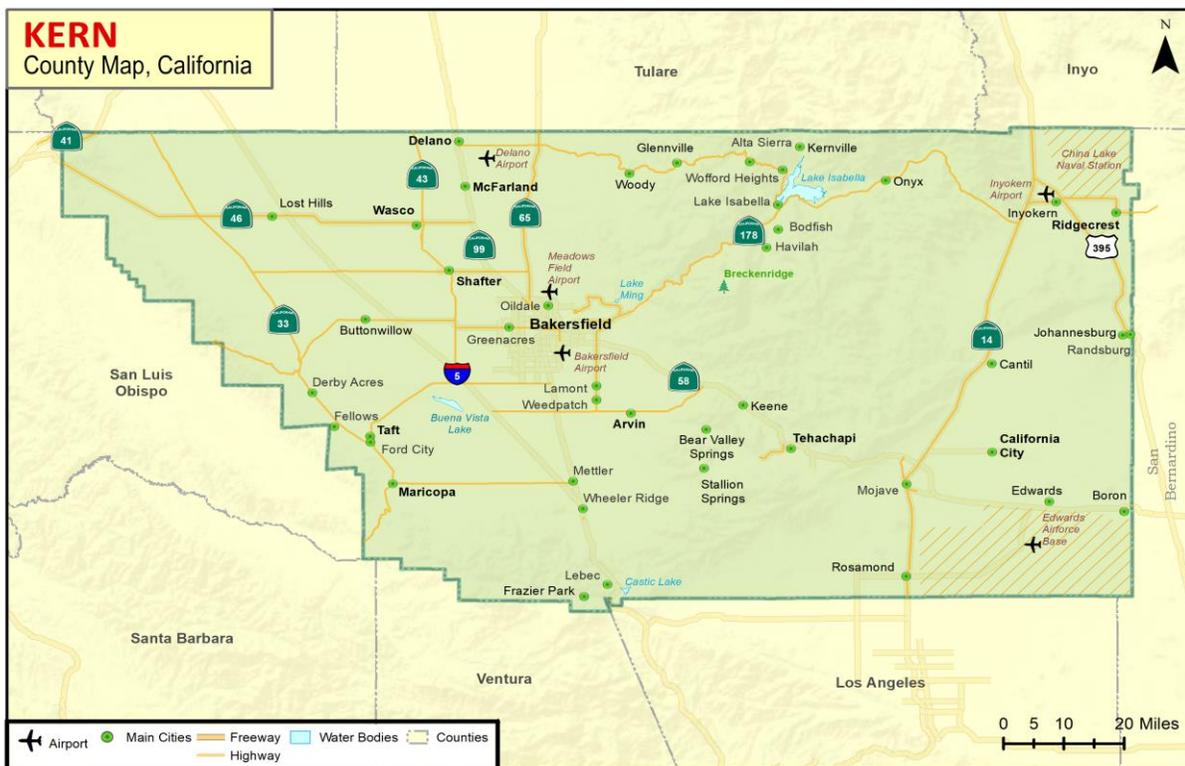


Figure 1.3.1 – Kern County Regions and Communities

The vegetation and climate vary among the three zones. Generally, the county is classified as desert or semi-arid, with hot, dry summers and mild, humid winters. In most areas 90 percent of the precipitation occurs between November and April. The Valley averages 3 to 7 inches of precipitation annually. The western side of the Tehachapi and Sierra Nevada Ranges receive as much as 40 inches of precipitation a year. The desert averages 3 to 6 inches a year but is extremely variable. Snowfall is rare in the desert and valley regions but may range from 1 to 4 inches.

Water is the lifeblood of Kern County agriculture. Kern’s main water sources include snowmelt from the Sierras that feed into the Kern River and other creeks, and the groundwater resources of the San Joaquin Valley and Mojave Desert. The Lake Isabella dam on the Kern River is the major surface water impoundment in the County. Another important man-made body of water is the California Aqueduct, which carries up to 2 million gallons of water per minute south from the Sacramento River Delta, across Kern County, and into metropolitan Los Angeles. The aqueduct is visible along portions of Interstate 5, as are powerful pumping stations that help carry its flow over the Tehachapi Mountains towards Los Angeles.

Agriculture and petroleum are economic mainstays, as well as aerospace and military research and development conducted at Edwards Air Force Base and Naval Air Weapons Station China Lake. Kern is one of the largest onshore producers of oil in the nation (USDA County-level Oil and Gas Production in the U.S. 2011), has North America’s largest ice cream plant, and boasts history’s first human-powered flight, first solar-powered flight, and first private space flight.

Kern County's broad desert expanses have hosted many milestones in military and private flight research, and Kern County has now emerged as a leader in renewable energy, generating nearly half of California's total solar and wind-powered electricity. Kern County is also home to a California landmark, Tejon Ranch, whose 270,000 acres of rangelands, cultivated farmland, and mountains comprise the largest continuous expanse of privately held land in the state.

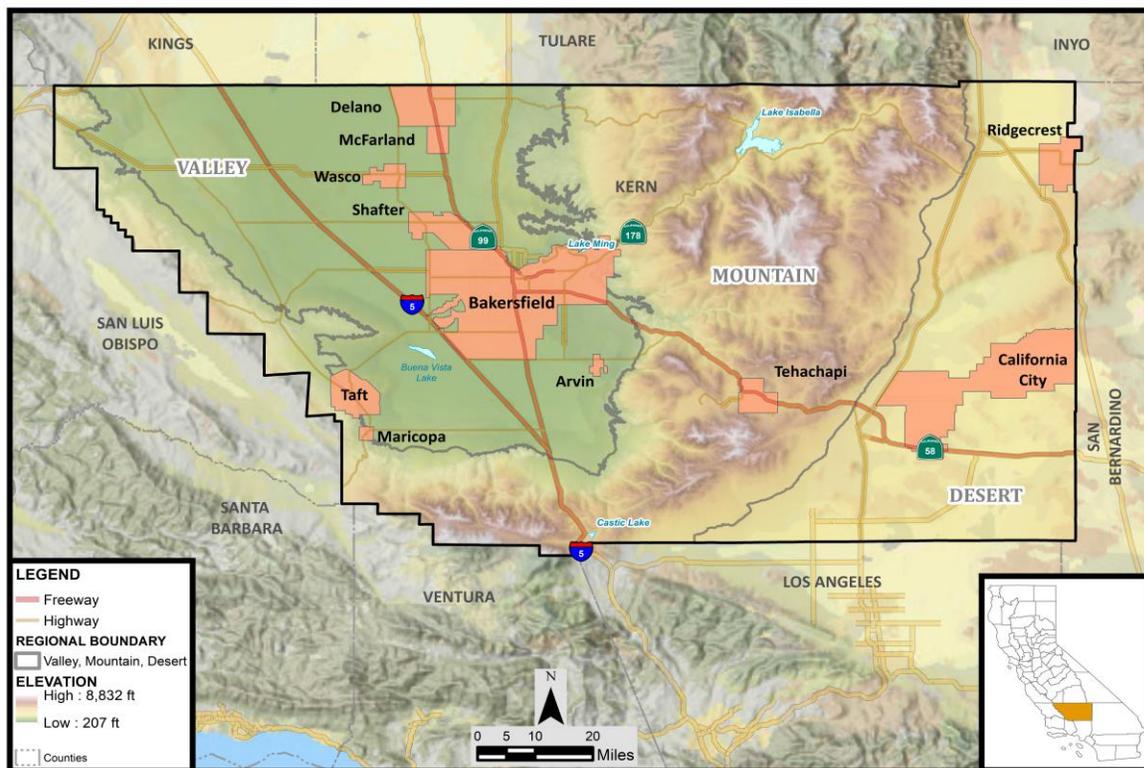


Figure 1.3.2 - Kern County Physiographic Regions

Kern County’s varied physical geography, as seen in the figure below, is the result of a multitude of geological, meteorological and hydrological forces at work. Disasters have occurred in the County when these natural forces have collided with the built environment and the County’s residents. Under separate cover, the Kern Multi-Jurisdiction 2020 Hazard Mitigation Plan delineates the disaster history of the County.

## **1.4 ASSUMPTIONS**

The assumptions upon which this plan is based include:

- Kern County, as a local government agency, is primarily responsible for emergency actions within the geographic boundaries of the County and as lead agency for the Operational Area (OA), and will commit all available resources to save lives, minimize injury to persons and damage to property, and to protect the environment.
- Emergencies or disasters may occur at any time, day or night, and may require a multi-agency, multi-jurisdiction response.
- Response will be in accordance with the concepts of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) both of which also require the use of the Incident Command System (ICS).
- The County's planning strategies follow Assembly Bill 2311 (Brown, Chapter 520, Statutes of 2016 adding California Government Code section 8593.3) which requires each county and city to integrate access and functional needs into its emergency response plan. In all aspects of response, the County will ensure that the need of the Access and Functional needs population are addressed. See the Access and Functional Needs Annex for specific details.
- The Emergency Operations Director as defined by Kern County Ordinance Code 2.66 will coordinate the County's response, in support of the Operational Area (OA).
- Kern County is the lead agency in the Operational Area (OA) and serves on behalf of the Operational Area of the California Office of Emergency Services as the coordination and communication link between the cities and special districts within the County's boundaries at the time of a significant emergency.
- Large-scale emergencies and disasters may overburden local resources, necessitating mutual aid from nearby counties, state and/or federal resources. Mutual aid assistance will be requested when local resources are either fully committed or expected to be.
- An emergency will require prompt and effective response and recovery operations by County emergency services, disaster relief, volunteer organizations, and the private sector. All emergency response staff are trained and experienced in operating under the NIMS/SEMS/ICS protocol.
- Public Information Officers will coordinate to disseminate emergency information to the public through local media, social media, and emergency warning systems to the greatest extent possible.

## **1.5 JURISDICTION HAZARD ANALYSIS SUMMARY**

A hazard analysis of Kern County indicates that the County, its cities and special districts are vulnerable to a wide range of potential hazards. The natural hazards information summarized below is taken from the applicable sections of the *Kern Multi-Jurisdiction 2020 Hazard Mitigation Plan Update (Kern MJHMP 2020)*, and from earlier plans, contingency plans, and other documents. Information addressing the population, property value, and infrastructure may be found in the referenced *Kern MJHMP 2020*, along with a discussion of mitigation activities intended to save lives, reduce injuries, reduce property damage, and protect natural resources for future generations.

Hazard	Priority	Affected location	Profiled in Kern MJHMP
Climate Change	High	County-wide	Yes, as part of the Flood, Wildfire, and Severe Weather Hazard
Dam Failure	High	County-wide	Yes
Drought	High	County-wide	Yes
Dust Storms	High	County-wide	Yes, as part of Severe Weather
Earthquake/Geologic Hazards	High	County-wide	Yes
Extreme Heat	High	County-wide	Yes, as part of Severe Weather
Flood	High	County-wide	Yes
High Winds	High	County-wide	Yes, as part of Severe Weather
Levee Failure	High	County-wide	Yes, as part of Dam Failure
Slope Failure	High	County-wide	Yes
Soil Hazards	High	County-wide	Yes
Wildfire	High	County-wide	Yes
Winter Storm/Freeze Events	High	Localized	Yes, as part of Severe Weather

Figure 1.5.1- Kern County Jurisdiction Hazard Analysis Summary

## 1.6 CAPABILITY ASSESSMENT

In 2018, Kern County completed a Threat and Hazard Identification and Risk Assessment (THIRA) capability assessment to provide the foundation for achieving the desired levels of core capability. A capability assessment provides part of the foundation for determining emergency management preparedness and mitigation strategies. This process also identifies gaps or weaknesses that may need to be addressed through preparedness planning goals and actions deemed practical for the jurisdiction to implement. Finally, the capability assessment highlights the positive measures that are in place or underway for continued support and improvement of the jurisdiction’s preparedness and response efforts.

Measures taken or underway to enhance the County’s capability include:

- Update of Local Hazard Mitigation Plan
- Staffing experience in local disaster response events since the last planning cycle
- Update of many Operational Area planning documents.

The County will make every attempt to review and update the THIRA every three years and the Local Preparedness Report every year.

Kern County has identified the response capabilities and resources (equipment, personnel, etc.) to provide the appropriate response to an emergency situation, as outlined in the County Code Chapter 2.66 – Emergency Services. Further, as an established organization, Kern County Office of Emergency Services has the capabilities to perform the necessary emergency response duties outlined in this EOP.

**1.7 MITIGATION OVERVIEW**

Kern County has implemented a number of mitigation measures to address the hazards that may result from an emergency. The update of the Kern Multi-Jurisdiction Local Hazard Mitigation Plan will further identify mitigation efforts to reduce the impact of defined hazards on various Kern County communities.

## 2.0 CONCEPT OF OPERATIONS

The County is responsible for disaster management and protecting life and property of citizens within this jurisdiction. This EOP will be used when the County or individual emergency response agencies are reaching or have exceeded their capabilities to respond to an emergency. It may also be used during non-routine incidents or pre-planned events where County resources are limited and/or have been expended.

### 2.1 OPERATIONAL PRIORITIES

These operational priorities govern resource allocation and the response strategies for the County of Kern and its political subdivisions in all emergencies:

- Protect life, property, and the environment
- Respond to the emergency needs of people including rescue, medical care, food, shelter, clothing, as well as to animals
- Ensure that emergency response to the incident provides equal access to people with disabilities and others with access and functional needs
- Resumption of community services essential to the health, safety, and welfare of the general public.

### 2.2 EMERGENCY MANAGEMENT PHASES

Emergency management is categorized into a series of phases; each phase is unique and will cause the initiation of a response level consistent with it.

*Prevention and Mitigation:* Actions taken before/after an emergency:

- Assess hazards and risk
- Undertake action to avoid or minimize future emergencies
- Educate public and employees.

*Preparedness:* Activities performed in advance that develop the County's response capabilities, which uses the acronym POETE: **P**lanning, **O**rganizing, **E**quipping, **T**raining, and **E**xercising.

*Response:* Initial and extended response activities:

- Priority is to save lives and minimize the effects of the emergency/disaster
- Initiated by a combination of resources; most activities occur at the field level
- Extended response will necessitate the activation of the EOC to support and coordinate response efforts in the field.

*Recovery:* Begins at the time of the disaster and continues long after the response phase:

- Conduct a damage assessment
- Initial goal to restore vital services and provide for the basic needs of the public



- Once stability is achieved this phase moves into the long-term goal of:
  - Restoring the community to a normal or improved state of affairs
  - Instituting mitigation measures, particularly those related to the recent emergency
  - Re-evaluating procedures and functions of the EOP for deficiencies.

### **2.3 PLAN ACTIVATION**

The Kern County Emergency Operations Plan may be activated by the Fire Chief/Director of Emergency Services or designated alternates under and of the following circumstances:

- On the order of the Fire Chief/Director of Emergency Services as designated by Chapter 2.66 of the Kern County Ordinance Code
- Upon proclamation by the Governor that a State of Emergency exists in an area of the state
- Automatically on the proclamation of a State of Emergency as defined in the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code.)
- Upon declaration by the President, of the existence of a National Emergency
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

### **2.4 EOC ACTIVATION TRIGGERS**

Triggers for activating the County Emergency Management Organization and/or EOC generally include, but are not limited to the following:

- Any OA jurisdiction has activated its EOC and requests activation of the Operational Area EOC to support its emergency operations
- Two or more cities within Kern County have proclaimed a Local Emergency
- The county and one or more city has proclaimed a Local Emergency
- The Governor has been requested to proclaim a State of Emergency for Kern County by the Board of Supervisors
- A State of Emergency is proclaimed by the Governor for Kern County
- The Kern County OA requests resources from outside its boundaries, except those resources used in normal day-to-day operations
- The Kern County Operational Area (hereafter referred to as OA) receives resource requests from outside its boundaries, except those resources used in normal day-to-day operations
- Request by an Incident Commander (IC)
- A significant earthquake or other incident occurs causing widespread damage in the county
- Heavy or continuous rain is expected to result in flooding
- An emergency situation has occurred or is likely to occur, which will require a large commitment of local resources over an extended period of time. Examples include a major hazardous materials incident, civil disturbance, aircraft disaster, wildland fire, or severe weather conditions
- A Presidential declaration of a National Emergency.

