

**DRAFT**



# **EMERGENCY OPERATIONS PLAN**

**(SEMS/NIMS/ICS)**

**DRAFT**

City of Santa Rosa  
Emergency Operations Plan  
Part 1 – Basic Plan

Table of Contents

I	Introduction	3
	Supersession	3
II	Policy and Procedures	4
	General	4
	Command and Authority	4
	Declaration of Local Emergency	4
	Use of City Employees	4
	Santa Rosa Emergency Operations Center (EOC)	5
	Public Information and Joint Information System (JIS)	5
	Shelter in Place and Evacuation	5, 6
	Access Control	6
	Communications	6
	Other Communications Assets	6
	Citizens Organized to Prepare for Emergencies (COPE)	6, 7
	Mutual Aid Coordination	7
	Incident Management	8
	Peace Officer Powers	8
	Use of State Resources	8
	Mass Care Facility Inspections/ Operations	9
	Safety Evaluation	9
	Emergency Debris Clearance	9
	Route and Utility Recovery	10
	Utilization of Volunteers	10
	Americans with Disabilities Act	10
	City of Santa Rosa EOC Organization Chart	11
III	Concept of Operations	12
	Preparedness and Pre-Incident Phase	12
	Initial Response	12
	Extended Response	13
	Recovery	14
IV	City Response to Disaster	16
	Geographic Response	17
V	Hazards Analysis	20
	Matrix of Potential Hazards – Frequency and Severity	21

VI	Department Responsibilities	22
VII	Standard Operations and Procedures Development	24
	Fire Department	24
	Police Department	25
	Emergency Services Coordinator	26
	Public Works Department	28
	Utilities Department	29
	Human Resources Department	30
	City Manager	30
	Community Development Department	32
	Housing and Redevelopment Department	33
	Administrative Services Department	33
	Parks and Recreation Department	34
	Transit and Parking Department	34
VIII	Continuity of Government (COOP)	36
IX	Authorities and References	38
X	Training and Exercising	39
XI	Glossary	40
TAB	A – Compendium of Pertinent Authorities & References	49



# Emergency Operations Plan

## I – Introduction

The Santa Rosa Emergency Operations Plan (EOP) identifies the City's emergency planning, organization and response policies and procedures. The plan also addresses the integration and coordination with other governmental levels **and special districts** as required.

This plan is based on the principles and functions of the California required **Standardized Emergency Management System (SEMS)**, which is based on the **FIRESCOPE Incident Command System (ICS)**, and identifies how the City of Santa Rosa fits in the overall state SEMS structure. **In addition, the plan incorporates the additional required elements of the National Incident Management System (NIMS)** as directed by Homeland Security Presidential Directive 5, issued February 28, 2003.

This Emergency Operations Plan (EOP) consists of a Basic Plan and Annexes:

- EOP Basic Plan (Posted on City web page & distributed to staff)
- Annexes
  1. EOC Procedures Manual
  2. Hazards Analysis
  3. Department Resources Directories

The Santa Rosa City Council will approve the policies and any updates to the EOP Basic Plan, as needed, and will grant authority to City Staff to update all annexes and other documents outlined in the EOP Basic Plan with the approval of the City Manager.

**THIS PLAN IS INTENDED TO BE READ AND UNDERSTOOD BY CITY OF SANTA ROSA STAFF  
PRIOR TO A MAJOR EMERGENCY OR DISASTER**

The plan addresses how the City will respond to extraordinary events or disasters, from preparation through recovery. The responsibilities of each department **and EOC position** are identified **in the EOC Procedures Manual**.

The City of Santa Rosa Emergency Operations Plan (EOP) **Basic Plan** must be approved and adopted by the City Council and signed by the Mayor. The **Santa Rosa Emergency Services Coordinator** is responsible for reviewing the entire plan on an annual basis and coordinating the revision of the plan with the city departments as required.

Each department director or manager is responsible for reviewing his/her departmental SOPs **and checklists** on an annual basis and coordinating the revision of the procedures with the **Emergency Services Coordinator**.

Special districts serving the City of Santa Rosa are responsible for following this plan and developing procedures to fulfill their stated responsibilities. The **Santa Rosa Emergency Services Coordinator** will be responsible for maintaining a record of all revisions.

## **Supersession**

This plan is an update to the Santa Rosa Emergency Operations Plan adopted in 1999, which superseded the City of Santa Rosa Multi-Hazard Functional Plan approved and adopted by the City Council on 12 October 1982.

## II – Policy and Procedures

### General

The following general policies shall apply to all emergency operations occurring within the City of Santa Rosa. These policies conform with generally accepted practices within the city, county and state.

### Command and Authority

The Director of Emergency Services (City Manager) is responsible for the administration, supervision and operations planning of all sections, branches and units of the City's Emergency Management Organization, as designated in this plan. Daily administration of emergency planning is the responsibility of the **Santa Rosa Emergency Services Coordinator position which is assigned by the City Manager and currently filled by the City of Santa Rosa Emergency Preparedness Coordinator who functions under the direction of the General Services Administrator in the Administrative Services Department.** Emergency Management Section Chiefs are responsible for the administration, planning and supervision of units in their section and any mutual aid agencies operating within the jurisdiction at their request. Section Chiefs and other appointed representatives or coordinators shall confer with **their** respective **Sonoma County** Operational Area coordinators concerning any problem at hand. If an agreement cannot be reached to resolve necessary decisions, the final responsibility shall rest with the **Sonoma County** Operational Area.

### Declaration of Local Emergency

**The City Manager has the authority under CHAPTER 7 OF THE SANTA ROSA CITY CODE to declare the existence of a "Local Emergency" that has the potential to threaten life and/or property within the city. The declaration of such an emergency shall be communicated to and ratified by the City Council within 7 days of its issuance. The declaration of a "Local Emergency" shall also be communicated to the Sonoma County Operational Area as soon as possible after its issuance. All mutual aid requests will be coordinated from the Santa Rosa Emergency Management Organization through the Sonoma County Operational Area as required under SEMS.**

### Use of City Employees

Under the guidelines of **California** Government Code 3100, all city employees are designated Disaster Service Workers and as such are response personnel in the event of a disaster or emergency. Government Code 3100 states that the protection of the health and safety and preservation of the lives and property of the people of the State of California is of paramount importance requiring the responsible efforts of public and private agencies and individual citizens. As Disaster Service Workers, city employees are subject to such disaster service activities as may be assigned to them by their superiors or by law. (Stats. 1950 3d Ex. Sess., Ch. 7, as amended by Stats. 1971, Ch 38)

The city may use resources at hand during a declared emergency. However, each Section Chief and unit is encouraged to recruit and train permanent volunteers to supplement and support city emergency functions. **Each section, unit, or department** will be responsible for providing identification for these individuals once they are trained and certified by the responsible section, unit or department.