## 2.5 LEVELS OF EMERGENCY AND EOC ACTIVATION

The County follows the California Office of Emergency Services (CalOES) protocol which classifies EOC activation into three levels. This provides continuity with the State for identifying the magnitude and scope of the event, and the extent to which the County's Emergency Management Organization should be activated.

Activation Level	Situation	Action	Who can activate?
Level 3	<p><u>Minor to moderate incident.</u> Local resources are adequate and available. Local Emergency may or may not be proclaimed.</p>	<p>EOC may or may not be activated; if activated, staffing levels will be minimal. Place some County staff on standby. Maintain readiness posture and monitor the situation.</p>	Emergency Services Manager
Level 2	<p><u>Moderate to severe emergency.</u> Local resources are not adequate; mutual aid may be required on a regional or statewide basis. Local Emergency may be proclaimed and Gubernational proclamation and/or Federal declaration will be requested as appropriate.</p>	<p>EOC will be either partially or fully activated. As appropriate, County OES staff report to EOC along with personnel from key response agencies and EOC support staff.</p>	<p>Fire Chief/ Director of Emergency Services ----- Positions activated by EOC Director</p>
Level 1	<p><u>Major disaster.</u> Resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required. Local Emergency will be proclaimed and Gubernational proclamation and/or Federal declaration will be requested as appropriate.</p>	<p>Full activation. EOC fully staffed by all County OES staff, agency representatives, and EOC support staff.</p>	<p>Fire Chief/ Director of Emergency Services ----- Positions activated by EOC Director</p>

## 2.6 EOC DEACTIVATION

The EOC Director deactivates EOC operations as circumstances allow and the EOC returns to its normal operations/steady state condition. Deactivation typically occurs when the incident no longer needs the support and coordination functions provided by the EOC staff or those functions can be managed by individual organizations or by steady-state coordination mechanisms. EOC leadership may phase deactivation depending on mission needs. EOC staff complete resource demobilization and transfer any ongoing incident support/recovery activities before deactivating. This concept is addressed in greater detail in the EOC Procedures Annex.

## 2.7 KERN OA EOC LOCATION

The Kern EOC is located at 2601 Panorama Drive, Building B, Bakersfield, California. The alternate location for the Kern EOC is the Public Health Department, 1800 Mount Vernon Avenue, Bakersfield, California.

If the primary location is damaged or unusable for some other reason, the alternate EOC location will be activated. The Director of Emergency Services/EOC Director (hereafter referred to as the EOC Director) will determine when the alternate EOC location is to be activated. (See Basic Plan Section 9.3.3 for EOC/alternate location). A sign indicating the alternate location will be posted on the front door of the primary EOC location by Kern OES staff.

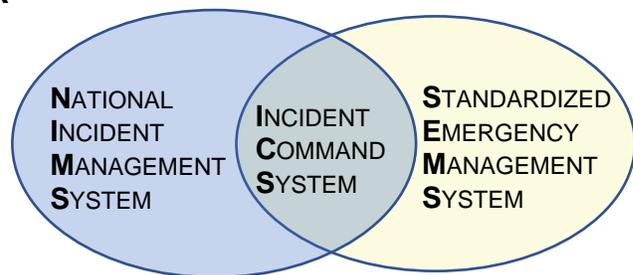
Alternate locations for other essential facilities are defined in the 2016 Kern County Continuity of Operations Plan, which includes a high-level county plan and individual departmental plans and is maintained by the Kern County General Services Division.

## **2.8 EOC READINESS RESPONSIBILITY**

The Kern County Fire Department Office of Emergency Services is responsible for ensuring the readiness of the EOC.

## **2.9 EMERGENCY RESPONSE FRAMEWORK**

All jurisdictions within the Kern OA operate under the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS), both of which are based on the Incident Command System (ICS).



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

Similar to California's Standardized Emergency Management System (SEMS) on a State level, the National Incident Management System (NIMS) is a comprehensive whole community, whole government approach to incident management for all hazards. It integrates existing best practices into a consistent nationwide approach to domestic incident management that is applicable to all jurisdictional levels and across functional disciplines.

NIMS is based on a balance of flexibility and standardization that allows government and private entities at all levels to work together to manage domestic incidents, regardless of their cause, size, location, or complexity. NIMS consists of five major components: preparedness, resource management, command and management, communications and information management, and ongoing management and supporting technologies.

Taken together, NIMS, SEMS, ICS, and this EOP integrate the capabilities and resources of various governmental, incident management and emergency response disciplines, non-governmental organizations, and the private sector into a cohesive, coordinated, and seamless national framework for domestic incident management.

### **2.9.2 National Response Framework (NRF)**

The National Response Framework is a guide to how the nation responds to all types of disasters and emergencies. It is based upon the premise that incidents are handled at the lowest jurisdictional level. In the vast majority of incidents, state and local resources and interstate mutual aid will provide the first line of emergency response and incident management support. When state resources and capabilities are overwhelmed, Governors may request federal assistance. The NRF provides the framework for federal interaction with state, local, tribal, private sector and non-governmental entities in the context of domestic incident management to ensure timely and effective federal support.

### 2.9.3 Standardized Emergency Management System (SEMS)

California Government Code Section 8607(a) requires the use of SEMS for managing response to a multi-agency or multi-jurisdictional emergencies in California. SEMS is intended to facilitate communication and coordination between all levels of the system and among responding agencies. It **must** be used by local governments to be eligible for reimbursement of personnel-related costs under state disaster assistance programs.

Further, SEMS:

- Uses a single integrated structure for emergency management, working upward from the field level
- Standardizes key elements of emergency response operations
- Manages incidents from the lowest possible level
- Incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the Operational Area (OA) concept, and the Multi-Agency or Inter-Agency Coordination System (MACS).

<b>Five SEMS Response Levels</b>	
<b>Field (Command)</b>	Manages incident on scene
<b>EOC (Management)</b>	Manages EOC activities
<b>Local Government</b> (Emergency Operations Center)	County, city or special districts
<b>Operational Area</b> (Kern OA)	Manages and/or coordinates information, resources, and priorities among all local governments within the boundary of a county
<b>Region</b> (Inland Region EOC)	Manages and coordinates information and resources among Operational Areas
<b>State</b> (SOC)	Statewide coordination of mutual aid Coordination between state and federal disaster response systems
Source: California State Emergency Plan, Sept. 2005	

### 2.9.4 Incident Command System (ICS)

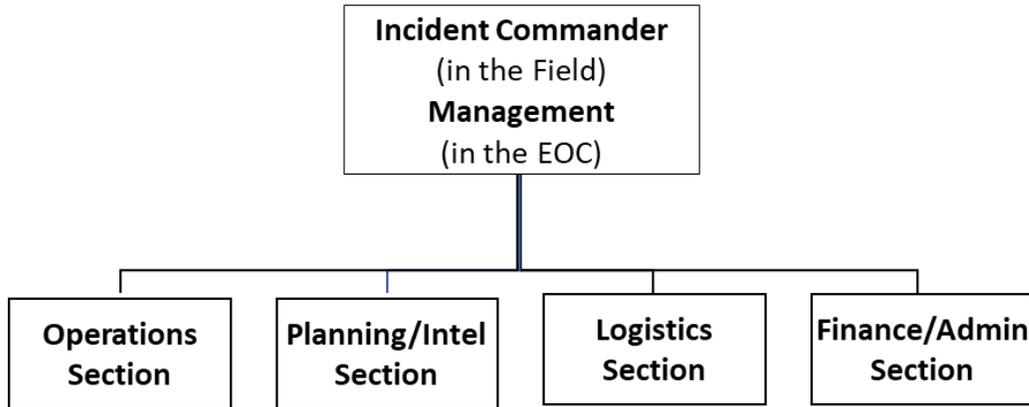
ICS is a standardized emergency management system that is structure for the command, control, and coordination of single or multiple incidents. ICS:

- Manages facilities, equipment, personnel, procedures and communications.
- Uses a common organizational structure, common terminology and standardized procedures.
- Is flexible and adaptable to on-scene incident management – used in single or multiple

incidents without being constrained by jurisdictional boundaries

#### **2.9.4 Incident Command System (ICS) (continued)**

- Builds in a modular fashion based on the size and type of incident
- Based on five essential functions, activated as needed: Command, Operations, Plans/Intel, Logistics, and Finance/Admin. Staff builds from the top down.



#### **2.9.5 Integrating Federal, State and Local Systems**

Taken, together, NIMS, NRF, SEMS, ICS and this EOP integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, non-governmental organizations (NGOs), and the private sector into a cohesive, coordinated and seamless framework for domestic incident management.

## **3.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

During an emergency, the County has the responsibility to manage and coordinate the overall emergency response and recovery activities. The Office of Emergency Services (OES) along with each County Department is responsible for ensuring critical staff are identified and trained at a level enabling effective execution of existing response policies, plans, and procedures. To meet the challenges posed by a disaster, the County must work and coordinate with many other governmental, non-governmental, and private organizations.

### **3.1 EMERGENCY MANAGEMENT STRUCTURE**

The County's emergency management structure is established in Kern County Ordinance Code 2.66 which defines the organization and management for the county to implement the California Disaster Assistance Act and to prepare and carry out plans in the event of emergency or disaster conditions.

The Ordinance:

- Establishes the Office of Emergency Services, within the Kern County Fire Department (KCFD).
- Designates the KCFD Chief as the Director of Emergency Services.
- Creates an Emergency Council to serve as the local disaster council and specifies the Council's responsibilities and membership.
- Designates successors to the Director of Emergency Services for emergency response purposes.
- Defines the Kern County emergency organization as being comprised by all officers and employees of the County, volunteer forces, groups, organizations and persons who may be impressed into service.
- Designates Kern County, acting through the emergency organization and Emergency Council, as the Kern County OA lead agency responsible for coordinating emergency activities between the County, incorporated cities and special districts, and serving as the coordination and communications link between the state's emergency operations centers and any centers established by Kern County, its cities and special districts in an emergency.

### **3.2 EMERGENCY COUNCIL**

The Kern County Emergency Council is responsible for developing and recommending emergency and mutual aid plans and agreements and the ordinances, resolutions, rules and regulations necessary for their implementation. The Emergency Council automatically becomes the Kern County Emergency Management Group when a situation develops that may result in the proclamation of a Local Emergency. To ensure the continuity of emergency management, should the Director of Emergency Services be out of the county or incapacitated and unable to perform his duties, the member next in line as indicated below shall automatically assume chairmanship.

Council members/designees:

- Director of Emergency Services (Fire Chief) – Chairman
- Sheriff-Coroner – Vice-Chairman
- County Administrative Officer

- Director of Public Health Services
- Public Health Officer
- Director of Emergency Medical Services
- Director of Public Works
- Assistant County Administrative Officer for General Services
- Chief Executive Officer for Kern Medical
- Chief Human Resources Officer
- Director of Human Services
- Director of Behavioral Health and Recovery Services
- Director of Aging and Adult Services
- Agricultural Commissioner/County Sealer
- Public Works Building Official
- Director of Animal Services
- Director of Environmental Health Services

Non-voting members:

- Chairman of the Board of Supervisors
- County Counsel
- Emergency Services Manager
- Kern County Fire Department Public Information Officer
- Kern County Operational Area Advisory Committee Chair or designee

For additional information including the Council members' specific duties, refer to Ordinance Code Section 2.66 which can be found online:

[https://library.municode.com/ca/kern\\_county/codes/code\\_of\\_ordinances?nodeId=TIT2AD\\_CH2.66EMSE](https://library.municode.com/ca/kern_county/codes/code_of_ordinances?nodeId=TIT2AD_CH2.66EMSE)

### **3.3 OPERATIONAL AREA ADVISORY COMMITTEE (Kern OA)**

The Emergency Management Organization is guided by agreement of the Kern County Operational Area Advisory Committee, which includes the County, cities, the Superintendent of Schools, the Kern County Water Agency, and three members-at-large.

### **3.4 OPERATIONAL AREA AGREEMENT**

Kern County Agreement No. 475-95, executed in 1995, established the OA committee and adopted SEMS to standardize response of the multiple jurisdictions to emergencies. It also formed the Kern Operational Area. A list of the OA Jurisdiction members can be found in Section 9 of this Basic Plan.

### **3.5 KERN COUNTY EMERGENCY MANAGEMENT ORGANIZATION**

At the time of a significant emergency, the County's day-to-day organizational structure shifts to an Emergency Management Organization (EMO) based on NIMS, SEMS and ICS. Under the EMO, clearly defined roles and responsibilities and lines of authority, reporting and coordination are established, and areas of responsibility are grouped by function. The size and scope of the organization may be expanded or contracted, based on the demands of the incident and the availability of personnel.

# Kern Emergency Management Organization

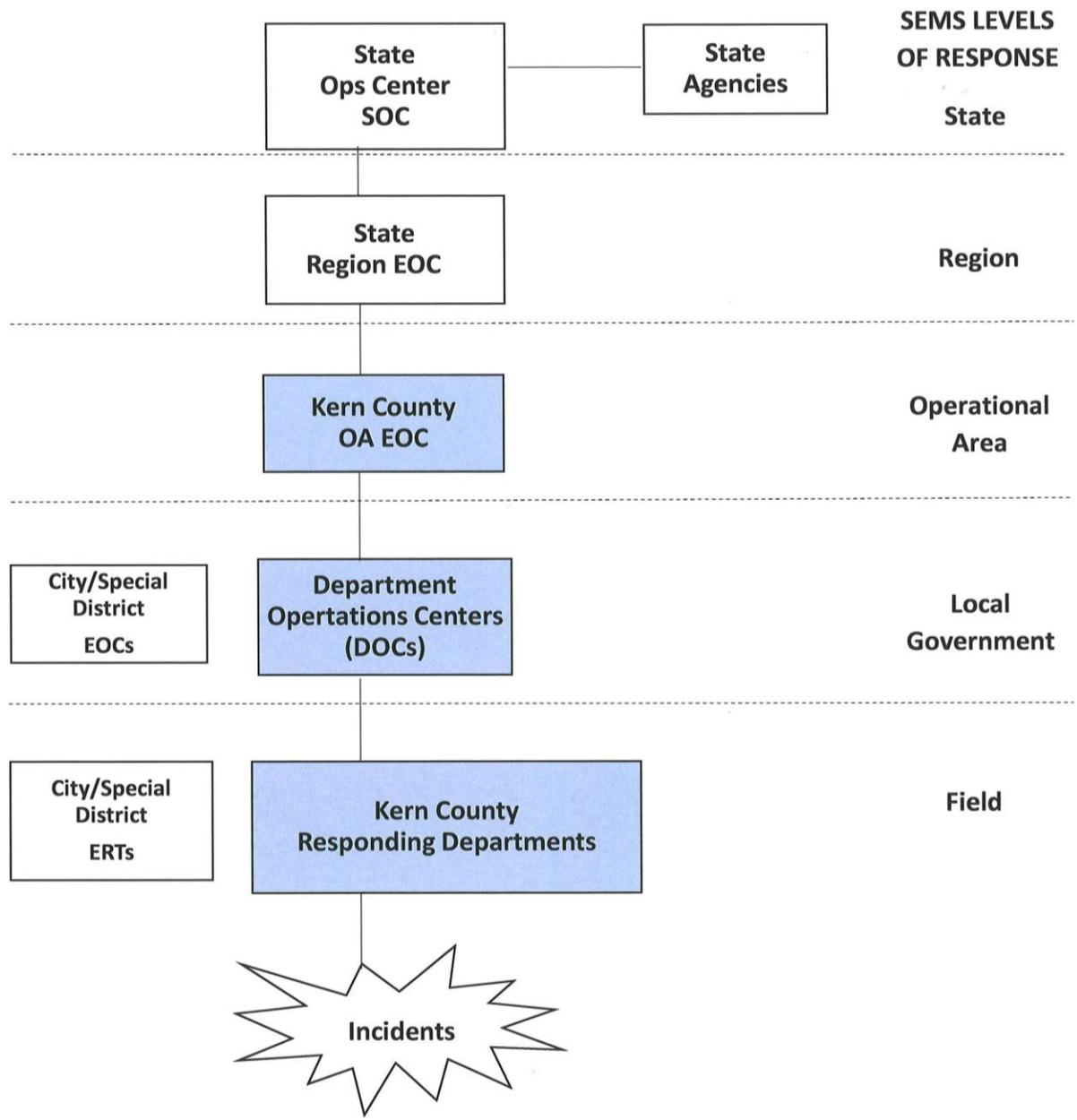


Figure 3.5.1 - Kern County Emergency Management Organization

### **3.6 ROLES AND RESPONSIBILITIES**

During an emergency situation, the response will follow the SEMS structure beginning at the field level and activating additional levels as needed.

#### **3.6.1 Field Response**

- Uses the Incident Command System (ICS) as required by SEMS.
- Emergency response personnel and resources carry out tactical decisions and activities.
- Field response agencies typically include Fire, Sheriff, Public Health, Public Works, Human Services, Environmental Health, Behavioral Health and Recovery Services, Animal Services and others as appropriate.
- Departments which usually provide services on a countywide basis will respond to emergencies in incorporated cities as well as unincorporated areas.
- Sheriff and Fire will respond to emergencies in cities which usually contract for their services and provide a liaison to the City EOC via the Incident Commander.

#### **3.6.2 Local Government**

- Manages and coordinates overall emergency response and recovery within the jurisdiction.
- First level of coordination above field response
- For County, represented by Department Operations Centers
- Includes cities and special districts which manage the emergency response in their respective jurisdictions; some types of special districts will be extensively involved in the emergency response by assisting other local governments.
- Required to use SEMS if EOC is activated or if a Local Emergency is proclaimed to be eligible for cost sharing under the California Disaster Assistance Act

#### **3.6.3 Operational Area (Kern OA)**

- Conceptual in nature
- Kern County and the cities and special districts within the County boundaries constitute the Operational Area (OA)
- Kern County is lead agency in the Kern OA, and manages and coordinates information, resources, and priorities among local governments within the operational area including mutual aid (Fire and Law Enforcement coordinate through their respective mutual aid systems)
- The Multi-Agency Coordination System (MACS) may be used at this level by representatives of the responding jurisdictions, to prioritize and coordinate resource allocation and response
- The OA serves as the coordination and communication link between the local government level and the region level (REOC)

The implementation of NIMS and SEMS is a cooperative effort of all departments and agencies within the county, cities/towns, and special districts that have an incident management and/or

emergency response role. While each local government continues to maintain its autonomy and control over its personnel and equipment resources under a Local Emergency proclamation, the County plays a pivotal role in:

- Coordinating information, resources, mutual aid, and priorities within the OA, and between the local government level and the state regional EOC (REOC) level
- Receiving and processing requests for mutual aid from local jurisdictions. When unable to fill a request using local resources, forwarding the request to the appropriate discipline-specific Regional Mutual Aid Coordinator or the REOC. (Fire, law enforcement, health and medical have discipline-based mutual aid systems with a designated County Mutual Aid Coordinator.)
- Using multi-agency or inter-agency coordination to facilitate countywide response and recovery efforts with state and federal government agencies.

#### **3.6.4 Emergency Operations Center (Kern OA EOC)**

The County of Kern Emergency Operations Center (Kern OA EOC) is the lead Emergency Operations Center for coordination of the Operation Area.

The EOC Director is supported by OES staff and will coordinate the county's strategic disaster response and management from the Kern EOC. The EOC Director or designee will determine what Kern EOC positions will be activated. The EOC allows for face-to-face coordination among pre-assigned staff who must make emergency decisions, and provides a central location from which:

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

The Kern OA EOC organization follows the ICS structure discussed earlier in this plan and includes the five essential functions of Management, Operations, Plans/Intel, Logistics, and Finance/Administration. Note that if available personnel resources do not allow for activation of all functions within a Branch (functional group), the tasks are assigned to the individual next highest in the organization (e.g., the Section Chief).

The Kern OA EOC organization chart is seen on the next page.

The Kern EOC Structure follows the five primary functions of SEMS:

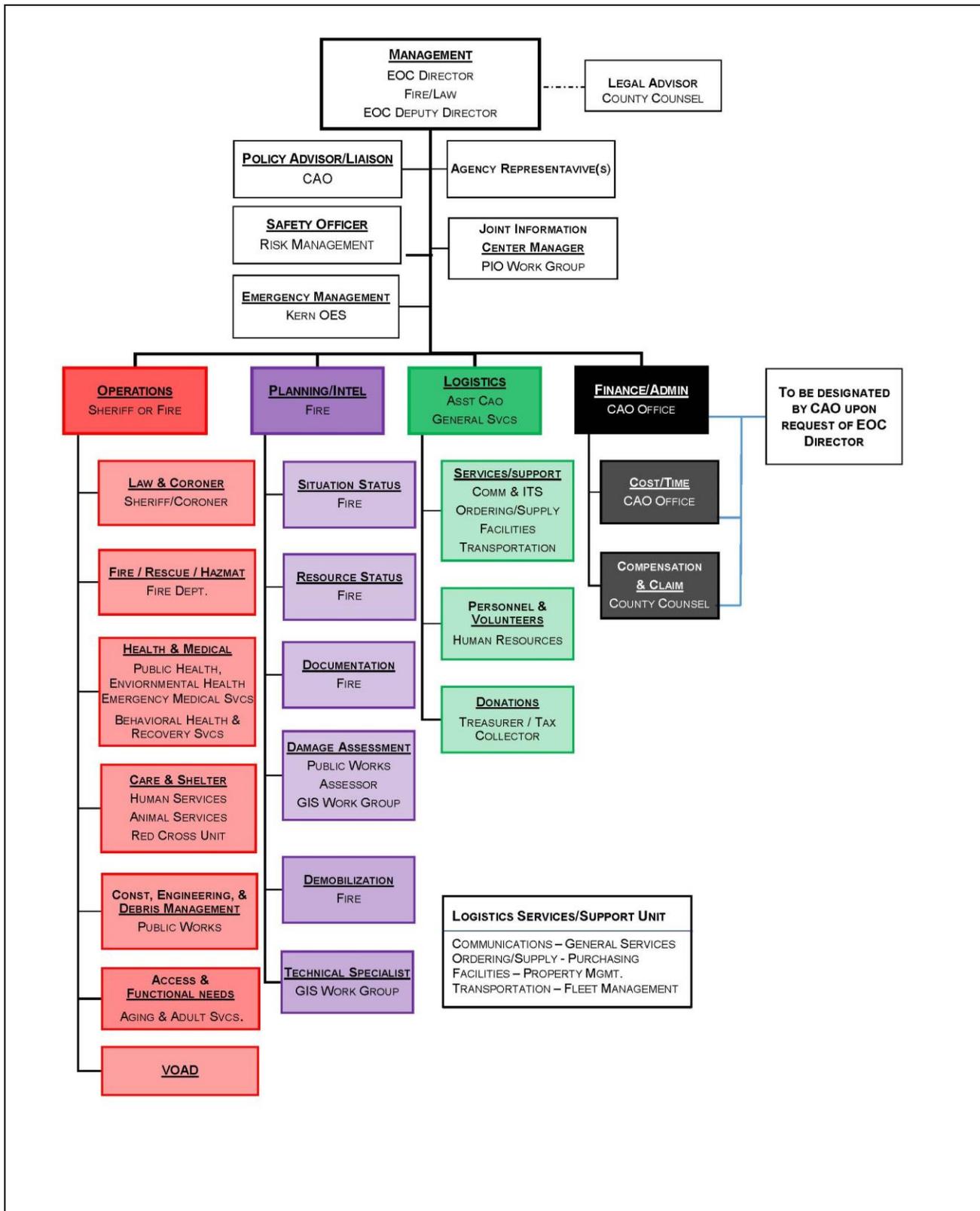


Figure 3.6.5 – EOC Organization Chart

**EOC / DEPARTMENT RESPONSIBILITIES UNDER SEMS**

	MANAGEMENT						OPERATIONS						PLANNING / INTEL					LOGISTICS					FINANCE & ADMIN.							
	EOC Director	EOC Deputy Director	Joint Information Center Mgr.	Policy Advisor	Emergency Mgmt.	Safety Officer	Section Chief	Law & Coroner	Fire/Rescue/HazMat	Health & Medical	Care & Shelter	Access & Functional Needs	Construction, Eng. & Debris Mgmt.	Section Chief	Situation Status	Resource Status	Documentation	Damage Assessment	Demobilization	Technical Specialists	Section Chief	Communications/IT	Ordering/Supply	Facilities	Transportation	Personnel/Volunteers	Donations	Section Chief	Cost/Time	Compensation & Claim
Animal Services										S																				
Aging & Adult Services											P																			
Assessor																	S													
Auditor-Controller																							S							
Behavioral Health and Recovery Svcs.									S	S																				
County Administrative Office																							S					P	P	
Human Resources																											P		S	
Information Technology Svcs.																						S								
JIC Manager			P																											
County Counsel				P																										
Risk Management						P																								P
Fire	P	S					P	P					P	P	P	P	S	P												
Office of Emergency Services (OES)					P						S					S														
General Services																					P									
Communications																						P								
Fleet Services																									P					
Property Management																														
Purchasing																							P							
Human Services										P																				
Public Health									P																					
Emergency Management Services (EMS)									S																					
Environmental Health Services								S	S																					
GIS Working Group																					P									
Public Health Nursing									S	S																				
Public Works												P					P													
Building Inspection												S					S													
Construction and Engineering												S					S													
Roads												S					S													
Sheriff-Coroner	S	P					P			S							S													
Treasurer-Tax Collector																											P			
Other Agencies/Organizations:																														
American Red Cross										S																				
KC Sup. of Schools (KCSOS)										S															S					
VOAD																										S				

EOC / DEPARTMENT RESPONSIBILITIES UNDER SEMS

Figure 3.6.6 -EOC/Department Responsibilities Under SIMS



### **3.6.7 Regional Emergency Operations Center**

#### **(REOC)**

- Activated when the Kern OA EOC or another OA EOC within the region is activated, the Governor proclaims a State of Emergency within the region, or the Governor proclaims an earthquake prediction within the region
- Manages and coordinates information and resources:
  - Among operational areas within the state, and,
  - Between the Regional Emergency Operations Center and the State Operations Center
- Coordinates overall state agency support for emergency response activities within the region.
- Kern OA EOC link to federal and military resources if Presidential Disaster is declared

### **3.6.8 State Operations Center (SOC)**

- Activated when the REOC is activated, upon Governor's proclamation of State of Emergency, or Governor proclaims an earthquake prediction
- Manages State resources in response to the emergency needs of other SEMS levels
- Coordinates mutual aid
  - Among mutual aid regions, and,
  - Between the region and state levels
- Serves as the coordination and communication link between the state and federal disaster response systems.

## **3.7 ADDITIONAL SUPPORTING ORGANIZATIONS**

The groups, committees, and organizations identified below all participate in ensuring the county's preparedness to respond to emergencies and disasters. The County will continue to develop relationships with other organizations as appropriate to increase emergency response capability.

### **3.7.1 Volunteers**

There are two categories of individual volunteers who may respond to support the Kern County EMO following a disaster: 1) those who are affiliated with an established volunteer program, and 2) those individuals who are not affiliated but who emerge at the time of a disaster. Affiliated volunteers may be pre-assigned to an emergency function, and, therefore, easily incorporated into the EMO, whereas non-affiliated volunteers may also provide valuable support following screening and orientation.

County Human Resources has responsibility for the Volunteer Coordinator function in the Kern EOC Logistics Section. The Volunteer Center of Kern County, a local non-profit, may provide support to County Human Resources in the performance of this function. The Volunteer Coordinator is responsible for screening, checking-in, assigning and orienting volunteers.

### **3.7.2 Disaster Service Workers**

At the time of an emergency, County employees who do not have a specific emergency response function may be called upon to assume an emergency assignment which may be outside their regular employment. Kern County employees may be designated as Disaster Service Workers for these emergency assignments through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services).

As Disaster Service Workers (DSWs), all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster. The County must ensure all volunteers are registered as a Disaster Service Worker before being assigned to support an emergency function or location. The Volunteer Center may assist with registering DSWs before they are assigned to an emergency function or location. All new County employees receive an orientation of their role as Disaster Service Workers upon enrollment.

### **3.7.3 Non-Governmental Organizations**

The County has relationships with several external non-governmental agencies who are involved in the response effort at the Operational Area level, some of which have formal agreements for the provision of their services:

- *Adventist Community Services (ACS)* is a humanitarian agency of the Seventh-Day Adventist Church that assists in managing non-cash donations in a multi-agency warehouse. In a disaster, the effort would be overseen by the Donations Management Branch directed by the Kern County Treasurer-Tax Collector.
- *American Red Cross (ARC)* supports the Care and Shelter Branch by providing mass care sheltering for displaced persons in a disaster event. The ARC works under the direction of the County and its representative has an assigned seat at the EOC.
- *Community Emergency Response Team (CERT)* program empowers citizens to help themselves and to safely help others after a disaster until first responders can arrive.
- *Civil Air Patrol* is a congressionally chartered, federally supported non-profit that serves as the official civilian auxiliary of the United States Air Force and whose mission includes emergency services and disaster relief operations.
- *Goodwill Industries* is a workforce development agency that may assist the County with the collection, processing, and distribution of clothes and household effects when/if donated in response to an emergency event. In a disaster, the effort would be overseen by the Donations Management Branch directed by the Kern County Treasurer-Tax Collector.
- *Kern Medical Reserve Corps* consists of medical and non-medical volunteers who assist public health efforts by supplementing existing response capabilities in times of emergency.
- *Kern County Superintendent of Schools (KCSOS)* is a resource for the use of appropriate schools as shelter and feeding sites when necessary. Its fleet of buses could also be a resource for mass transportation needs in an emergency.
- *Salvation Army (SA)* is an international charitable organization affiliated with the Protestant Christian church, which coordinates feeding services in designated shelter site(s).
- *United Way of Kern County (UW)* is a nonprofit organization representing a coalition of charitable organizations, that assists the County by collecting cash donations for use in emergency response and recovery. In a disaster, the effort would be overseen by the

Donations Management Branch directed by the Kern County Treasurer-Tax Collector.

- *Volunteer Center of Kern County* would be mobilized by the Volunteer Management Branch, directed by Human Resources, to assist in activating and operating a Volunteer Reception Center as needed.
- *Voluntary Organizations Active in Disaster (Kern County Chapter of VOAD)* serves as the point of contact with numerous other local community and faith-based organizations and provides assistance as requested by the Personnel/Volunteer Management Unit in the Logistics Section. The VOAD representative has a seat at the EOC
- *Western Kern County Radio Amateur Civil Emergency Services (RACES/ARES)* are licensed amateur radio operators enrolled with the County to provide supplemental communications during emergencies where normal communications systems have sustained damage.

If the agency/group supports a particular function (e.g., the Red Cross provides Mass Care & Shelter), its representative will be assigned to that function at the EOC along with assigned County staff. If the agency/group supports several functions, its representative is usually located in the Agency Representative function in the Management Section.

## **4.0 DIRECTION, CONTROL, AND COORDINATION**

The Fire Chief/Director of Emergency Services will control and direct the effort of the emergency organization of the County, unless otherwise delegated. Disaster operations, both on scene and in the County EOC, will be conducted in a manner consistent with NIMS/SEMS, including the use of ICS.

### **4.1 ON-SCENE INCIDENT MANAGEMENT**

Initial response to an incident will be managed by the responding agency with jurisdiction (i.e., fire or law enforcement) who will assign an on-scene Incident Commander (IC). Personnel that are part of a field level emergency response will utilize ICS to manage and direct on-scene operations. Tactical management of responding resources is always under the leadership of the on-site Incident Commander (IC) at the Incident Command Post (ICP).

### **4.2 FIELD/EOC DIRECTION AND CONTROL INTERFACE**

During response to minor or moderate events, jurisdictions may manage the emergency with existing resources and may or may not activate their local EOC. Personnel that are part of a field level emergency response will utilize the Incident Command System to manage and direct on-scene operations.

Field responders (ICS) coordinate with the applicable Department Operation Center (DOC), which will coordinate with the Kern OA EOC. In some cases, ICs may report or communicate directly to their counterpart in the EOC Operations Section.