Reserves, activated retirees and auxiliary personnel should be used for low risk duties, i.e. security, traffic control, clerical and other similar duties, unless specifically trained and certified by the respective departments or Section Chiefs for particular functions. Security Patrols will be maintained in evacuated areas when feasible. Appropriate precautions will be taken to protect personnel from potential hazards. Only duty sworn or deputized personnel with appropriate training will be used for purely law enforcement activities.

## Santa Rosa Emergency Operations Center (EOC)

The City of Santa Rosa will maintain and activate, as needed, an Emergency Operations Center to coordinate resources and make community policy decisions during declared local emergencies. These events would include earthquake, flood, fires, public health emergencies and terrorist incidents where a local declaration of emergency has been made to protect life and property. The primary City of Santa Rosa Emergency Operations Center (EOC) is located at the Finley Community Center, 2060 West College Avenue. The EOC is equipped with phones and administrative supplies that will be set up by members of the Emergency Management Organization once a decision to activate the EOC has been made. Amateur and two-way radios will be utilized to communicate with Fire District Stations and field supervisors.

The City Manager will be the EOC Manager and head of the EOC Management Section. They will be supported under the Incident Command System (ICS) by the Operations Section, Planning Section, Logistics Section and the Finance and Administration Section to set policy and carry out emergency operations to serve the citizens of Santa Rosa during response and recovery following any major emergency. The Emergency Management Organization will include all city departments and agencies and is consistent with the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

In the event that the Finley Center is not usable as an EOC, alternate facilities are available at the Transit Training Facility at 55 Stony Point Road. If that facility is not usable, a decision will be made by the EOC Management Group to utilize other city properties or to set up an EOC at another location as needed. All city departments and agencies will cooperate with the establishment and operations of the city EOC.

### Public Information & Joint Information System (JIS)

The City of Santa Rosa Public Information Officer (PIO) and staff will serve the EOC Manager, EOC Management Group and other sections of the EOC to handle public information and media relations for the staff. Press releases will be coordinated with all city EOC Staff for timeliness and accuracy of information and will be approved by the EOC Manager prior to release. In large incidents, the PIO will also coordinate public information with the County PIO Office. In accordance with the NIMS provisions for the Joint Information System (JIS), the Sonoma County Operational Area EOC will serve as the Joint Information Center (JIC) for all of Sonoma County. PIOs from all jurisdictions will coordinate their press information and releases with the Operational Area PIO Staff prior to release to make sure that all jurisdictions have a coordinated and accurate message to the public. Copies of all press information & releases will be sent to the Operational Area PIO Staff. If necessary, the City of Santa Rosa may send a PIO to work in the Operational Area JIC to represent city matters and participate in press conferences as needed. Courtesy copies of press information and releases may be sent to other cities, special districts and select private sector partners as deemed necessary for the specific incident.

## Shelter in Place and Evacuation

### Shelter in Place

In a chemical spill or release of other harmful materials, a decision may be made by the Field Incident Commander(s) to have residents Shelter in Place. This involves remaining in homes, schools and commercial buildings, and shutting off all outside air intakes until the airborne release has passed by and has dissipated to safe levels. Residents will be advised by local media broadcasts when it is safe to go outdoors. The Emergency Operations Center, if activated, will assist field operations with manpower, equipment, public information and other support as needed.

## Evacuation

If evacuation is ordered by the Field Incident Commander(s), priority shall be directed to relocating citizens from risk area(s) to facilities located in safe areas. Law Enforcement will handle evacuation details, supported by Fire, Public Works, Transit and other resources as necessary. Residents will be advised by local media broadcasts about the details of the evacuation. The Emergency Operations Center (EOC), if activated, will assist field operations with manpower, equipment, public information and other support as needed.

## Access Control

If access control is established to facilitate perimeter control, public evacuation or return from/to an affected area, control points will be established by Law Enforcement to ensure that only authorized personnel are permitted to enter, pass through, or remain within the controlled areas. Provisions of Section 409.5 of the Penal Code as it applies to the closure of a disaster area, exclusion of individuals from entering a closed area and the permissive entry into a disaster area by the media, shall govern the access control operations.

## Communications

Fire agencies share common frequencies and police have tactical frequencies for communicating with other departments within the county and state. The City of Santa Rosa EOC has radios to access agencies operating in the field. The EOC also has ACS Amateur Radio capabilities and Sonoma County Operational Area Low Band Radio to communicate with the County EOC. All Fire Stations have ACS Amateur Radio capabilities as well. Law Enforcement and Fire have Command Post Vehicles with multiple channel radio capabilities to increase interoperability from the field to the EOC as well as with other agencies.

## Other Communications Assets

Transit, Public Works, and Utilities radio frequencies are operated independently of other radio frequencies. The City EOC Communications section can communicate with all radio nets and may take control as needed. The City EOC may require realignment of frequencies to accommodate communication needs of other agencies.

## Citizen Participation (COPE Program)

**Citizens Organized to Prepare for Emergencies** is a program established in the City of Santa Rosa to encourage family, neighborhood, and community preparedness for emergencies such as earthquake, fire, flood and other events that can affect the community. The COPE Program trains individuals and families to be on their own after an emergency and stockpile supplies that will be needed to deal with medical emergencies if the 911 system is not functioning. COPE also educates participants to have food, water, tools and medical supplies to help family and neighbors survive even if electric, gas, water, phones and other utilities are disrupted for long periods. COPE Leaders will also support the City of Santa Rosa by doing damage assessments of each participating neighborhood and passing that information up to each Fire District Station where a COPE District Coordinator will transmit the information to the City of Santa Rosa EOC by amateur radio. COPE Communicators will assist the District Coordinators in this task.

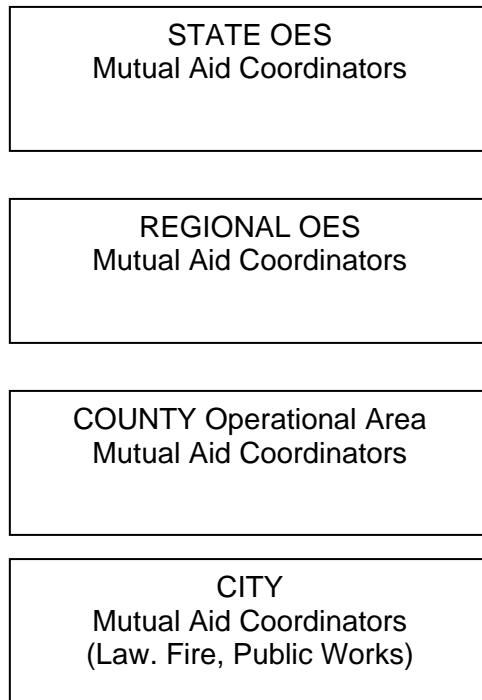
COPE participants who have determined that their neighborhoods are fine and being adequately cared for may volunteer to assist with parts of the city that are hardest hit by the emergency. They will be given instructions on local radio and other media on where to report to assist the community in response and recovery operations. Information on the COPE Program can be found at the City of Santa Rosa web page at [cope.srcity.org](http://cope.srcity.org).