During incidents involving multiple disciplines, or when incidents cross political jurisdictions, a Unified Command (UC) will be established. UC allows the Incident Commander position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery. In a large incident involving multiple jurisdictions and/or regional, state or federal response partners, a UC may replace a single organization's IC.

### **4.3 COORDINATION WITH DOCs and EOCs**

Coordination and communication should be established between an activated local EOC and the Kern OA EOC. The OA responsibilities involve coordinating with the cities and special districts to support field-level emergency response personnel, activating the Kern OA EOC, ensuring continuity of government, and issuing orders to protect and inform the public. In accordance with ICS principles, units in the field receive tactical direction from an on-scene IC. When and where possible, the County will maintain liaison with jurisdictional representatives.

When an incident occurs and a city activates its EOC and requests Kern EOC support, or has proclaimed a local emergency, the county will activate the Kern OA EOC in accordance with SEMS. The Kern OA EOC then becomes the central point for information sharing and dissemination and supports or arbitrates requests from the cities.

### **4.4 COORDINATION WITH REGIONAL EMERGENCY OPERATIONS CENTER (REOC)**

The Kern OA EOC establishes and maintains a coordination and communications link with the Inland REOC via telephone, email, WebEOC, and/or Operational Area Satellite Information System (OASIS). In addition, or alternatively, the REOC may deploy a field representative to the Kern OA EOC to establish a direct coordination link.

#### **4.5 COORDINATION WITH STATE OPERATIONS CENTER (SOC)**

The SOC establishes communications and coordination links with the activated REOCs, state level DOCs, and when required by the nature and scope of the emergency, with other state and federal agencies.

#### **4.6 COORDINATION WITH SPECIAL DISTRICTS**

Coordination and communication should be established with special districts that may be involved in emergency response. Typically, special district boundaries cross municipal boundaries. A special district may serve several cities and county unincorporated areas, and some serve more than one county. In such a situation, the special district may provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

#### **4.7 COORDINATION WITH NON-PROFIT AND VOLUNTEER ORGANIZATIONS**

The Kern OA EOC will generally be a focal point for coordination of response activities with many private non-profits and volunteer groups. Private non-profit agencies and volunteer groups that have a key response role may have representatives at the Kern OA EOC. During an emergency, the Kern OA EOC may establish communication with private non-profit agencies and volunteer groups through an agency representative, volunteer coordinator, or other authorized personnel. Coordination, activation, and deployment of these members may be incident driven and will be directed by the private non-profit organization or volunteer group.

#### **4.8 MULTI-AGENCY COORDINATION**

The Multi-Agency Coordination System (MACS) is a decision-making system used by representatives of responding jurisdictions to prioritize and coordinate resource allocation and response to multiple incidents affecting the OA. A MAC group may be convened by an EOC Director or other authority to establish priorities among multiple competing incidents, provide coordinated decision making for resource allocation among cooperating agencies, harmonize agency policies, and offer strategic guidance and direction to support incident management activities.

#### **4.9 MUTUAL AID**

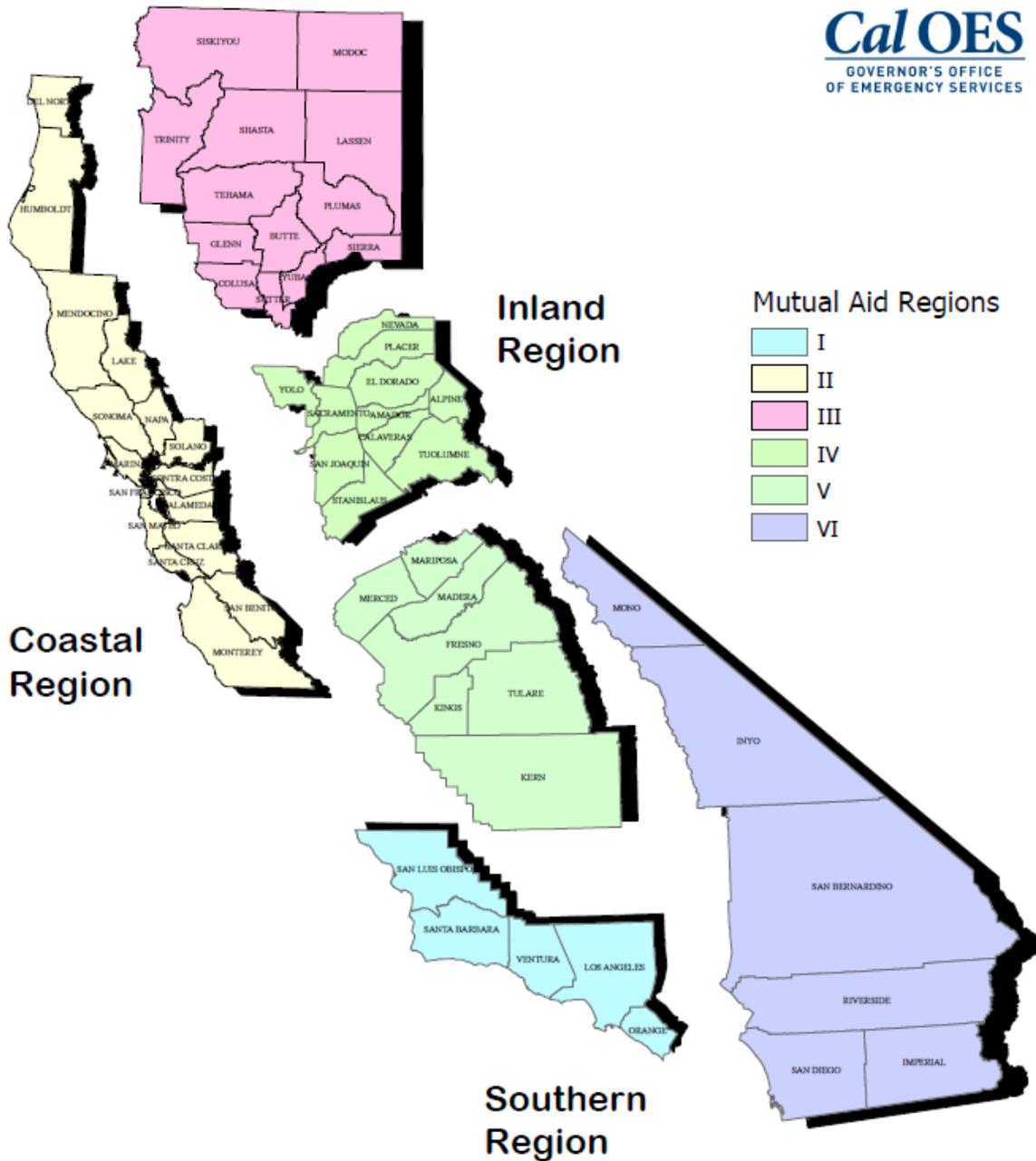
To facilitate the coordination and flow of mutual aid, California is divided into three administrative regions (Coastal, Inland, and Southern) and six mutual aid regions. The Kern OA is in the Inland Administrative Region and in Mutual Aid Region V.

Discipline-specific mutual aid systems are established for Fire, Law, Coroner, Medical, and these are coordinated at the department level.

**CALOES ADMINISTRATIVE REGIONS AND MUTUAL AID REGIONS**



**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES



*Figure 4.9.1 CalOES Administrative Regions and Mutual Aid Regions*

## **5.0 INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION**

### **5.1 ESSENTIAL INFORMATION**

The Plans/Intel Section of the Kern OA EOC serves as the hub for gathering and communicating timely, accurate, accessible and consistent intelligence during an emergency. Situation reports are developed from field-level input and create a common operating picture from which operational goals, priorities and strategies are developed.

Key pieces of information, referred to as Essential Elements of Information (EEI), form the foundation for situational awareness. The emergency situation will dictate what EEIs must be obtained from field for analysis and dissemination. As an example, EEIs should include:

- Key elements of information (e.g., boundaries of the disaster, jurisdiction, access points)
- Specific supporting information (e.g., traffic control routes, open/closed routes)
- Proposed Method or source to obtain the information (e.g., GIS, windshield surveys)
- Field response team tasked with obtaining the information and then disseminating to either the DOC or the EOC
- Deliverable (mechanism) used by the Section or Agency to relay the information (e.g., ICS form 209, EOC Action Plan, incident map)
- Collection schedule for each piece of information (e.g., daily, hourly, weekly)
- Distribution requirements identifies the position, personnel, agency, etc. receiving the information based on the collection schedule (e.g., all EOC Section Chiefs, the REOC).

### **5.2 INFORMATION FLOW**

The flow of situation reports among levels of government should occur as:

- To Plans/Intel from EOC Section Branches, on-scene responders, DOCs, communications centers and the media
- As applicable, the local EOC will provide a jurisdictional situation report to the Kern OA EOC based on field reports, DOC reports, and EOC activities and intelligence
- The Kern OA EOC will provide an OA situation report to the REOC based on County department field reports; County DOC reports; local jurisdiction EOC reports; and Kern OA EOC activities and intelligence

Based on the information gathered, analyzed, and processed, Plans/Intel will prepare the EOC Action Plan and conduct regular planning meetings for each Operational Period, adjusting each briefing as needed based on new information and situational changes.

### **5.3 THE PLANNING “P” – OPERATIONAL PERIOD PLANNING CYCLE**

The development of the Action Plan is a cyclical process, and the planning steps are repeated every operational period. The Planning “P” graphic is commonly used to illustrate this process for one operational period: the leg of the “P” describes the initial response period; once the incident/event begins, the planning and briefing process continues and is repeated for each Operational Period during the emergency, following the various stages depicted in the “P”.

# The “Planning P” Planning Process

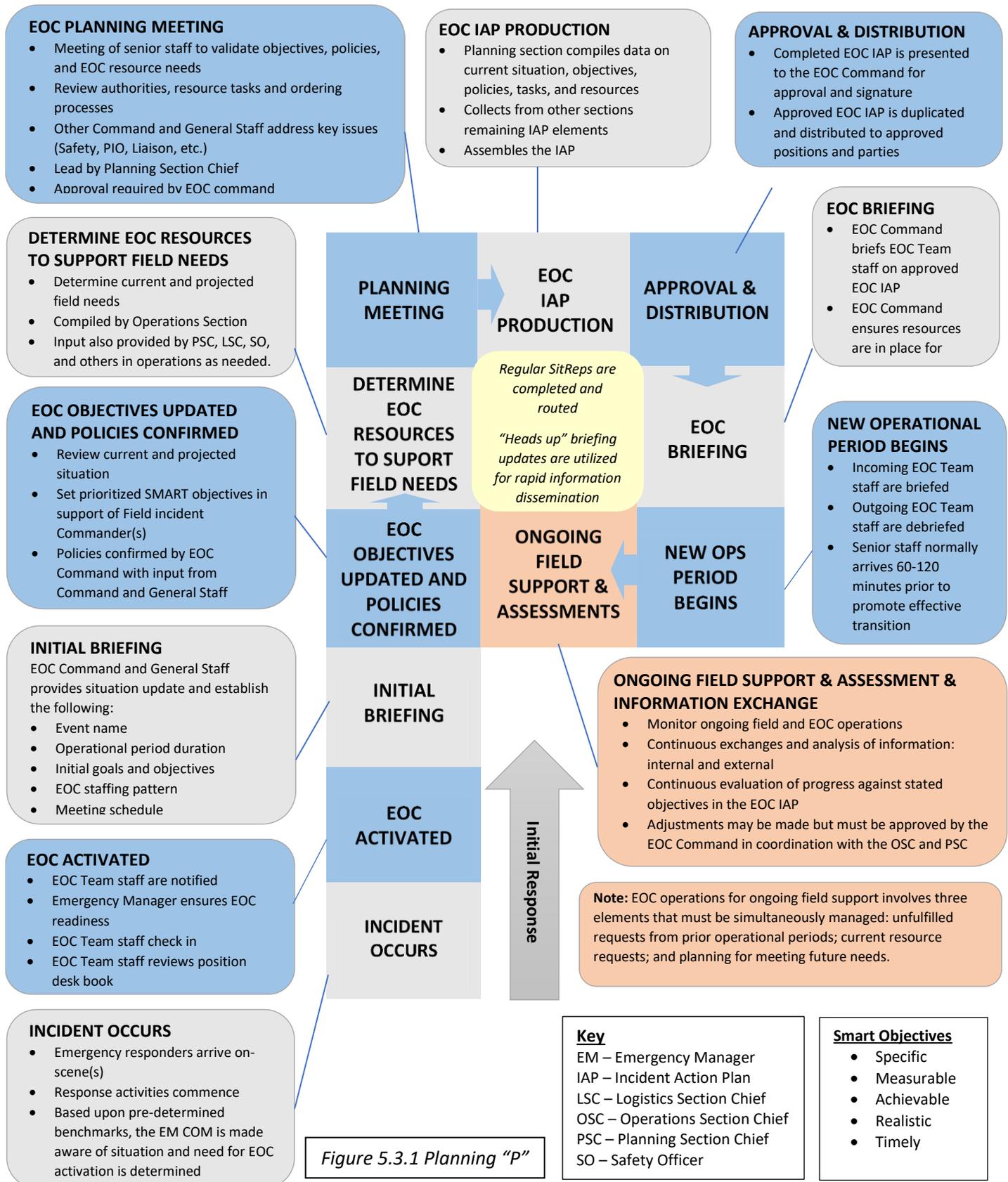


Figure 5.3.1 Planning “P”

#### **5.4 WEB EOC**

The County utilizes WebEOC — a web-based tool that facilitates information sharing, mission tasking, resource ordering and resource tracking among the county and cities/towns and other agencies within the OA, and with the state. This allows these jurisdictions to share a common operating picture, situational awareness and the coordination/memorialization of information throughout the OA during an emergency. In WebEOC, status boards track emergency activities and emergency responders are able to share real time information with other agencies within the OA, which allows for the coordination of available resources.

CalEOC is the State version of WebEOC that facilitates information sharing, mission tasking, resource ordering and resource tracking between the Operational Area and CalOES, and in particular would be used if resources cannot be obtained within the OA. County OES has standing access to CalEOC although other EOC functions may be granted access as needed to support the response effort.

#### **5.5 MICROSOFT TEAMS**

The County is also using MS Teams to collaborate, share, and distribute knowledge as well as to conduct meetings during incident management. Using Teams, a large group can interface quickly to establish a common operating picture of the ongoing incident. The platform allows for multi-department planning and is readily available throughout the County and across jurisdictional lines.

## **6.0 COMMUNICATIONS**

Per NIMS, information is coordinated and integrated across jurisdictions and functional agencies; among Federal, State, local, and tribal partners; and with private sector entities and nongovernmental organizations. In order to effectively ensure timely and accurate public information and alert and warning messages are disseminated systems, structures, plans, policies, and equipment must be developed and identified to accomplish these tasks.

Emergency management communications between the Kern EOC, County DOCs and jurisdictional EOCs are conducted through various systems and technologies and incorporate the structures noted below.

### **6.1 JOINT INFORMATION SYSTEM (JIS)**

The Joint Information System (JIS) is a NIMS-defined conceptual structure that provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector. It includes the plans, protocols, procedures, and structures used to provide public information.

The JIS structure is used for ensuring that:

- Public Information Officer (PIO) functions are coordinated and integrated
- A structure and system for developing and delivering coordinated interagency messages is provided
- Public information plans and strategies on behalf of the incident management leadership can be developed, recommended, and executed
- Leadership is effectively advised on public affairs issues that could affect a response effort, and rumors and inaccurate information that could undermine public confidence are controlled and managed.

Federal, State, tribal, territorial, regional, or local Public Information Officers and established Joint Information Centers (JICs) are critical supporting elements of the JIS. A robust and competent OA JIS is integral to an effective and comprehensive OA incident management capability.

### **6.2 JOINT INFORMATION CENTER (JIC)**

In Kern County, the Joint Information Center (JIC) is located within the EOC and it:

- Is a central location that facilitates operation of the Joint Information System
- Is a location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions.
- May be established at various levels of government or at incident sites (would typically be established adjacent to the Kern-activated EOC)
- Can be a component of Multiagency Coordination (MAC) Systems (e.g., MAC Groups or EOCs).