COPE includes many special needs individuals, senior populations, ethnic groups, families, local businesses, as well as faith-based and other community groups - all cooperating to help the city and community to respond to and recover from a major emergency event.

## Mutual Aid Coordination

### Current Mutual Aid Systems

Emergency service organizations are currently organized through a state-wide system. This includes police, fire, public works (engineering and construction) and other specialty functions.



Coordination of mutual aid support will be accomplished through established channels. The City EOC is responsible for processing and tracking all requests. **Department Operation Centers (DOCs) are required to maintain their own records and to keep the City's EOC informed.**

City departments, sections, or units requesting mutual aid will assign a liaison officer to coordinate the arrival, assignment, operations and support of any mutual aid personnel. The city will assume responsibility for the support of mutual aid personnel and their equipment.

Requests for a mutual aid shall include the following information (as applicable):

- Reason for request
- Specific quantity of resources required, and type
- Number of personnel needed
- Reporting time and location
- Name of the authority to whom they report
- Access routes
- Estimated duration of operations

**In events where the County EOC is activated to support cities, all mutual aid will be requested and provided through the Sonoma County Operational Area in accordance with the mutual aid plan. The Operational Area EOC will coordinate resources outside of Sonoma County through the California Office of Emergency Services Master Mutual Aid Plan which is a part of SEMS. The State OES regional EOC is located in Oakland and the State EOC is in Sacramento.**

## Incident Management

The Incident Command System (ICS), **as directed in SEMS and NIMS**, has been adopted as the single scene management system used in the City of Santa Rosa and the Sonoma County Operational Area. All sections and units will utilize ICS for command and control regardless of the size of the event.

## Peace Officer Powers

During the course of a disaster or major emergency, it may be necessary to request additional peace officers. Other local jurisdictions may be overtaxed; however, law enforcement resources are available from other sources. Whenever a "STATE OF EMERGENCY" exists within a region or area, the following personnel within the region or area, or those who may be assigned duty therein, have full peace officer powers and duties as provided by Section 830 et seq. of the Penal Code.

- All members of the California Highway Patrol (CHP) and California State Police
- All deputies of the Department of Fish and Game who have been appointed to enforce the provisions of the Fish and Game Code
- The State Forester and classes of the Department of Forestry who are designated by the State Forester as having the powers of a peace officer
- Peace officers who are state employees within the provisions of Section 830.5 of the Penal Code

*[NOTE: The above personnel also have statewide peace officer powers and duties in the "STATE OF WAR EMERGENCY".]*

## Use of State Resources

### California Highway Patrol (CHP)

CHP support of mutual aid operations is normally provided after local and adjacent governmental resources within a given Operational Area have been reasonably committed. Such support may also be provided earlier if the governor determines it to be in the best interest of the public. CHP personnel committed to the support of local authorities shall remain under the command and control of their department.

Commanders and designated supervisors may accept mission-type requests from the responsible local authorities. Requests for support from the CHP will be submitted to the appropriate area commander who may commit up to one-half of the area's on-duty forces.

*[NOTE: All local law enforcement resources DO NOT necessarily have to be committed prior to requesting the support. Requests may be made in anticipation of total commitment of local resources.]*

### Military Forces (National Guard)

State military forces (National Guard) requested in support of local law enforcement will accept and execute broad mission-type orders from the civil officer in charge but will remain under the military chain of command. The provisions of Section 365 of the Military and Veteran's Code place all decisions solely upon the military commander for tactical direction and use of troops, kind and extent of force to be used, and particular means to be employed to accomplish the objective(s) specified by the civil officer of charge. **National Guard resources must be requested through the Sonoma County Operational Area as outlined in the SEMS California Master Mutual Aid Plan and Procedures.**

*[NOTE: The Department of the Army has issued certain regulations regarding **civil support** of federal military resources to National Guard Units and local civilian authorities.]*

## Assistance Beyond State Resources

When the state has committed all of its available forces, including state military forces and when such forces are unable to control the emergency, only the governor may request that the President assign federal troops to assist in restoring or maintaining law and order.

## Mass Care Facility Inspections/ Operations

As necessary and upon request of the Care & Shelter Unit Chief (**Recreation and Parks Department**), fire, police, health and safety evaluation personnel will conduct fire, safety, and sanitation inspections of mass care facilities. The fire department will initiate fire safety training as needed. This effort to be reinforced through law enforcement activities. Communications will establish and maintain communications with **shelter and mass care facilities** through the use of Auxiliary Communication Services (ACS) **amateur radio** assets. As necessary, General Service/Public Works/**Community Development** personnel will conduct initial damage evaluation inspections of mass care facilities and initiate any needed repairs or other improvements.

The post **incident** inspection of facilities and structures to determine habitability or serviceability will be conducted in accordance with the Safety Evaluation Plan for Volunteer Engineers, and the Safety Evaluation Plan for California Building Officials. The overall management of this program is the responsibility of the Safety Evaluation Unit of the **EOC** Planning Section. Close coordination is required to eliminate duplicated efforts.

## Safety Evaluation

Safety evaluation of buildings, structures and landslides are conducted by the Safety Evaluation Unit in accordance with procedures outlined in ATC 20-2. Safety evaluation operations consists of rapid, detailed or engineering evaluations conducted by qualified city staff, mutual aid personnel and volunteers under the direction of Building and Code Compliance Division of the Community Development Department. Unlike the "initial damage estimates" performed by designated personnel of various city departments intended to detect imminent conditions, safety evaluation inspections will result in a determination as to the safety of the structure/area for reentry and/or occupancy and will be placarded with appropriate red, yellow or green placards. In addition to the evaluation and posting of buildings, structures and landslides, the Safety Evaluation Unit will provide structural expertise to assist with –

- The activation of critical facilities
- Evacuations and/or rescue operations
- Demolition or shoring of dangerous structures in critical locations

## Emergency Debris Clearance

The Public Works Unit is responsible for the emergency clearance of debris from all public facilities and roadways and will also coordinate all private clearance efforts. There are no provisions for reimbursing individuals or private organizations for costs of emergency debris clearance from private property.

Eligibility and administrative procedures relative to the application for federal grants to assist in defraying costs incurred in performing emergency debris clearance are outlined in the California Emergency Plan and in the State Disaster Assistance Procedural Manual.

## Route and Utility Recovery

All city employees operating in the field during emergency operations will provide initial damage estimate information regarding, freeways, roads and streets in their assigned areas. This information will be reported to the EOC through their respective departmental operations centers or other established communications channels.

Priority will be given to:

- Quick assessment of damage to utilities, highways, roads and streets and immediate restoration of access/ egress needs
- Identification, establishment and operation of alternate routes – coordinated through the Transportation Officer and Safety Evaluation Unit
- Reestablishment of essential utilities and service on designated highways, roads and streets
- Facilitation of the earliest possible recovery

Priorities will be determined by the EOC Staff and coordinated through the Public Works Unit with the Utilities representative. Public Works, Utilities, Parks and Recreation Department crews may be consolidated with the Utility Company crews to affect emergency repairs until sufficient public and private resources are available.

### Utilization of Volunteers

Effective disaster response, especially for major disasters, will depend on utilization of all available volunteer personnel. Organized groups which provide their own supervision, transportation and support needs are preferred to individual convergent volunteers. The management of the volunteer functions rests with the Human Resources Unit of the Logistics Section when the EOC is active. (Detailed policies and procedures on utilization of volunteers are contained in the Human Resources Departmental SOPs.) **Support for volunteer manpower is available from the Sonoma County Operational Area EOC. The Op Area has an agreement with the Volunteer Center of Sonoma County to help manage volunteer services in a disaster or major declared emergency.**

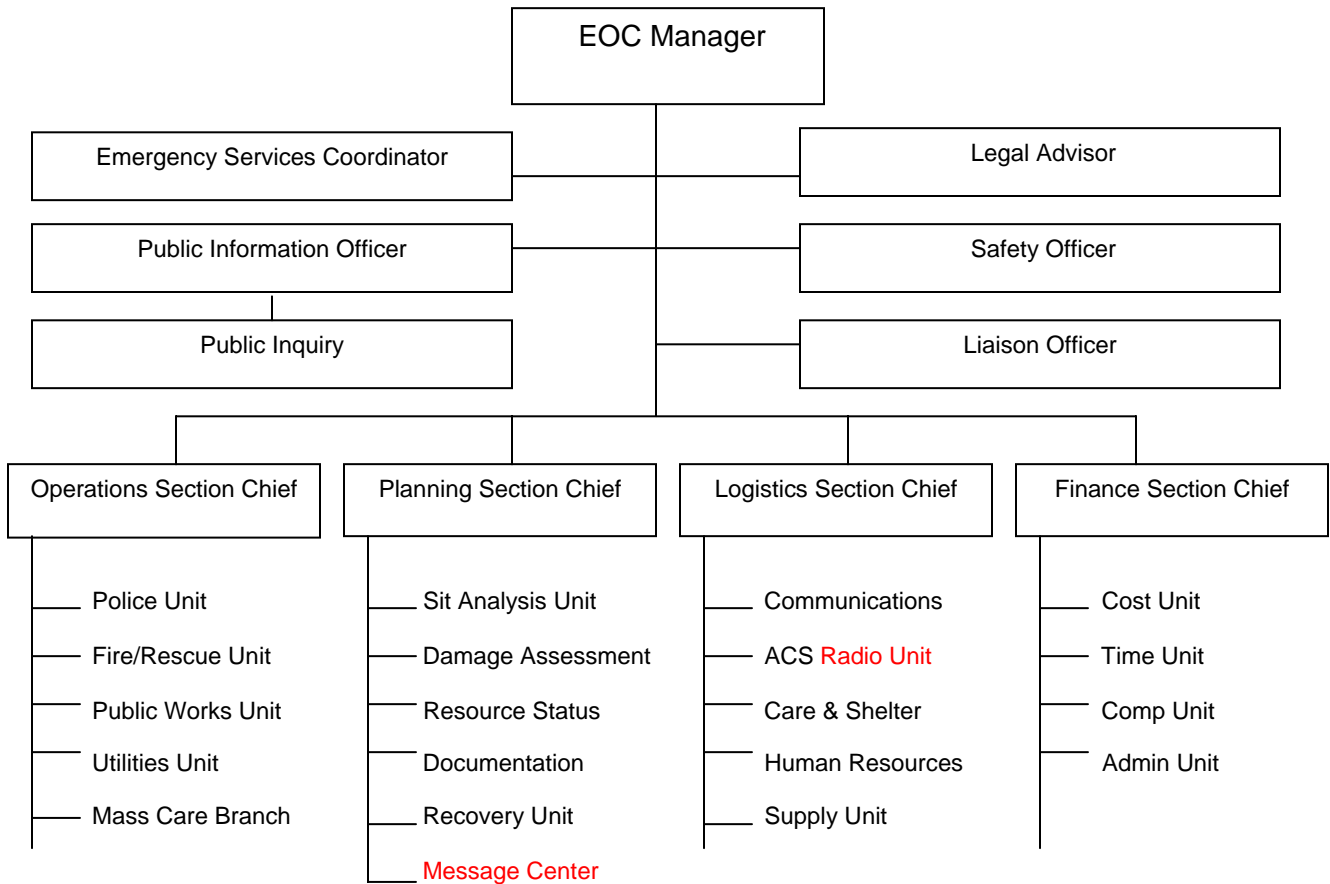
### Americans with Disabilities Act

All operations and facilities involved in the disaster response **and recovery** activities shall take special note of the Americans with Disabilities Act (ADA) and appropriate attention shall be given to insure that necessary considerations are given to accommodate victims with disabilities. Instances wherein persons with disabilities cannot be appropriately accommodated shall be immediately reported to the **City of Santa Rosa EOC.**

Sample  
**Santa Rosa Emergency Operations Center**  
 Current Organization Chart

ICS 207

Operational Period \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ 2008



### III – Concept of Operations

The City's response to disasters is based on four emergency management phases:

- Preparedness and Pre-Incident Phase
- Initial response operations
- Extended response operation
- Recovery operations

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific disaster **and emergency** situations. In coordination with the City Manager, EOC Manager and Incident Commanders, the Emergency Services Coordinator will determine the phase and initiate the appropriate level of alert for response agencies, including the activation of the Emergency Operations Center as required.

#### Preparedness and Pre-Incident Phase

Upon receipt of a warning notification that an emergency situation is imminent, the City Emergency Management Staff will initiate actions to increase its readiness **to activate**. Events that may trigger Preparedness and Pre-Incident Phase activities include:

- Issuance of a credible long-term earthquake prediction
- Receipt of a flood advisory, **warning**, or other special weather statement
- Receipt of a potential dam failure advisory
- Conditions conducive to interface or wildland fires, such as the combination of high heat, strong winds, and low humidity
- An expansive hazardous materials incident
- Information or circumstances indicating the potential for acts of violence, civil disturbance, **public health emergencies or terrorism**.

Preparedness and Pre-Incident Phase activities may include, but are not necessarily limited to, the following activities:

- Briefing the City Manager, key officials or employees of Santa Rosa on the situation.
- Reviewing and updating the City of Santa Rosa Emergency Operations Plan and related SOPs
- Increasing public information efforts
- Accelerating training efforts
- Inspecting critical facilities and equipment, including testing, warning and communications systems
- Recruiting additional staff and Disaster Service Workers
- Warning threatened elements of the population
- Conducting precautionary evacuations in the potential impacted area(s)
- Mobilizing personnel and pre-positioning resources and equipment
- Establishing or activating staging areas.

#### Initial Response

The City's initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use the Incident Command System (ICS) to organize response to the emergency or disaster, incorporating the functions, principles and components of ICS (i.e., unified command, action planning, span of control, hierarchy of command etc.).