A single JIC location is preferable, but the system is flexible and adaptable enough to accommodate virtual or multiple JIC locations, as required.

The County recognizes that people with disabilities and others with access and functional needs may inherently be more vulnerable during an emergency and will make every reasonable effort to ensure that emergency communications are fully inclusive by using accessible means and formats relative to the incident's cause, size, and current situation. The JIC Procedures Annex provides detail on the tactical actions that support the County's objectives in this area.

### **6.3 INTEROPERABILITY**

Interoperability is the ability of public and private agencies, departments, and other organizations to operate and communicate effectively together through the use of systems, personnel, and equipment. In recognition that successful emergency management and incident response operations require the continuous flow of critical information among jurisdictions, disciplines, organizations, and agencies, Kern County has partnered with several governmental entities and stakeholders to develop the Tactical Interoperable Communication (TIC) Plan.

The TIC Plan, which was adopted by Kern County Board on October 17, 2017, in Resolution No. 2017-312, documents what interoperable communications resources are available within the County, who controls each resource, and what rules of use or operational procedures exist for their activation and deactivation. It applies to public safety personnel during emergency response situations within the Kern County area and ensures radio communication protocol is in compliance with required Public Safety Communications standards. The Kern TIC Plan is part of the regional TIC Plan, which is a component of the state TIC Plan.

The information contained in the TIC Plan is confidential, For Official Use Only, and is only accessible to authorized agencies and personnel.

### **6.4 COMMUNICATION SYSTEMS**

The Kern EOC is equipped with multiple redundant communication modalities allowing the sharing of situational awareness, resource status, raw intelligence and data, and alert and warning. The communication capabilities are routinely reviewed and updated as technology advances. Current communication resources in the Kern EOC include, but are not limited to:

- Land-line based phones
- Cell phones
- Satellite phones (Sheriff, Fire, Public Health and Kern EOC)
- Fax machines
- Internet enabled computers
- Emergency Alert System (EAS)
- Operational Area Satellite Information System (OASIS)
- Radio systems
- ARES/RACES amateur radio
- Public safety frequencies (i.e., law enforcement, fire, EMS)
- Government frequencies (department/agency radios)
- Ultra-high (UHF) band frequencies (DOC to EOC radios)

## **6.5 OPERATIONAL AREA SATELLITE INFORMATION SYSTEM (OASIS)**

The OASIS project was established to create a robust redundant communications system using leased transponder space from commercial satellite operators. The system allows virtually uninterrupted communication between state, regional and OA EOCs. OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. OASIS can be accessed from the County OES office, the OA EOC, and County 9-1-1 Communications.

## **6.6 PUBLIC ALERTING AND NOTIFICATIONS**

During an emergency, the OA local jurisdictions are responsible for the dissemination of information to the public. Public Information Officers (PIOs) disseminate emergency instructions and critical information to affected audiences—including governments, media, and the public—to provide messages that are accessible to all sectors of the community. Several county departments, as well as PIOs from cities, special districts, private non-profit organizations, and private sector companies share in the responsibility for disseminating complete, coordinated, and correct information to the public. The county has various systems in place for disseminating warnings and emergency information to the public, a summary of which is provided below. More detail on Alert and Warnings can be found in Part 2, EOC Procedures.

### **6.6.1 ReadyKern**

Kern County has implemented ReadyKern, a state-of-the-art opt-in emergency notification system alerts residents & businesses about natural disasters and other crises. The new emergency notification system enables Kern County to provide essential information quickly in a variety of situations, such as earthquakes, severe weather, fires, floods, or evacuation of buildings or neighborhoods.

The process begins when Kern County issues a message about a potential safety hazard or concern. Messages will be sent to registered constituents via voice and text communication devices, including land line phones, cell phones, e-mail, and more. If receipt of the message is not confirmed, the system will try to reach the second contact number or email. The system will continue trying these contact numbers until it receives a confirmation.

To receive important communications from Kern County, residents and business owners must register the voice and text communication devices where they wish to receive messages.

### **6.6.2 Nixle**

Nixle is an emergency notification system that can provide up-to-date alerts, advisories, community messages and traffic information from law enforcement and community agencies. The system provides the information via text message, phone call, email, internet and social media.

### **6.6.3 Emergency Alert System**

The Emergency Alert System (EAS) is a national public warning system that may be used by local authorities to deliver important emergency information to the public via local broadcast media, in accordance with the *EAS Plan for Kern County* adopted June 25, 2014. Specified County personnel authorized to activate the EAS system to inform the public of a threat, steps they should take, and where to obtain additional information are:

- Fire Chief/Director of Emergency Services
- Sheriff
- Emergency Services Manager.

#### **6.6.4 National Weather Service**

The National Weather Service (NWS) may issue a variety of advisories and warnings when the risk of a weather or hydrologic event has increased or the event is occurring, imminent or likely. Advisories and warnings are disseminated via local television and radio stations, cell phone apps, and the National Oceanic and Atmospheric Administration weather radio.

#### **6.6.5 Integrated Public Alert and Warning System (IPAWS)**

Kern County is moving forward to implement IPAWS, an internet-based capability which Federal, State, and local authorities can use to issue critical public alerts and notifications under a single platform. When implemented, the County can use IPAWS to simultaneously disseminate emergency warnings through the Emergency Alert System (EAS), Ready Kern, and the Wireless Emergency Alert system. At that time, personnel who are authorized to activate the system will be designated and trained.

#### **6.6.6 Public Awareness and Education**

The public's response to any emergency is based on their understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups with or without access and functional needs should do to increase their chances of survival and recovery. Individuals caring for the elderly, children, or pets also need an increased understanding of their specific situation as it pertains to disaster preparedness.

County OES will make emergency preparedness information from local, State and Federal sources available to the OA member jurisdictions and the citizens of the county. Further, OES will provide special emphasis on specific hazards throughout year, to aid in the disaster preparation and education of the communities within the OA.

The Office of Emergency Services uses the following mediums for distributing incident management and preparedness information to the public and partnering stakeholders:

Kern County Fire Department website: <https://www.kerncountyfire.org/>

Kern County Fire Dept. Facebook page: <https://www.facebook.com/kerncountyfire>

Kern County Fire Dept. Twitter feed: <https://twitter.com/kerncountyfire>

### **6.7 EMPLOYEE NOTIFICATION AND RECALL**

Multiple Kern County departments are pre-assigned to primary and/or support SEMS-based emergency functions under this plan (refer to Basic Plan). Based on these functional assignments, each Department Head is responsible to pre-assign employees to emergency functions, reporting locations, and work shifts; develop notification processes; and identify which employees are expected to report automatically following an obvious emergency and which will remain on standby for assignment.

Depending on the incident, County OES staff may monitor the situation or may consult with the Director of Emergency Services/EOC Director to identify the EOC staff and County Department Heads to be notified. Notifications will be made consistent with Part 2/EOC Procedures of this plan.

Logs must be maintained of all notifications made or attempted, including the estimated time of arrival at the assigned duty station. Logs will become part of the permanent incident record and should be forwarded to the EOC Plans/Intel Documentation Unit when the incident concludes.

Further details on the recall and notification process are found in EOC Procedures, Part 2 of this EOP.

## **7.0 FINANCE, LOGISTICS AND ADMINISTRATION**

### **7.1 FINANCE**

The Finance Section of the EOC provides support and coordination to support the County's incident management operations and coordinates the recovery of costs as allowed by State and Federal law. The financial priorities include maintaining, to the greatest extent possible, the financial systems required to keep the county functioning during a major emergency or disaster. While the authority to adjust department budgets and funding priorities rests with the Board of Supervisors, if an incident requires major redirection of County fiscal resources, the CAO representative (as Director of the Finance and Administration Section) will coordinate the approvals and transactions needed to address emergency funding needs.

#### **7.1.1 Expenditure Tracking**

The County may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and are generally considered to be over and above normal expenses.

The County Administrative Office may establish expense tracking codes which are unique for the incident, which will be communicated to departments which have disaster response and/or recovery missions. Departments should record labor and other expenditures to the established expense tracking codes.

In the event that the CAO does not activate expense tracking codes for the incident, Kern OES will be required to contact each participating department to request their estimate of costs and back up documentation. Note: any costs compiled by Kern OES cannot be entered into the County's centralized database and therefore are not accessible through the standard network.

The ICs, EOC Director, and EOC staff are responsible for maintaining written records of all personnel overtime, requests for supplies, equipment utilized, and other disaster-related expenses. Documentation is the key to recovering cost incurred for emergency response and recovery operations. Departments are responsible for documenting all costs back to the original source records to enable completion of accurate and complete claims, and for supporting the costs in the event of an audit. (See *Appendix 11.2 - Documentation Required by FEMA to Support Reimbursement Requests.*)

### **7.2 LOGISTICS**

The Logistics Section of the EOC establishes priorities for the acquisition, transportation, mobilization, allocation, and documentation of resources required to support the response efforts of field emergency response units and the EOC staff, utilizing available public, private, voluntary, donated and mutual aid resources. A separate Annexes to this EOP provide details on the Logistics function.

### **7.3 RESOURCE MANAGEMENT**

When the EOC is activated, the Logistics, Operations, and Planning Sections have primary responsibility for coordinating the resource management effort and have authority under emergency conditions to establish priorities for the assignment and use of all County resources. Each department retains control of its non-assigned resources until released for an emergency assignment by the EOC.

#### **7.3.1 Resource Requests**

Resource requirements for supplies, equipment, vehicles, facilities, or personnel will first be filled

from within Kern County local governments, agencies and from within county departments. During response to significant emergencies, multiple requests for similar and/or scarce resources requires close coordination between all activated local government EOCs and the Kern OA EOC, and between the Operations and Logistics Sections. Depending on the scale of the emergency, limited resources may need to be coordinated through the Kern OA EOC.

When the Kern OA EOC is activated, the Logistics Section will be the single ordering point for resources, through use of WebEOC, except for resources customarily available through discipline specific mutual aid agreements.

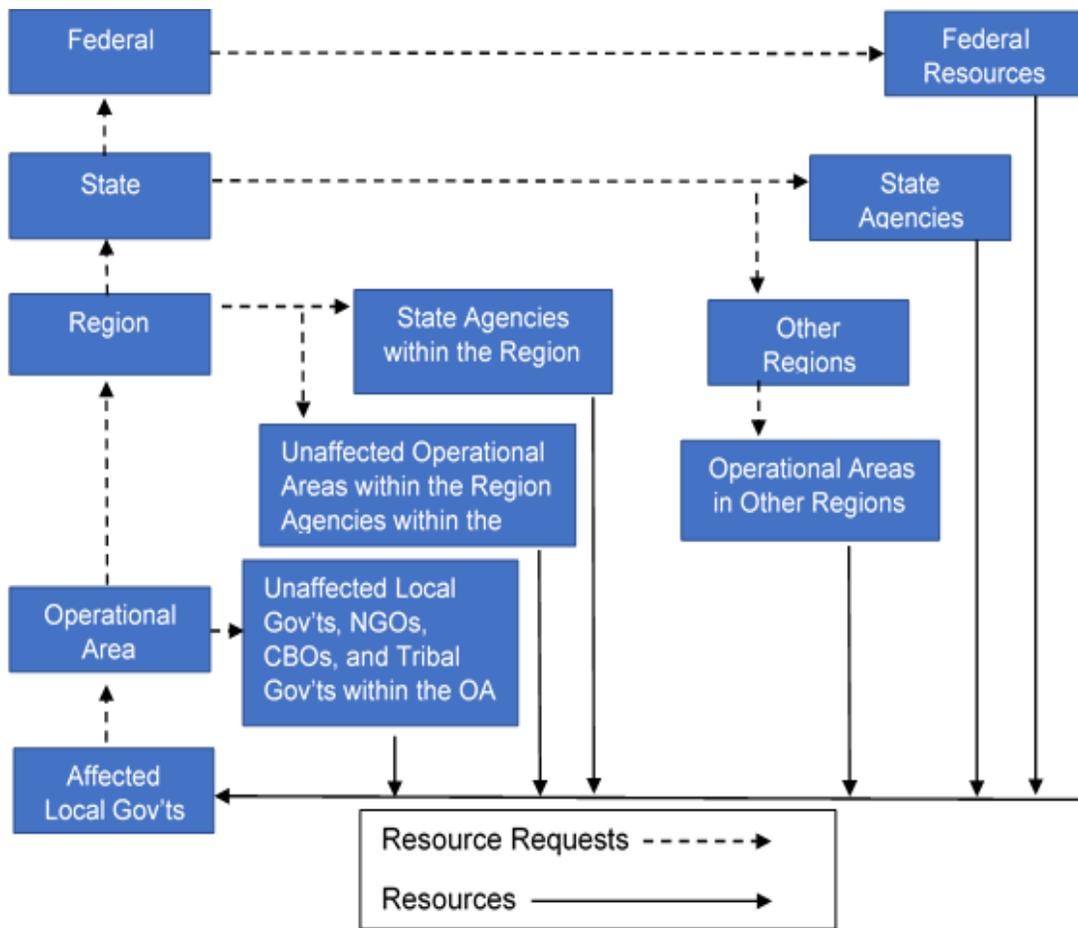


Figure 7.3.2 The Resource Request Flowchart as defined by SEMS and the State of California Emergency Plan

If resources are exhausted in the Kern Operational Area, requests are then routed to the REOC following SEMS protocols or through an established mutual aid system when appropriate.

As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and includes processes for resource tracking and ensuring applicable reimbursement. Where applicable, demobilization should include compliance with mutual aid and assistance provisions.

## **7.4 CONTINUITY OF GOVERNMENT**

The line of succession for key personnel of the government of the County is delineated in Kern County Ordinance Code 2.66.200:

- In the absence of the chairman of the Board of Supervisors, or upon inability to act, the chairman of the board shall automatically be succeeded by the following officials in the order named:
  - Vice-chairman of the Board of Supervisors
  - The remaining county supervisors followed consecutively in the sequence of the number of their respective supervisorial districts.
- Standby Officers are excluded from the line of succession for the chairman of the Board of Supervisors.
- For other elected officials, in order of descending authority among existing subordinates and thereafter as provided by the Board of Supervisors.

### **7.4.1 Standby Officers**

The Board of Supervisors has appointed one (1) standby officer for each member of the Board, to act as a successor for that member of the Board. Standby officers are appointed annually.

### **7.4.2 Order of Succession for Emergency Management Organization**

The Emergency Council automatically transitions to the Emergency Management Organization in times of disaster. Positions and authority are retained until a Council member or official returns to duty or until such time as a position higher in the order of succession becomes available.

The Order of Succession for the Kern EMO is as follows:

- Director of Emergency Services (Fire Chief) – Chairman
- Sheriff-Coroner – Vice-Chairman
- County Administrative Officer
- Director of Public Health Services
- Public Health Officer
- Director of Emergency Medical Services
- Director of Public Works
- Assistant County Administrative Officer for General Services
- Chief Executive Officer for Kern Medical
- Chief Human Resources Officer
- Director of Human Services
- Director of Behavioral Health and Recovery Services
- Director of Aging and Adult Services
- Agricultural Commissioner/County Sealer
- Public Works Building Official
- Director of Animal Services
- Director of Environmental Health Services

### **7.4.3 Continuity of Operations**

Each County Department has developed a Continuity of Operations Plan (COOP) based on Kern County's existing scope of government services. The Plans outline the key essential functions of county government, succession plans and delegation of authority for each respective department. In the event of an incident which disrupts normal operations, each department is responsible for implementing their respective COOP as necessary. In the event of loss of government facilities due to a disaster, alternate locations have been identified.

## **8. PLAN DEVELOPMENT AND MAINTENANCE**

### **8.1 DEVELOPMENT PROCESS**

The County Emergency Services Manager is responsible to ensure that the EOP meets current planning standards and requirements. The Emergency Services Manager initiates the development process, which engages the support of County departments, partnering agencies, and entities with relevant EOC responsibilities. Contributions from stakeholders and other subject matter experts are considered in the development of the draft EOP.

This Emergency Operations Plan (EOP) was developed in compliance with Comprehensive Preparedness Guide (CPG) 101.2 and the 2020 CalOES Emergency Operations Plan Crosswalk.

### **8.2 REVISION AND MAINTENANCE PROCESS**

The Emergency Operations Plan will be reviewed in its entirety once every three years for revisions as appropriate, and may be modified following a change in responsibilities, procedures, laws, rules, or regulations pertaining to emergency management. The Plan may also be modified as a result of post-incident and/or post exercise critiques.

Jurisdictions and agencies having assigned responsibilities under this plan are requested to review the plan regularly and are obligated to inform the Emergency Services Manager for any changes that would impact the plan. The Office of Emergency Services is responsible for making minor modifications to the Plan as needed; modifications will be considered for approval by the Emergency Council at its next regular meeting and, upon their approval, such changes shall be published and distributed to all departments, agencies, and jurisdictions holding the plan. Revisions/updates will be documented on the "Update/Revision List Form" located at the front section of the EOP.

### **8.3 PLAN CONCURRENCE**

The Emergency Council concurs with this EOP and recommends it for adoption by the Board of Supervisors. Supporting agencies and organizations include all County departments who receive a copy of this plan. All County departments are expected to adopt and implement procedures that will ensure compliance with this Plan.

### **8.4 PLAN APPROVAL**

The final draft of the updated/revised Plan is presented to the Emergency Council for review and if approved, is submitted to the Board of Supervisors for adoption. The Board of Supervisors will issue a Letter of Promulgation or Resolution denoting adoption of the Plan. The Board of Supervisors exercises overall authority and responsibility for the contents of this Plan.

### **8.5 TRAINING AND EXERCISES**

The Office of Emergency Services (OES) is responsible for planning and coordinating training programs to ensure the capabilities of departments/agencies with assigned responsibilities in the EOP, to include seminars, tabletop exercises, functional, and full-scale exercises, and will inform County department of training opportunities as they become available.

All County employees who have a disaster-related response functions are also required to complete certain basic training as per NIMS and SEMS requirements as well as any function-specific training to assist their emergency response efforts, as identified in the *NIMS*

*Implementation Training Plan* adopted by the Emergency Council. Departments self-certify their training activities to Kern OES, which compiles the information in the NIMCAST for submittal each year to CalOES.

All reasonable effort must be given to integrate individuals with access and functional needs and people with disabilities into emergency planning, exercises and simulations, including

- Educating emergency/public safety personnel and relevant community entities on how to provide communication to people with different abilities in emergency situations.
- Training appropriate emergency personnel in the use of accessible communications technologies for emergency alerting, person-to-person communications, Smart911 and ReadyKern.
- Convene stakeholders for input on inclusive emergency preparedness and communications.

The Office of Emergency Services is responsible for reporting and submitting the County's NIMS compliance for the County, cities, and some special districts, and as required by FEMA and CalOES, prepares the annual NIMS report which reflects implementation objectives and metrics in support of national preparedness goals.

## **8.6 AFTER-ACTION REPORTING**

After every proclaimed event or grant-funded exercise, the EOC Director or Incident Commander is responsible for facilitating the After-Action Report (AAR), consistent with Title 19, Section 2450 of the California Emergency Services Act and SEMS regulations. If a Local Emergency was declared for which the Governor proclaimed a State of Emergency, the report must be completed and transmitted to CalOES via CalEOC within 90 days following the close of the incident.

The After-Action Report will, at a minimum:

- Include a review of response actions taken
- Address the application of SEMS, along with suggested modifications as appropriate
- Identify necessary modifications to plans and/or procedures
- Identify training needs
- Describe recovery activities to date.

The AAR will serve as a source for documenting the County's emergency response activities and identifying areas of concern and success. It will also be utilized to develop a work plan for identifying and implementing improvements. A copy of the AAR will be forwarded to the Emergency Council.

## **8.7 VITAL RECORD RETENTION**

Vital records are those that:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities, such as vital statistics, land and tax records, licenses, and articles of incorporation.
- Conduct emergency response and recovery operations, including emergency operations plans.
- Reestablish governmental functions and protect the rights and interests of government, including statutes and ordinance, court records, official proceedings and financial records.

Each department/agency is responsible for identifying and maintaining vital records and ensuring their storage and preservation in a manner that protects them in the event of a disaster. Additional information on the County's records retention policy may be found in Administrative Bulletin No. 11 of the Kern County Policy and Procedures Manual.

## **9.0 AUTHORITIES AND REFERENCES**

The County of Kern Emergency Operations Plan follows federal, state, and local regulations and guidelines. Additionally, best practices and lessons-learned have helped to inform this plan to the extent possible.

### **9.1 AUTHORITIES**

#### **9.1.1 Federal**

- American with Disabilities Act (PL 101-336), as amended
- Bio-terrorism Act (PL 107-188), June 2002
- Federal Civil Defense Act of 1950 (Public Law 920), as amended
- Federal Emergency Management Agency Comprehensiveness Preparedness Guide (CPG) 101, Developing and Maintaining Emergency Operations Plans, Version 2, November 2010
- Federal Emergency Management Agency Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action, December 2011
- Homeland Security Act (PL 107-296), January 2002
- Homeland Security Presidential Directive 5 - National Incident Management System, February 2003
- Individuals with Disabilities in Emergency Preparedness, Executive Order 13347, July 2004
- National Incident Management System, 2008
- National Preparedness Goal, September 2011
- National Response Framework, 2016
- Pet Evacuation and Transportation Standards Act (PL 109-308), 2006
- Presidential Policy Directive 8: National Preparedness 2008
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288), as amended
- U.S. Army Corps of Engineers Flood Fighting (PL 84-99)

#### **9.1.2 State**

- California Code of Regulations, Title 19, Division 2 - Standardized Emergency Management System
- California Government Code, Title 2, Division 1, Chapter 7- California Emergency Services Act, 1970
- California Government Code, Title 1, Chapter 4, Division 8, Section 8635- Continuity of Government
- California Government Code, Title 2, Division 1, Chapter 7.5 - California Natural Disaster Assistance Act

#### **9.1.3 County/OA**

- Kern County Code, Chapter 2.66, Emergency Services
- County/Operational Area Resolution No. 95-421, adopting the Standardized Emergency Management System, August 1995
- County/Operational Area Resolution No. 50- 83-89 adopting California Master Mutual Aid Agreement, December 1950
- County/Operational Area Resolution No. 2006-218 adopting National Incident Management System, June 2006

## **9.2 REFERENCES**

### **9.2.1 Federal**

- Digest of Federal Disaster Assistance (DAP-21)
- Federal Emergency Management Agency Debris Removal Guidelines for State and Local Officials (FEMA DAP-15)
- Federal Emergency Management Agency Incident Command System Forms Manual, 2009
- Guide to Federal Aid in Disasters (DAP-19)
- Individual and Family Grant Program Handbook Pursuant to PL 93-288
- National Response Framework, January 2008

### **9.2.2 State**

- California State Emergency Plan
- Governor's Office of Emergency Services Disaster Assistance Procedures Manual
- California Emergency Resources Management Plan
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Operations Plan
- California Assistance Procedures Manual (CalOES)
- Integrating Access and Functional Needs into Emergency Management (CalOES)
- Planning Natural Disaster Assistance Act Eligibility Guidelines and Claiming Instructions (CalOES)
- Hazardous Materials Incident Contingency Plan (CalOES)
- Public Assistance Guide for Applicants (CalOES DAP-1)

### **9.2.3 County/OA**

- Kern County, California Multi-Jurisdictional Hazard Mitigation Plan, March 2014
- Kern County Transportation Plan for the Evacuation of People with Access and Functional Needs, March 2010
- Lake Isabella Dam Failure Evacuation Plan, December 2009
- Kern County Sheltering Operations Plan, October 2017

## **9.3 ADDITIONAL REFERENCE MATERIAL**

### **9.3.1 Operational Area Jurisdiction Members - (see following page)**

## **KERN OPERATIONAL AREA JURISDICTION MEMBERS**

(Established by the Kern County Board of Supervisors August 8, 1995)

### **COUNTY**

County of Kern

### **CITIES**

City of Arvin  
City of Bakersfield  
City of California City  
City of Delano  
City of Maricopa  
City of McFarland  
City of Ridgecrest  
City of Shafter  
City of Taft  
City of Tehachapi  
City of Wasco

### **SPECIAL DISTRICTS**

East Kern Airport  
Indian Wells Valley Airport  
Minter Field Airport  
Kern County Cemetery District  
North Kern Cemetery  
Arvin Community Services  
Bear Valley Community Svcs.  
East Niles Community Svcs.  
Golden Hills Community Svcs.  
Inyokern Community Svcs.  
Mtn. Meadows Community Svcs.  
Rosamond Community Svcs.  
Stallion Springs Community Svcs.  
Kern Valley Hospital  
No. Kern-South Tulare Hospital  
Tehachapi Hospital  
Kern Mosquito Abatement  
South Fork Mosquito Abatement  
West Side Mosquito Abatement  
Frazier Park Public Utility  
Lamont Public Utility  
Wasco Public Library  
Bear Mountain Rec. and Park  
Buttonwillow Rec. and Park  
North Bakersfield Rec. and Park  
Tehachapi Valley Rec. and Park  
Wasco Recreation and Park  
West Side Recreation and Park  
Arvin Sanitation Authority  
Ford City Sanitation Authority  
Kern Sanitation Authority  
North of the River Sanitary Dist.  
Berrenda Mesa Water  
Cawelo Water  
Greenfield Water  
Indian Wells Valley Water  
Kern County Water Agency  
Kern-Tulare Water  
Lost Hills Water  
No. of the River Muni Water  
Rag Gulch Water  
Rand Community Water

Tehachapi-Cummings County Water  
West Kern Water  
Arvin-Edison Water Storage  
Semitropic Water Storage  
Kern River Levee  
Golden Empire Transit

### **SCHOOL DISTRICTS**

Superintendent of Schools  
Arvin  
Bakersfield City  
Beardsley  
Belridge Elementary  
Blake  
Buttonwillow Union  
Caliente Union  
Delano Union  
Di Giorgio  
Edison  
Elk Hills  
Fairfax  
Fruitvale  
General Shafter  
Greenfield Union  
Kernville Union  
Lakeside Union Elementary  
Lamont  
Linns Valley-Poso Flat Union  
Lost Hills Union  
Maple  
McKittrick  
Midway  
Norris  
Panama-Buena Vista Union  
Pond Union  
Richlard-Lerdo  
Rio Bravo-Greeley Union  
Rosedale Union  
Semitropic  
South Fork Union  
Standard  
Taft City  
Vineland  
Wasco Union  
El Tejon Unified  
Maricopa Unified  
McFarland Unified  
Mojave Unified  
Muroc Joint Unified  
Sierra Sands Unified  
Southern Kern Unified  
Tehachapi Unified  
Delano Joint Unified High  
Kern High  
Taft Union High  
Wasco Union High  
Kern Community College  
West Kern Community College

### 9.3.2 Operational Area Mutual Aid Coordinators

Discipline/Function	Coordinator
Care & Shelter	Human Services Director
Coroner	Sheriff-Coroner
Construction & Engineering	Public Works Director
Debris Management	Public Works Director
Emergency Medical Services	Emergency Medical Services Director
Fire & Rescue	Fire Chief
Health	Public Health Officer
Law Enforcement	Sheriff

### 9.3.3 Emergency Response Reporting Locations

#### 9.3.3(a) Emergency Operations Center

Emergency Function	Primary Reporting Location	Alternate Reporting Location
Kern EOC	2601 Panorama Drive, Bldg. B Bakersfield 93306	<u>Primary alternate:</u> Public Health Education Center 1800 Mount Vernon Avenue, First Floor Bakersfield 93306  <u>Secondary alternate:</u> Olive Drive Training Facility 5642 Victor Street, Classroom E Bakersfield CA 93308

#### 9.3.3(b) Department Operations Centers

Emergency Function	Primary Reporting Location	Alternate Reporting Location
Behavioral Health and Recovery Services	Westchester: 2001 28 <sup>th</sup> St, North Tower, Bakersfield 93301	Mary K. Shell: 5121 College Avenue Bakersfield 93305
Emergency Medical Services	Public Health Department 1800 Mount Vernon Avenue 3 <sup>rd</sup> Floor, Bakersfield 93306	2700 M Street, 3 <sup>rd</sup> Floor Bakersfield 93301
Environmental Health Services	2700 M Street, 3 <sup>rd</sup> Floor Bakersfield 93301	1800 Mount Vernon Avenue First Floor Bakersfield 93306
Fire	5642 Victor Street Bakersfield 93308	TBD - Kern County fire station (situation dependent )
Human Resources	1115 Truxtun Avenue, 1 <sup>st</sup> Floor Bakersfield 93301	TBD – Kern County library (situation dependent)
Human Services	100 East California Avenue, Bakersfield 93307	Kinship Center – 3049 Wilson Road, Bakersfield 93304  Training Facility – 1400 S. Street Bakersfield 93301
Public Health	1800 Mount Vernon Avenue First Floor Bakersfield 93306	2700 M Street, 3 <sup>rd</sup> Floor Bakersfield 93301
Public Works	2700 M Street, First Floor Bakersfield 93301	2903 Patton Way Bakersfield 93308
Sheriff-Coroner	1350 Norris Road, Bakersfield 93308	Lerdo Detentions Bureau Ops. Ctr. 17695 Industrial Farm Road Bakersfield 93308

**9.3.3 Emergency Response Reporting Locations (continued)**

**9.3.3(c) County Seat of Government Location(s)**

Function	Primary Location	Alternate Location(s)
Kern County Board of Supervisors	Kern County Administrative Ctr. 1115 Truxtun Avenue, First Floor Bakersfield 93301	Kern County Public Health Dept. 1800 Mount Vernon Avenue First Floor Bakersfield 93306

## 10.0 ACRONYMS AND ABBREVIATIONS

AAR	After Action Report
ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
AP	Action Plan
CA-ESF	California Emergency Support Function
CAP	Corrective Action Plan
CalEOC	California Emergency Operations Center
CalOES	California Governor's Office of Emergency Services
CalTrans	California Department of Transportation
CCR	California Code of Regulations
CDA	California Disaster Assistance Act
CDC	Centers for Disease Control and Prevention
CGC	California Government Code
CISD	Critical Incident Stress Debriefing
CISM	Crisis Incident Stress Management
CLETS	California Law Enforcement Telecommunication System
COG	Continuity of Government
COOP	Continuity of Operations
DHS	Department of Homeland Security
DMAC	Disaster Management Area Coordinator
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DOC	Department Operations Center
DRC	Disaster Recovery Center
DSW	Disaster Service Worker
ECC	Emergency Coordination Center
EDIS	Emergency Digital Information System
EEI	Essential Elements of Information
EMAC	Emergency Management Assistance Compact
EMO	Emergency Management Organization
EMS	Emergency Medical Services
EMMA	Emergency Managers Mutual Aid
EMSA	Emergency Medical Services Authority (State)
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ERT	Emergency Response Team
ESA	Emergency Services Act (California)
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HazMat	Hazardous Material(s)
HHS	Department of Health and Human Services
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
IPAWS	Integrated Public Alert and Warning System
IST	Incident Support Team
JIC	Joint Information Center

JIS	Joint Information System
JOC	Joint Operations Center
KCFD	Kern County Fire Department
KCSO	Kern County Sheriff's Office
LAC	Local Assistance Center
MACS	Multi-Agency Coordination System
MCI	Multi-Casualty Incident
MJHMP	Multi-Jurisdiction Hazard Mitigation Plan
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services (may refer to either the county or the state)
OSC	On-Scene Commander
OSHA	Occupational Safety and Health Administration
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
PPE	Personal Protective Equipment
PSO	Public Safety Officer
RACES	Western Kern County Radio Amateur Civil Emergency Services
REOC	Region Emergency Operations Center
RESTAT	Resources Status
REOC	Regional Emergency Operations Center
SBA	U.S. Small Business Administration
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SOC	State Operations Center
SOP	Standard Operating Procedure
THIRA	Threat and Hazard Identification and Risk Assessment
TICP	Tactical Interoperable Communication Plan
UC	Unified Command
UCS	Unified Command System
US&R	Urban Search and Rescue
WebEOC	Online Emergency Management Information System

## 11.0 GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA):** An agreement entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency.