Examples of initial response activities include:

- Activating the City EOC
- Conducting initial damage estimates and surveys
- Activating safety evaluation of critical facilities
- Issuing all necessary notifications, including the Sonoma County Operational Area
- Disseminating warnings, emergency public information and instructions to the citizens of Santa Rosa
- Conducting evacuations and/or rescue operations
- Caring for displaced persons and treating the injured
- Assessing need for mutual aid assistance
- Restricting movement of traffic/people and unnecessary access to affected areas
- Establishing Unified Commands, when appropriate
- Coordinating with county, state and federal agencies working in the field
- Developing and implementing Incident Action Plans
- Demolition and shoring of dangerous structures in critical locations

## Extended Response

The City's extended response activities are conducted in the field and in the City's Emergency Operations Center (EOC). The Santa Rosa's primary EOC is located in the Finley Community Center, 2060 West College Avenue. **The alternate EOC location is at 55 Stony Point Road at the Transit Facilities at MSCN. Other possible alternate EOC facilities are at the Fire Department Training Facility, Stony Point Road and West College Avenue, or the Fire Administration Building on Circadian Way.**

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use the Incident Command System (ICS) to manage field operations. EOC staff will support field response personnel in mitigating the affects of the disaster **or emergency and will make community and policy decisions for the City of Santa Rosa.**

EOC staff will be organized around the five Standard Emergency Management System (SEMS) functions: **Management, Operations, Planning, Logistics and Finance.** The components and principles of SEMS will be used by the EOC staff to manage disaster operations. **This management system is also consistent with the National Incident Management System (NIMS).** EOC staff will establish measurable and attainable objectives to be achieved for a given operational period. An **EOC Incident Action Plan (IAP)** will be developed for each operational period.

When the **City of Santa Rosa** EOC is activated, communications and coordination will be established between the Incident Commander(s) and the EOC. Communications and coordination will be established between the City of Santa Rosa EOC, when activated, and the Sonoma County Operational Area EOC. Multi-agency or inter-agency coordination will be used by EOC staff to facilitate decisions for overall local government level emergency response activities.

**Mutual Aid** allows for the progressive mobilization of resources to/from emergency response agencies, local governments, Operational Areas, Regions and the State with the intent of providing adequate resources to requesting agencies. The City of Santa Rosa is located in the State OES Coastal Region (Mutual Aid Region II).

Within the framework of the California and Civil Defense Master Mutual Aid Agreement, several discipline-specific mutual aid coordinators will operate from the Sonoma County Operational Area EOC, e.g., fire and rescue, law, medical and public works. Mutual aid requests for these disciplines will be coordinated through the respective coordinators.

Once the City EOC is activated, communications will be established between the **Santa Rosa** EOC and these discipline-specific Operational Area mutual aid coordinators. All other requests for assistance will flow through the appropriate **Sonoma County** Operational Area SEMS function. The City, if furnished mutual aid support, will remain in charge and retain overall direction of personnel and equipment provided through mutual aid support.

Examples of extended response activities include:

- Conducting detailed safety evaluations and engineering evaluations
- Operating mass care facilities
- Conducting coroner operations if requested by the Operational Area Coroner
- Procuring resources to sustain operations
- Documenting situation status
- Protecting, controlling and allocating vital resources
- Restoring vital utility services
- Tracking resource allocations
- Issuing building permits and inspecting repair and shoring work
- Conducting advance planning activities
- Documenting expenditures
- Developing strategy for abatement of dangerous building/structures
- Developing and implementing Action Plans for extended operations
- Dissemination of emergency public information
- Declaring a local emergency
- Prioritizing resources allocation
- Inter/multi-agency coordination

## Recovery

As the immediate threat to life, property and/or the environment subsides, the restoration of normalcy within the City of Santa Rosa will begin through various recovery activities.

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

This plan does not specifically identify Santa Rosa's recovery operations. However, the **Recovery Operations Manual** covers the recovery process in detail, describing roles and responsibilities and the procedures for accessing the federal and state disaster assistance programs which are available to individuals, businesses and the City. The City of **Santa Rosa Recovery Operations Manual** is currently being developed and will be attached as an annex to this plan when completed.

Examples of recovery activities include:

- Restoring of all utilities
- Establishing and staffing Local Assistance Centers and Disaster Assistance Centers
- Conducting hazard mitigation analyses
- Identifying residual hazards
- Determining recovery costs associated with response and recovery
- Issuing building permits and conducting inspections of repair and reconstruction work;
- Identifying and mitigating dangerous buildings