**California Emergency Services Act (ESA):** An Act within the California Government Code to ensure that preparations within the state will be adequate to deal with natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property and the natural resources of the state and generally to protect the health and safety and preserve the lives and property of the people of the state.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics and Finance/Administration.

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

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

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

**Continuity of Government (COG):** Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the pre-delegation of emergency authority and active command and control during response and recovery operations.

**Continuity of Operations (COOP):** Activities which are undertaken to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

**Crisis Incident Stress Management (CISM):** A method of helping first responders and others who have been involved in critical incidents that leave them emotionally affected by those incidents.

**Department Operations Center:** A facility used by a distinct discipline, such as flood operations, fire, medical, or a unit, such as Department of Public Works, or Department of Public Health.

Department Operations Centers may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Federal Emergency Management Agency (FEMA):** The agency created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response and recovery.

**Field Treatment Site:** A location within a jurisdiction used for the assembly, triage, medical stabilization and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources. Preferably the site should include, or be adjacent to, an open area suitable for use as a helicopter pad.

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

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

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

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

**Hazard Mitigation Plan:** The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society which includes the actions needed to minimize future vulnerability to hazards

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

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

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

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

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

management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

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

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

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

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

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

**Kern County Emergency Council:** The local disaster council as defined in the California Services Act, Government Code Section 8610.

**Kern County Emergency Management Group:** The "Kern County Emergency Council" during times of locally declared emergencies and shall, in addition, perform operational area responsibilities as specified in the California Emergency Services Act, Government Code Section 8605, and those responsibilities in Section 2.66.060 of the Kern County Ordinance Code.

**Kern County Operational Area:** The county of Kern and all political subdivisions (cities and special districts) within the County's geographic boundaries.

**Lead Agency:** The meaning of lead agency used in Title 19, Section 2409(d) of the California Code of Regulations. The Lead Agency of the operational area is responsible for:

- Coordinating information, resources and priorities among the local governments within the operational area.
- Coordinating information, resources and priorities between the regional level and the local government level. Fire and law enforcement resources are coordinated through their respective mutual aid systems.
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

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

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

**Local Emergency (State Definition):** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county or city, caused by such conditions as drought, sudden severe energy shortage, plant or animal infestation or disease, air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of that political subdivision and require the combined forces of political subdivisions to combat.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**National Incident Management System:** Provides a systematic, proactive approach guiding government agencies at all levels, the private sector and non- governmental organizations to work seamlessly to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**National Response Framework:** A guide to how the nation conducts all-hazards incident management. It is based upon the premise that incidents are handled at the lowest jurisdictional level.

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

**Operational Area (State Definition):** An intermediate level of the emergency services organization, consisting of a county and all political subdivisions and pertinent Special Districts within the county area. The County of Kern serves as the lead agency for the Kern OA.

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

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

**Operations Section:** One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. At the SEMS EOC level the section is responsible for the coordination of operational activities and includes Branches and Units necessary to maintain span of control.

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

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

**Planning Section (also referred to as Plans/Intel):** One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Political subdivision:** Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

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

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

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

**Radio Amateur Civil Emergency Services (RACES):** An emergency services tool designed to make efficient use of skilled radio amateurs throughout the State in accordance with approved civil defense communications plans. Operators are registered with Cal EMA to provide emergency communications support.

**ReadyKern:** A state-of-the-art emergency notification system that can quickly provide essential information and alerts to residents and businesses in a variety of situations, such as earthquakes, severe weather, fires, floods or evacuations.

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

**Recovery:** The development, coordination, and execution of service- and site- restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

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

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

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

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

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

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

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

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

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

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

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

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

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

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

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

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

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

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

**State of Emergency (State Definition):** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or

an earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency", which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment and facilities of any single county, city and county or city and require the combined forces of a mutual aid region or regions to combat.

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

**State Operations Center (SOC):** A facility established by the State Office of Emergency Services, headquartered in Sacramento, for the purpose of coordinating and supporting operations within a disaster area and controlling the response efforts of State and Federal agencies in supporting local governmental operations. It is responsible for centralized coordination of state resources in support of the three Cal OES Administration Regional Emergency Operations Centers (REOCs). It is also responsible for providing updated situation reports to the Governor and legislature.

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

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

**Technical Specialists:** Personnel with special skills that can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs and they are typically certified in their fields or professions

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

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

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

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

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

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

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

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

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

**WebEOC:** An electronic emergency management information system which enables users to have a common operating picture throughout the OA during an emergency. The platform serves as a resource ordering tool and for sharing information with cities/towns and other agencies within the OA and the state on a real time basis.



## Activity Log (ICS Form 214) Instructions

**Purpose.** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any After Action report.

**Preparation.** An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

**Distribution.** Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

### Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed and indicate pagination as used.

Block Number	Block Title	Instructions
1.	<b>Incident Name</b>	Enter the name assigned to the incident.
2.	<b>Operations Period</b> <ul style="list-style-type: none"> <li>• Date and Time from</li> <li>• Date and Time to</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3.	<b>Name</b>	Enter the title of the organizational unit or resource designator (e.g. Facilities Unit, Safety Officer).
4.	<b>ICS Position</b>	Enter the name and the ICS position of the individual in charge of the unit.
5.	<b>Home Agency (and Unit)</b>	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6.	<b>Resources Assigned</b>	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> <li>• Name</li> </ul>	Use this section to enter the resource's name. For all individuals use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> <li>• ICS Position</li> </ul>	Use this section to enter the resource's ICS position (e.g. Finance Section Chief.)
	<ul style="list-style-type: none"> <li>• Home Agency (and Unit)</li> </ul>	Use this section to enter the resource's home agency and/or unit (e.g. Kern County Public Works Department).
7.	<b>Activity Log</b> <ul style="list-style-type: none"> <li>• Date/Time</li> <li>• Notable Activities</li> </ul>	Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.
8.	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date</li> </ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

Appendix 12.2 – CA Emergency Support Functions (ESFs) and County Department Roles

CA - ESF Title	Kern County Functional Annex	Description	Kern County Lead Agency	County Supporting Agency
<b>ESF #1</b> Transportation	Logistics	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.	Public Works	
<b>ESF #2</b> Communication	Logistics	Provide resources, support, and restoration of government emergency communications, including voice and data.	General Services: Comm.  CAO: ITS	
<b>ESF #3</b> Construction and Engineering	Construction and Engineering	Organizes the capabilities and resources of the government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to local jurisdictions.	Public Works	
<b>ESF #4</b> Fire and Rescue	Fire, Rescue and HazMat	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural, and wildland fires and emergency incident scene rescue activities and provide personnel, equipment, and supplies to support local jurisdictions.	Fire	
<b>ESF #5</b> Management	EOC Procedures	Coordinates and resolves issues among the ESFs in the four phases of emergency management to ensure consistency in the development and maintenance of the EOP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	Fire (OES)	Sheriff

<b>ESF #6</b> Care & Shelter	Care and Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.	Human Services  Red Cross	Animal Svcs.  Public Health  Aging & Adult Svcs.
<b>ESF #7</b> Resources	Logistics	Coordinates plans and activities to locate, procure, and pre-position resources to support emergency operations.	General Services	
<b>ESF #8</b> Public Health & Medical	Health and Medical	Coordinates Public Health, Environmental Health, and Emergency Medical Services activities in support of local jurisdiction resource needs for preparedness, response, recovery, and mitigation from emergencies and disasters.	Public Health (Env. Health)	Behavioral Health and Recovery Svcs.
<b>ESF #9</b> Search & Rescue	Law and Coroner	Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons that may involve criminal acts and water rescues.	Sheriff	Fire
<b>ESF #10</b> Hazardous Materials	Fire, Rescue and HazMat	Coordinates resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to, and recover from a threat to the public or environment by actual or potential hazardous materials releases, including oil spills.	Fire  Env. Health	
<b>ESF #11</b> Food & Agriculture	Health and Medical	Supports the responsible jurisdiction and coordinates activities during and immediately following a disaster, affecting the agriculture and food industry, and supports the recovery of impacted industries and resources post disaster.	Env. Health  Ag. Comm.	

<b>ESF #12</b> Utilities	Logistics  Construction and Engineering	Provides resources and support to responsible jurisdictions and in partnership with the private sector to restore gas, electric, water, wastewater and telecommunications.	General Services	Public Works
<b>ESF #13</b> Law Enforcement	Law and Coroner	Coordinates law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities, Wilderness Search and Rescue, and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.	Sheriff/Coroner	
<b>ESF #14</b> Recovery	Recovery (under development)	Supports and enables economic recovery of communities from long-term consequences of extraordinary emergencies and disasters.	CAO/OES	Planning
<b>ESF #15</b> Public Information	Joint Information Systems – Communications	Supports the accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including the special needs population.	CAO (County Comm. Officer)	Fire Sheriff Public Health
<b>ESF #16</b> (Merged with ESF #13 by Cal OES)		n/a		
<b>ESF #17</b> Volunteers & Donations Mgmt.	Volunteer Management  Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources.	Human Resources  Treasurer/Tax Collector	
<b>ESF #18</b> Cybersecurity	Cybersecurity	Coordinates resources to prepare, mitigate, respond to, and recover from a significant cybersecurity event.	ITS	

<b>Documentation Required by FEMA to Support Reimbursement Requests</b>
<i>Note: this list is not all-inclusive.</i>
<b>Applicant (Force Account) Labor and Prisoner Labor:</b>
<p><i>For each individual:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name</li> <li><input type="checkbox"/> Job title and function</li> <li><input type="checkbox"/> Type of employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, prisoner, etc.)</li> <li><input type="checkbox"/> Days and hours worked</li> <li><input type="checkbox"/> Pay rate(s) and fringe benefit rate(s)</li> <li><input type="checkbox"/> Description of work performed with representative sample of daily logs/activity reports, if available</li> <li><input type="checkbox"/> Representative sample of timesheets</li> <li><input type="checkbox"/> Fringe benefit calculations</li> <li><input type="checkbox"/> Pay policy</li> </ul>
<b>Applicant-Owned (Force Account) Equipment:</b>
<p><i>For each piece of equipment:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type of equipment and attachments used, including year, make, and model</li> <li><input type="checkbox"/> Size/capacity (e.g., horsepower, wattage)</li> <li><input type="checkbox"/> Locations and days and hours used with usage logs</li> <li><input type="checkbox"/> Operator name</li> <li><input type="checkbox"/> Schedule of rates, including rate components</li> </ul>
<b>Rented or Purchased Equipment:</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Rental or lease agreements, invoices, receipts</li> <li><input type="checkbox"/> Days used</li> </ul>
<b>Supplies from Stock:</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Historical cost records</li> <li><input type="checkbox"/> Inventory records</li> <li><input type="checkbox"/> Type of supplies and quantities used, with support documentation such as daily logs</li> </ul>
<b>Purchased Supplies:</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Receipts or invoices</li> </ul>
<b>Contracts:</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Procurement policy</li> <li><input type="checkbox"/> Procurement and bid documents</li> <li><input type="checkbox"/> For procurements in excess of the simplified acquisition threshold, a cost/price analysis</li> <li><input type="checkbox"/> Contracts, change orders, and invoices</li> <li><input type="checkbox"/> Dates worked</li> <li><input type="checkbox"/> For time and materials (T&amp;M) contracts, monitoring documentation</li> </ul>
<b>Mutual Aid:</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Written agreement</li> <li><input type="checkbox"/> Services requested and received</li> <li><input type="checkbox"/> Same information listed for labor, equipment, and supplies above (as applicable)</li> <li><input type="checkbox"/> Invoices</li> </ul>

**Donated Resources:**

*For each individual:*

- Name
- Days and hours worked
- Location of work and work performed

*Equipment:*

- Same information listed under Applicant-Owned Equipment above
- Who donated each piece of equipment?

*Supplies or Materials:*

- Quantity donated
- Who donated?
- Location(s) used

**Cost Estimates:**

- Cost estimate for the agreed-upon Scope of Work, developed with unit costs
- Qualifications of the company or individual who prepared the cost estimate

**Cost reasonableness (if requested by FEMA):**

- Documentation showing current market price for similar goods or services, such as:
  - Historical documentation;
  - Average costs in the area; or
  - Published unit costs from national cost estimating databases.
- Documentation supporting necessity of unique services or extraordinary level of effort
- Documentation supporting shortages, challenging procurement circumstances, and length of time shortages or procurement challenges existed, such as:
  - News stories
  - Supply chain vendor reports

**For Direct Administrative Costs (DAC):**

- Specific description of administrative task performed by individual
- Skill level and position description of individual performing task

**Other:**

- Documentation regarding cash donations or other funding received
- Cost comparisons and source documentation, if applicable
- Actual insurance proceeds, if available

**Note:** All source documentation to support the project costs must be maintained. To facilitate closeout and audits, file all documentation pertaining to each project with the corresponding FEMA Project Worksheet as the permanent record of the project.

**NOTES:**


## Emergency Plan Review Crosswalk 2020 Local Government Agencies

### Introduction

The California Governor's Office of Emergency Services (Cal OES) maintains the State Emergency Plan (SEP), and the coordination of local emergency plans with the SEP in accordance with:

- **Government Code § 8568** making the State Emergency Plan effective in each of the state's political subdivisions and requiring each governing body to carry out the provisions of that plan.
- **GC § 8569** giving the Governor the responsibility to “coordinate the preparation of plans and programs for the mitigation of the effects of an emergency by the political subdivisions of this state, such plans and programs to be integrated into and coordinated with the State Emergency Plan.”
- **GC § 8570 (d)** permitting the Governor to “provide for the approval of local emergency plans”.
- **GC § 8586** permitting the Governor to “...assign part or all of his powers and duties under this chapter to the Office of Emergency Services”.
- **GC § 8607 (e)** to be eligible for any funding of response-related costs under disaster assistance programs, each local agency shall use the standardized emergency management system.

To assist with this coordination of local emergency plans, Cal OES has developed this checklist (referred to as a crosswalk) of emergency plan elements designed to ensure that the fundamentals of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) are included in the plan. NIMS concepts may be met by following FEMA's Comprehensive Preparedness Guide (CPG) 101, Version 2.0, which provides guidelines on developing emergency operations plans (EOP).

This crosswalk is not inclusive of all topics that could be addressed in an emergency plan. There is no prescribed format. Users of this crosswalk may alter the sequence or format in any manner that meets their needs and complies with SEMS. The current version of this crosswalk can be found on the [Cal OES](#) web page.

A local government's EOP establishes an emergency management organization to provide a basis for the jurisdiction's coordinated actions before, during and after a disaster. The primary purpose of the EOP is to outline the jurisdiction's all-hazard approach to emergency operations to protect the safety, health, and welfare of its citizens. The jurisdiction's EOP and Continuity Plan (continuity of operations and continuity of government) complement each other. This crosswalk is designed for reviewing local government EOPs and not continuity plans. More information on continuity planning can be found on the [Cal OES Continuity Planning](#) website.

### **References:**

- [State of California Emergency Plan](#)
- [CA-Emergency Support Functions \(CA-ESF\)](#)
- [Standardized Emergency Management System \(SEMS\)](#)
- [National Incident Management System \(NIMS\)](#)
- [FEMA Developing and Maintaining Emergency Operations Plans - Comprehensive Planning Guide \(CPG 101\), Version 2](#)
- [State of California Alert and Warning Guidelines](#)

### **How to Use This Checklist**

Please submit your EOP with a copy of this crosswalk to your Cal OES Regional Branch. Indicate the page location where that element can be found or state "N/A" if it does not apply to your jurisdiction. Several SEMS and CPG 101 elements overlap. Where that occurs, those elements have been combined in the crosswalk and may be addressed as one element. Cal OES regional staff will review your plan and provide comments or feedback in support of your jurisdiction's emergency planning efforts.