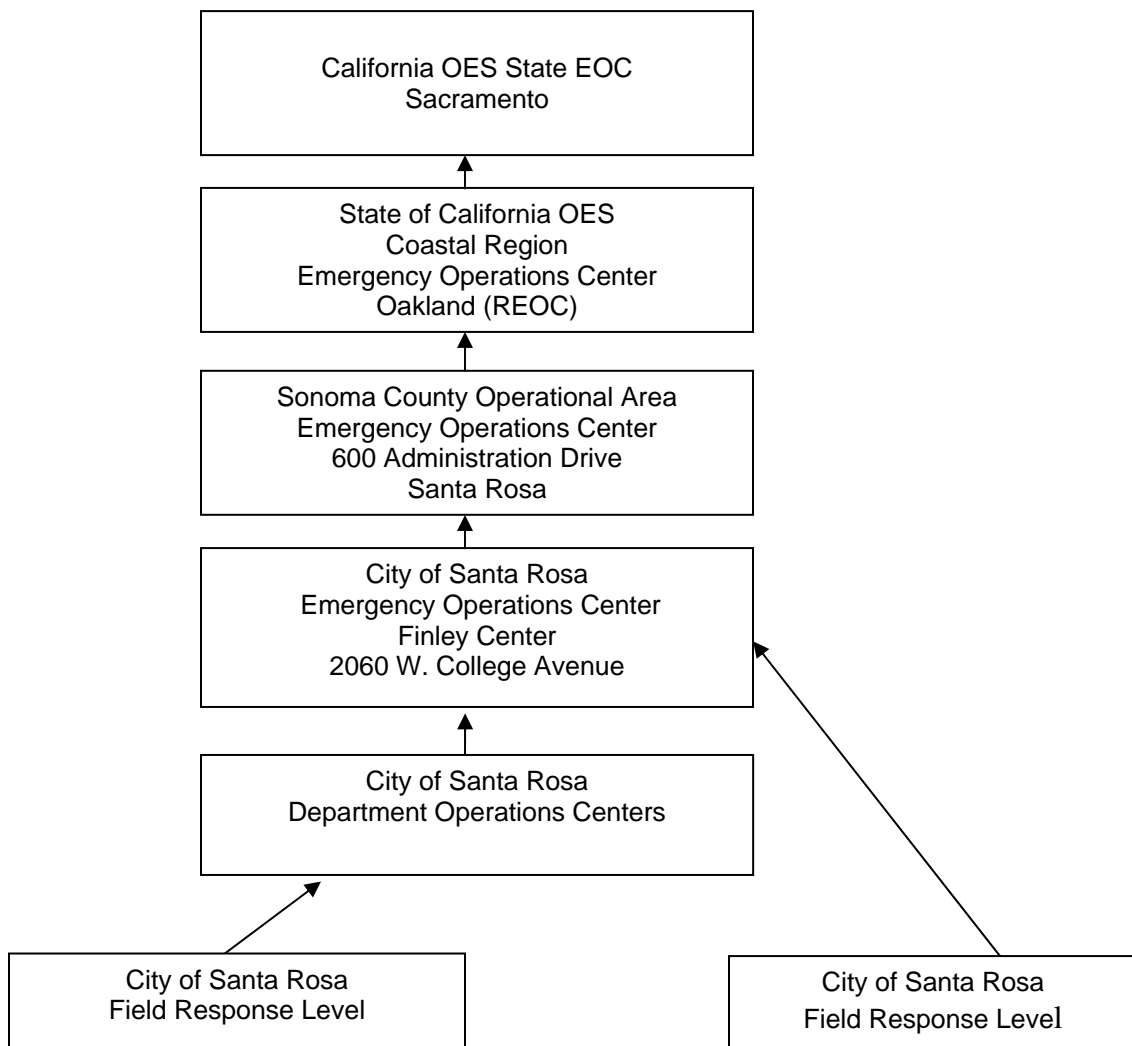
## IV – City Response to Emergency

The City is responsible for emergency response within its geographical boundaries. The *California Emergency Services Act* requires the city to manage and coordinate the overall emergency response and recovery activities within its jurisdictions.

Under the California Standardized Emergency Management System (SEMS), the City has responsibilities at two levels - the field response and the local government levels. At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response.

At the local government (city) level, a designated Emergency Operations Center (EOC) is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, acquiring and allocating resources and coordinating with the Sonoma County Operational Area.

The following diagram depicts the relationship between the City of Santa Rosa, the Sonoma County Operational Area, the **Governor's Office of Emergency Services (OES)** Coastal Regional Emergency Operations Center (REOC) and the California OES State EOC.



Lines of communications and coordination

## Geographic Response (ICS District Task Force)

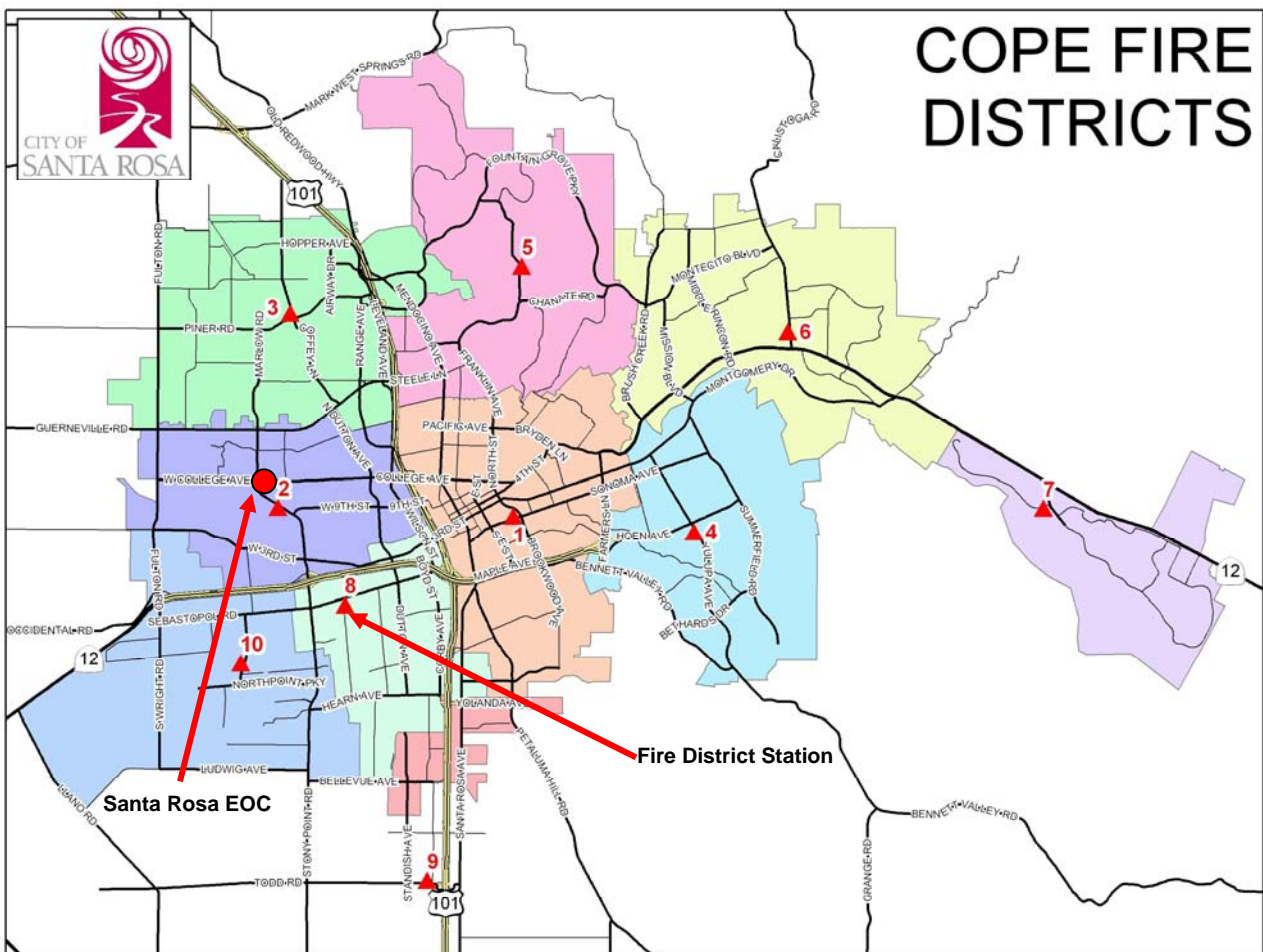
The City's response to disaster operations will be organized geographically using the Incident Command System (ICS) by all city departments involved in the operation, as follows:

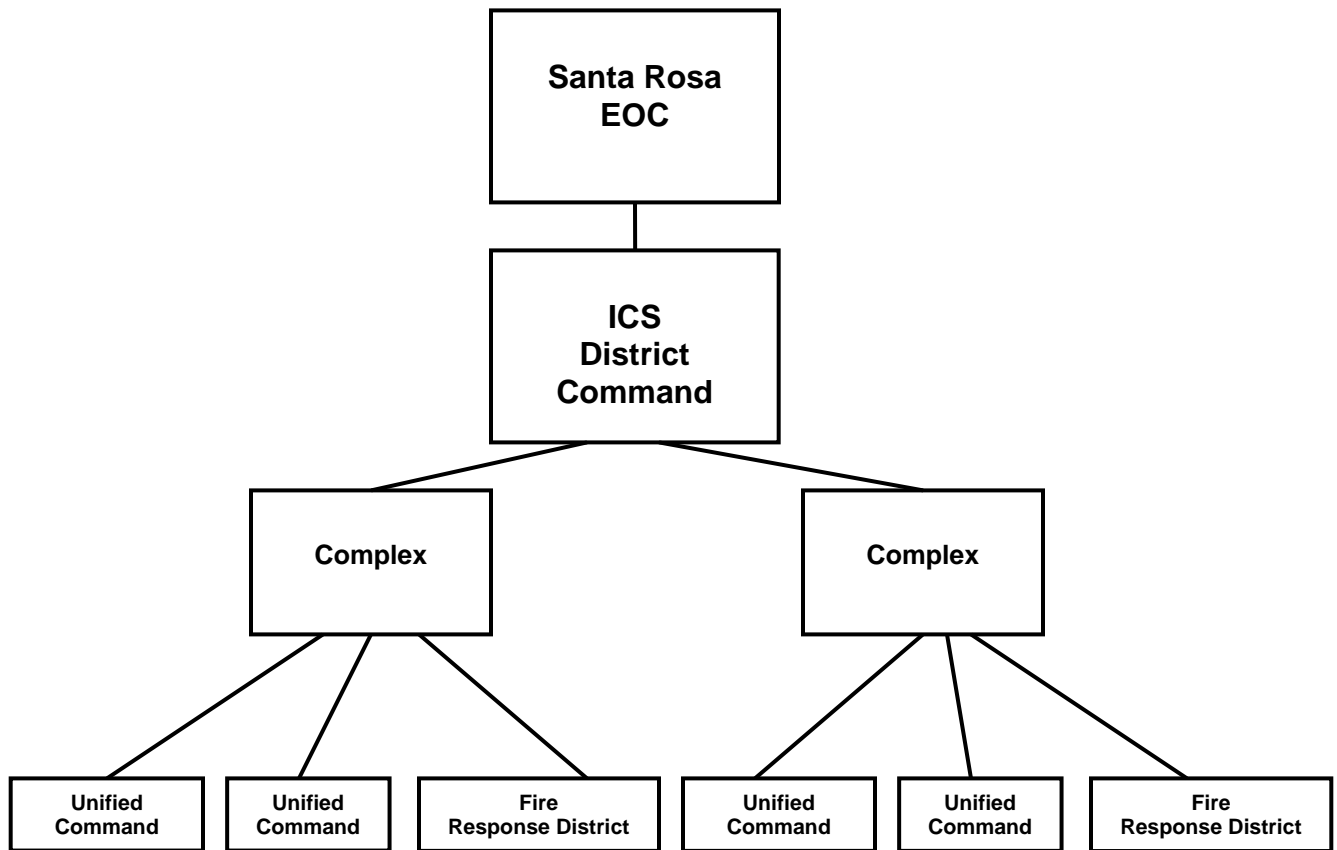
- a. Each operating department, i.e., fire, police utilities, and/or public works, will conduct a rapid initial damage assessment within their respective response districts or zones. This initial damage assessment will include impact from the current emergency and an assessment of any changing factors that could affect the situation. Observations/information will be reported through regular departmental channels to the appropriate authorities and EOC staff.
- b. The City will be divided into response districts corresponding with the present fire response districts (see map below).
- c. City departments with emergency response functions assigned by the emergency operations plan (EOP), i.e., police, fire, public works and utilities, will assign a supervisor and response personnel (or teams) to specific response districts.
- d. These district response teams (ICS Task Force Teams) should plan and train for disaster response as a coordinated unit.
- e. The fire station in each of the fire response districts is equipped to serve as the District Command Post (DCP), i.e., is equipped with emergency power, telephones, two-way radios, fax machines, television sets, etc. Additionally, these facilities are centrally located and mapped. ACS approved amateur radio operators will be assigned to assist with the flow of information from District Fire Stations to the City EOC as required. This includes the damage assessment information from neighborhoods participating through the COPE Neighborhood Preparedness Program.
- f. At the onset of an emergency, or when so directed by their respective department supervisors, representatives of each of the response departments will report immediately to their respective District Command Post (fire station). Radio identifiers shall remain as assigned for day-to-day operations, i.e., "Station One", "Station Two", etc.
- g. An Incident Commander (IC) will be designated by the EOC Manager. The IC is responsible for managing the resources and activities within the geographical divisions (fire response districts). This shall be accomplished consistent with the principles of Unified Command, with the cooperation of all involved departments. The IC may be a fire, police, public works or utilities representative, based on the type of emergency and/or the department with primary response and mitigation responsibility.
- h. The fire station will serve as an emergency shelter for the task force members during the emergency. Families of emergency workers may be evacuated to the fire stations pending the identification and availability of other suitable shelters.

The advantages of this concept are numerous:

- a. Provides a coordinated response and capability to quickly assess the impact of a disastrous event on the entire City simultaneously.

- b. Provides a central assembly area for response personnel of all departments and distributes personnel throughout the City, allowing response from locations near the impacted areas.
- c. Allows for close coordination of response activities within specific areas.
- d. Provides a central focal point, or point of contact, for all City personnel operating in a specific district.
- e. Provides an emergency shelter or location for response personnel to rest, be fed, have family accommodated, etc. Knowing their families are safe and cared for will enhance the response capability of City personnel.
- f. Provides oversight direction for numerous incident Management Teams likely to be operating within the City in any large scale, multi-incident event.
- g. Centralizes operations within response areas to facilitate the establishment of documentation procedures and enhance the overall accountability of the operation.
- h. Provides for more effective and efficient utilization of City personnel and equipment.
- i. Allows for the establishment of a Unified Command, and as the situation dictates, Complexes and a District Command.





**A District Command will be established to coordinate tactical activities of two or more Complexes.  
The District IC will report to the EOC.**

## V – Hazards Analysis

The City of Santa Rosa is vulnerable to a wide range of threats and recognizes that the planning process must address each hazard that threatens the City. There are three broad categories of hazards: natural, technological or man-made and national security.

**Earthquakes** In 1906, the City of Santa Rosa was devastated by an earthquake on the San Andreas Fault, measuring 8.2 on the Richter Scale. In 1969, the city experienced two earthquakes on the Rogers Creek Fault, with a magnitude of 5.2 and 5.3 on the Richter Scale, causing significant damage to infrastructure and un-reinforced masonry buildings in the downtown area. The California Division of Mines and Geology estimates the probability of a 7.0 or larger, earthquake at 62% in the next 30 years.

**Winter Storms** The City is subjected to winter storms yearly, sometimes severe storms which cause major problems due to high winds and heavy rains. Downed trees and power lines resulting in power disruption, localized flooding and some street closures disrupt the normal operations of the City.

**Dam Failures** There are six dams located in, or directly impacting, the City of Santa Rosa. The failure of any of these dams, while not necessarily a significant threat to human lives, could result in flooding homes and businesses, significantly disrupting the activities of the citizens of Santa Rosa and resulting in extensive damage to structures and infrastructure.