### **Region Contact Information**

Coastal Region: 707-862-2372  
Inland Region: 916-657-9107  
Southern Region: 562-795-2902

**Emergency Plan Review Crosswalk 2019  
Local Government Agencies**

Agency: County of Kern

Plan Name: Emergency Operations Plan

Submitted by: Georgianna Armstrong Date: \_\_\_\_\_

Email: garmstrong@kerncountyfire.org Phone Number: (661)873-2604

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<b>FOREWORD SECTION – INTRODUCTORY MATERIAL</b>		
<p><b>1. Promulgation Document/Signature Page:</b></p> <ul style="list-style-type: none"> <li>• This is a promulgation statement recognizing and adopting the plan as the jurisdiction’s all-hazards EOP and signed by the senior elected or appointed official. (CPG 101)</li> <li>• Provide evidence of a dated letter of promulgation or resolution from the governing board. (SEMS)</li> </ul>	<p>Basic Plan (BP) page v</p> <p>BP page ix</p>	
<p><b>2. Approval and Implementation:</b></p> <ul style="list-style-type: none"> <li>• Introduces the plan and outlines its applicability. Include a delegation of authority for specific modifications that may be made to the plan without the senior official’s signature. (CPG 101)</li> <li>• Provide a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used. (SEMS)</li> </ul>	<p>BP page v</p> <p>BP page xi</p>	
<p><b>3. Plan Concurrence:</b> Provide evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the</p>	<p>BP page vii</p>	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
form of a letter of concurrence or a sign-off sheet. (SEMS)		
<p><b>4. Record of Changes:</b></p> <ul style="list-style-type: none"> <li>• Normally a table with fields that track each update or change to the plan. (CPG 101)</li> <li>• Who maintains the emergency plan? What is the process? Detail schedules for modifications, revision list, and who has responsibility for ensuring the plan is kept up-to-date. (SEMS)</li> </ul>	<p>BP page xiii</p> <p>BP page 38</p>	
<p><b>5. Record of Distribution:</b></p> <ul style="list-style-type: none"> <li>• Normally a table with fields that indicate who received the plan, date of delivery and number of copies. (CPG 101)</li> <li>• Include a distribution method that indicates who received the plan and when. (SEMS)</li> </ul>	<p>BP page xv</p>	
<p><b>6. Table of Contents:</b></p> <ul style="list-style-type: none"> <li>• Outlines the plan's format, key sections, attachments, charts, etc. Identifies the major chapters and key elements within the EOP. (CPG 101)</li> <li>• List of where significant parts of the plan are located by page number and subsection of the plan. (SEMS)</li> </ul>	<p>BP page xvii</p> <p>BP pages i - iv</p>	
<b>PART I: BASIC PLAN</b>		
<p><b>7. Purpose:</b> Describe the purpose for developing and maintaining the EOP. (CPG 101)</p>	<p>BP page 1</p>	
<p><b>8. Scope:</b> Describe at what times or under what conditions the plan will be activated. (CPG 101)</p>	<p>BP page 1</p>	
<p><b>9. Situation Overview:</b></p> <ul style="list-style-type: none"> <li>• Provide an overview of the steps taken by the jurisdiction to prepare for disasters. This section should include the following: A) Hazard Analysis Summary; B)</li> </ul>	<p>BP page 1</p> <p>BP pages 4-6</p>	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<p>Capability Assessment; and C) Mitigation Overview. (CPG 101)</p> <ul style="list-style-type: none"> <li>Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards. (SEMS)</li> </ul>	BP page 5	
<p><b>10. Planning Assumptions:</b> Identify what are assumed to be facts for planning purposes in order to make it possible to execute the EOP. (CPG 101)</p>	BP page 4	
<p><b>11. Concept of Operations:</b></p> <ul style="list-style-type: none"> <li>Explain in broad terms, the jurisdiction's intent with regard to emergency operations. Provide a clear methodology to realize the goals and objectives to execute the plan. This may include a brief discussion of the activation levels identified by the jurisdiction for its operations center, and may touch on direction and control, alert and warning, and continuity matters. (CPG 101)</li> <li>Describe the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies. (Gov. Code Sec. 8560)</li> </ul>	<p>BP pages 7-9</p> <p>BP page 32</p> <p>BP page 37</p> <p>BP pages 13-21</p>	
<p><b>12. Organization and Assignment of Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Provide an overview of the key functions the jurisdiction will accomplish during an emergency. Include roles that federal, state, territorial, tribal, local, regional and private sector agencies will take to support local operations. Pre-designate</li> </ul>	BP pages 13-21	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<p>jurisdictional and/or functional area representatives to the IC or UC whenever possible. (CPG 101)</p> <ul style="list-style-type: none"> <li>Identify agency roles and responsibilities during disaster situations and include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, and Finance/Administration). (SEMS)</li> </ul>	BP page 19	
<p><b>13. Direction, Control, and Coordination:</b></p> <ul style="list-style-type: none"> <li>Describe the framework for all direction, control, and coordination activities. Identify who has tactical and operational control of response assets. Discuss multijurisdictional coordination systems and processes. (CPG 101)</li> <li>Indicate how the Incident Command System (ICS) will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations. (SEMS)</li> </ul>	<p>BP pages 10-11 BP page 19 BP page 25</p> <p>BP page 24</p>	
<p><b>14. Information Collection, Analysis and Dissemination:</b> Describe the required critical or essential information common to all operations identified during the planning process. (CPG 101)</p>	BP page 27-29	
<p><b>15. Communications:</b></p> <ul style="list-style-type: none"> <li>Describe the communications and coordination protocols used between response organizations. (CPG 101)</li> <li>Indicate how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities. (SEMS)</li> </ul>	<p>BP pages 30-31</p> <p>BP pages 24-25</p>	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<p><b>16. Administration, Finance, and Logistics:</b> Describe administrative protocols including documentation, after-action reporting, cost recovery, and resource management. (CPG 101)</p>	BP pages 35, 39	
<p><b>17. Plan development and Maintenance:</b> Describe the process to regularly review and update the EOP. (CPG 101)</p>	BP page 38	
<p><b>18. Authorities and References:</b> Provide the legal basis for emergency operations and activities. Describe federal, state, and local laws that specifically apply to the plan. List references used to develop the plan. (CPG 101)</p>	BP pages 40-43	
<b>BASIC PLAN (Additional SEMS Elements)</b>		
<p><b>19. SEMS Coordination Levels:</b> Indicate how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, and state), how information is exchanged, and how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities.</p>	BP pages 16-17 BP pages 24-25  BP page 14	
<p><b>20. Emergency Operations Center Organization:</b> Describe the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC.</p>	BP page 19  BP page 10	
<p><b>21. Involvement of special districts, private, and nonprofit agencies:</b> Identify emergency responsibilities of special districts, private, and volunteer agencies, and their roles in the EOC, Incident Command Post, or other emergency facility.</p>	BP page 19,25	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<p><b>22. Essential Facilities-Primary and Alternate EOC:</b> Indicate the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated.</p>	<p>BP pages 9, 43 BP page 9-10 EOC Procedures Page 6</p>	
<p><b>23. Essential Facilities-Activation/Deactivation of EOC:</b> Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated.</p>	<p>BP pages 8 - 9</p>	
<p><b>24. Field/EOC Direction and Control Interface:</b> Describe the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information.</p>	<p>BP page 24</p>	
<p><b>25. Field Coordination with Department Operations Centers (DOC) and EOCs:</b> Include the use and coordination of DOCs and how they fit into the emergency management organization.</p>	<p>BP page 24</p>	
<p><b>26. Essential Facilities-Alternate Government Facilities:</b> Indicate an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center.</p>	<p>BP page 44</p>	
<p><b>27. Essential Facilities-Americans with Disabilities Act:</b> Identify how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act.</p>	<ul style="list-style-type: none"> <li>• Sheltering Operations Plan</li> <li>• Isabella Dam Failure Evacuation Plan</li> <li>• Transportation Plan for Evacuation of People with Access and Functional Needs</li> </ul>	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<p><b>28. Continuity of Government:</b> Provide persons by position to succeed key government officials and members of the emergency management organization. Also indicate the level and duration of authority these individuals would assume (Gov. Code Sec. 8560).</p>	BP page 37	
<p><b>29. Vital Record Retention:</b> Indicate how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance.</p>	BP page 39	
<p><b>30. Notification and Mobilization:</b> Describe how resources are mobilized and managed (Gov. Code Sec. 8560). Include methods to contact emergency response personnel during normal and after hours. This may be in the form of an alert list.</p>	EOC Procedures page 5	
<p><b>31. Mutual Aid:</b> Include a general description of mutual aid system and processes. (Gov. Code Sec. 8560)</p>	BP page 25  EOC Procedures pages 21 - 24	
<p><b>32. Emergency Proclamations:</b> Indicate the purpose and process of emergency proclamations (include samples).</p>	EOC Procedures Attachments B, C, D (pages 37-41)	
<p><b>33. Public Information:</b> Include pre-incident and post-incident public awareness, education, and communications plans and protocols. (Gov. Code Sec. 8560)</p>	EOC Procedures Attachment A (pages 33-36)	
<p><b>34. Recovery Overview:</b> Include a general recovery concept of operations.</p>	Under development	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<b>35. Recovery Organization:</b> Provide a description of the recovery organization along with a diagram.	Under development	
<b>36. Recovery Damage Assessment:</b> Describe the damage assessment organization and responsibilities.	EOC Procedures pages 26	
<b>37. Recovery Documentation:</b> Describe the documentation process.	EOC Procedures page 26 and Attachment E (pages 43-44)	
<b>38. Recovery After-Action Reports (AAR):</b> Define procedures to submit AAR to Cal OES via Cal EOC.	BP page 39	
<b>39. Recovery Disaster Assistance:</b> Describe the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs.	EOC Procedures pages 26-27	
<b>40. Standard Operating Procedures (SOP) Development:</b> Ensure emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan.	BP page xvii	
<b>41. Training and Exercises:</b> Describe the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary.	BP page 38	
<b>APPENDICES (SEMS ELEMENTS)</b>		
<b>42. Glossary of Terms:</b> Include a glossary of terms that includes all the terms used throughout the plan.	BP pages 47-59	
<b>43. References:</b> Identify the references used in developing the plan.	BP pages 41-42	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<b>44. Resources:</b> Identify sources for materials and supplies internally and externally.	BP pages 41 - 43	
<b>45. Contact List:</b> Include a list of agencies and personnel not internal to the organization, but critical to emergency operations. May be kept under separate cover.	Separate cover	
<b>46. Supporting Documentation:</b> Include material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance.	BP page 38	
<b>PART II: EMERGENCY SUPPORT FUNCTION ANNEXES (If Applicable) (CPG 101 ELEMENTS)</b>		
<p><b>47. Functional Support Annexes:</b> Include functional annexes that add specific information and directions to the EOP. These annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of emergency support functions to include:</p> <ul style="list-style-type: none"> <li>• CA-ESF 1 – Transportation</li> <li>• CA-ESF 2 – Communications</li> <li>• CA-ESF 3 – Construction and Engineering</li> <li>• CA-ESF 4 – Fire and Rescue</li> <li>• CA-ESF 5 – Management</li> <li>• CA-ESF 6 – Care and Shelter</li> <li>• CA-ESF 7 – Resources</li> <li>• CA-ESF 8 – Public Health and Medical</li> <li>• CA-ESF 10 – Hazardous Materials</li> <li>• CA-ESF 11 – Food and Agriculture</li> <li>• CA-ESF 12 – Utilities</li> <li>• CA-ESF 13 – Law Enforcement</li> <li>• CA-ESF 14 - Recovery</li> <li>• CA-ESF 15 – Public Information</li> </ul>	ESF Matrix BP page 61	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<ul style="list-style-type: none"> <li>• CA-ESF 17 – Volunteers and Donation Management</li> <li>• CA-ESF 18 – Cyber Security</li> </ul>		
<b>PART III: FUNCTIONAL ANNEXES (SEMS ELEMENTS)</b>		
<p><b>48. Management Section:</b> Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Overall EOC management</li> <li>• Public information assignment</li> <li>• Identification of a media center</li> <li>• Rumor control</li> <li>• Public inquires</li> <li>• Provision for public safety communications and policy</li> <li>• Identification of a Safety Officer</li> <li>• Facility security</li> <li>• Agency liaison</li> <li>• State/Federal field activity coordination</li> </ul>	Management Annex	
<p><b>49. Operations Section:</b> Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• General warning</li> <li>• Special population warning</li> <li>• Authority to activate Emergency Alert System</li> <li>• Inmate evacuation</li> <li>• Traffic direction and control</li> <li>• Debris removal</li> <li>• Evacuation</li> <li>• Evacuation and care for pets and livestock</li> <li>• Access control</li> <li>• Hazardous materials management</li> <li>• Coroner operations</li> <li>• Emergency medical care</li> <li>• Transportation management</li> <li>• Crisis counseling for emergency responders</li> <li>• Urban search and rescue</li> <li>• Disease prevention and control</li> </ul>	Operations Annex	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<ul style="list-style-type: none"> <li>• Utility restoration</li> <li>• Flood operations</li> <li>• Initial damage assessments</li> <li>• Safety assessments</li> <li>• Shelter and feeding operations</li> <li>• Emergency food and water distribution</li> </ul>		
<p><b>50. Planning/Intelligence Section:</b> Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Situation status</li> <li>• Situation analysis</li> <li>• Information display</li> <li>• Documentation</li> <li>• Advance planning</li> <li>• Technical services</li> <li>• Action planning</li> <li>• Demobilization</li> </ul>	Plans/Intel Annex	
<p><b>51. Logistics Section:</b> Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Field incident support</li> <li>• Communications support</li> <li>• Transportation support</li> <li>• Personnel</li> <li>• Supply and procurement</li> <li>• Resource tracking</li> <li>• Sanitation services</li> <li>• Computer support</li> </ul>	Logistics Annex	
<p><b>52. Finance/Administration Section:</b> Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Fiscal management</li> <li>• Timekeeping</li> <li>• Purchasing</li> <li>• Compensation and claims</li> <li>• Cost recovery</li> <li>• Travel request, forms, and claims</li> </ul>	Finance/Admin Annex	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<b>PART IV: SUPPORT ANNEXES (CPG 101 ELEMENTS)</b>		
<p><b>53. Support Functions:</b> Describe critical operational functions and who is responsible for carrying them out. They may include:</p> <ul style="list-style-type: none"> <li>• Continuity of Government/Operations</li> <li>• Warning</li> <li>• Population Protection</li> <li>• Financial Management</li> <li>• Mutual aid/Multijurisdictional Coordination</li> <li>• Private Sector Coordination</li> <li>• Volunteer and Donations Management</li> <li>• Worker Safety and Health</li> <li>• Prevention and Protection</li> </ul>	Basic Plan	
<b>PART V: HAZARD, THREAT, or INCIDENT SPECIFIC ANNEXES</b>		
<p><b>54. Threat Specific Appendices:</b> The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction. Describe any emergency response strategies that apply to a specific type of hazard. These may include:</p> <ul style="list-style-type: none"> <li>• Avalanche</li> <li>• Severe Storm</li> <li>• Earthquake</li> <li>• Tsunami</li> <li>• Volcanic Activity</li> <li>• Tornado</li> <li>• Floods</li> <li>• Dam Failure</li> <li>• Hazardous Materials Incident - Incorporate or reference the Hazardous Materials Area Plan</li> <li>• Power Disruption (e.g., Public Safety Power Shutoff (PSPS))</li> </ul>	EOP is all hazards	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<ul style="list-style-type: none"> <li>• Radiological Incident</li> <li>• Biological Incident</li> <li>• Terrorism Incident</li> <li>• Other hazards, threat, or incidents</li> </ul>		
<b>ADDITIONAL SEMS ELEMENTS FOR CONSIDERATION</b>		
<p><b>55. Dams:</b> If there are dams in the area, the plan should have or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations, and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. The information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of people with disabilities, persons that lack their own transportation, or persons requiring special assistance.</p>	<p>Separate cover:</p> <ul style="list-style-type: none"> <li>• Isabella Dam Failure Evacuation Plan</li> <li>• Transportation Plan for Evacuation of People with Access and Functional Needs</li> </ul>	
<p><b>56. Recent Legislation</b></p> <p>Upon the next update of their emergency plan, jurisdictions are to implement the following legislative requirements:</p> <ul style="list-style-type: none"> <li>• AB 2311 – Access and Functional Needs (Brown)</li> <li>• AB 477 – Access and Functional Needs (Cervantes)</li> <li>• SB 160 – Cultural Competence (Jackson)</li> </ul>	<p>AFN Annex</p> <p>SB 160 – page xi</p>	

**Comments:**