**Wildland or Urban Interface Fires** In 1964, a wildland fire originating in Lake County came across Mt. St. Helena in Lake County, burned thousands of acres and destroyed numerous homes. The fire came into Sonoma County and impacted the City of Santa Rosa in the Rincon Valley. This caused an evacuation of the Rincon Valley area and the Sutter Medical Center (then Community Hospital).

**Hazardous Materials** In the past several years, the threat from hazardous materials has increased significantly in Santa Rosa. The threat to Santa Rosa is further increased by the use, storage and transportation of hazardous materials into, and through the City. Two major highways, 101 and 12, carry hazardous materials tankers and trucks through Santa Rosa.

**Hazards to the City** The City of Santa Rosa, with its varying topography, mix of urban and rural areas, rapidly growing permanent population and transient and recreational population, is subject to a wide variety of negative impacts from natural and technological hazards. The natural hazards and technological or man-made hazards that confront the City of Santa Rosa area as follows:

### Natural Hazards

- Earthquakes
- Flooding
- Wildland or interface fires
- Landslides
- Extreme weather/storm
- Public Health Emergency

### Technological/Man-made Hazards

- Dam failure
- Hazardous Materials
- Mass Casualty Incident
- Building Collapse or Explosion
- Train accident
- Airplane crash
- Civil disturbance
- Terrorist activities

The following hazard matrix outlines each of these hazards and identifies the likelihood of occurrence and severity.

**Matrix of Potential Hazards – Frequency and Severity**

Hazard	FREQUENCY			SEVERITY		
	Infrequent	Sometimes	Frequent	Low	Moderate	High
Dam Failure	X				X	
Earthquake M<5		X		X		
Earthquake M>5	X					X
Wildland/Interface Fire	X				X	X
Floods/Flooding		X		X	X	
HazMat			X	X	X	X
Landslides	X			X		
Civil Disturbance	X			X		
Extreme Weather/ Storm	X			X	X	
Aircraft Crash	X					X
Train Accident	X			X	X	X
Mass Casualty Incident		X		X	X	X
Building Collapse or Explosion	X			X	X	X
Terrorist Activity	X				X	X
Public Health Emergency	X			X	X	X

The City of Santa Rosa - ABAG Regional Mitigation Plan is available at:

<http://quake.abag.ca.gov/mitigation/SantaRosa-Annex.pdf>

The City of Santa Rosa Hazards Analysis Threat Summaries are available at:

[www.cope.srcity.org](http://www.cope.srcity.org)

## VI Department Responsibilities

The City of Santa Rosa departments **and agencies** have specific responsibilities and related activities/actions assigned for each identified hazard and threat. Each department is responsible for ensuring coordination with all the other departments **and the City Emergency Management Organization**.

**Key personnel** Each **city** department will be responsible for identifying key department personnel with backups and alternates for each position.

**Alert list** The **Santa Rosa Emergency Services Coordinator** is responsible for developing and maintaining an Emergency Alert List, to be used to notify the key city personnel. Each department, in turn, will develop their own departmental alert list, which will be used by the departments to alert department personnel in an emergency activation.

**Department SOPs** Each department will develop and maintain Standard Operating Procedures and position checklists on how to carry out their duties in the field. Departments will work with the Emergency Services Coordinator to update the EOC Procedures Manual, Hazards Analysis, Recovery Manual and Department Operations and Resource Directories as needed.

**Department Resource Directories** Each department will develop and maintain resource directories for manpower, equipment, and mutual aid resources. **This will incorporate the NIMS resource typing categories developed by the NIMS Integration Center (NIC).**

**Equipment & Personal Certification** As required by NIMS, each department will maintain certification and maintenance records for equipment and personnel and will follow guidelines as established by state OES for equipment & manpower certification under SEMS & NIMS.

**Special districts** Special districts with responsibilities under this plan will coordinate planning efforts **prior to an emergency** with the **Santa Rosa Emergency Services Coordinator**.

Departmental responsibilities are outlined in the following section:

## SEMS/NIMS/ICS Functions and Responsibilities

Activities	Management	Operations	Planning	Logistics	Finance
Incident Command	FD/PD/PW				
Evacuation	MGT/IC/OPS	PD/FD/CD		PW/TP	
Access Control	PD/FD/PW				
Traffic/Crowd Control		PD/PW			
EOC Operations	MGT./EPC	OPS/PD/FD/PW/RP	PLN/CD/ADMIN	LOG/ADMSVS/HR	FIN/ADMSVS
Notifications	EPC	PD/FD/PW			
Communications		FD/PD/PW		PD/ACS	
Flood Fight Operations		PD/FD/PW/CD		HR	
Structural Assessment		FD/PD/PW/SD/UT		CD	
Public Information	MGT/PD/FD				
Medical/Rescue Opns		FD/PD/RP			
Human Resources			HR	HR	
Volunteer Management				HR/VOAD	
Situation Status			PLN/PD/FD/PW/CD/UT		
Documentation	MGT	OPS	PLN	LOG	FIN/ADMSVS
Facilities Management		ADMSVS/PD/FD/PW/RP			
Technical Support	ADMSVS	ADMSVS/ACS	ADMSVS	ADMSVS	FIN/ADMSVS
Shelter Ops				ARC/RP	

MGT	=	EOC Management, Administration/City Manager
ADMSVS	=	Administrative Services Department
ACS	=	Auxiliary Communications Services (Amateur Radio)
ARC	=	American Red Cross
CD	=	Community Development
EPC	=	Emergency Services Coordinator
FIN	=	Finance Section
FD	=	Fire Department
HR	=	Human Resources Department
IC	=	Incident Command
LOG	=	Logistics Section
PD	=	Police Department
PW	=	Public Works Department
PLN	=	Planning Section
OPS	=	Operations Section
RP	=	Recreation and Parks Department
SD	=	Special Districts
TP	=	Transit and Parking Department
UT	=	Utilities
VOAD	=	Volunteer Organizations Active in Disasters (Coordinated by Red Cross & Salvation Army)

**NOTE: SEMS/NIMS/ICS may require adjustments to responsibilities based on the particular situation presented by each hazard or emergency.**

## VII – Standard Operating Procedures Development

For the Santa Rosa Emergency Operations Plan to be complete, each SEMS section, branch and unit must develop Standard Operating Procedures (SOPs) for their respective elements of the City Emergency Management Organization. Upon completion, each SOP will become part of this plan by reference.

These SOPs should contain, in detail, those actions necessary to fulfill the SEMS functional responsibilities assigned in this plan. Each of the SOPs will include some generic information such as Preparedness and Pre-Incident Phase activities, procedures for recalling departmental personnel, disaster assignments and resource lists.

Under a heading for each SEMS section, branch or unit, a descriptive list of specific information to be included in the SOPs is provided below to assist in the development thereof. Once the SOPs are completed, they must be compared with the “Concept of Operations” section in this plan to ensure that the SOPs are consistent with these concepts.

Each SOP **and update** will be reviewed by the Santa Rosa Emergency Services Coordinator for consistency with the City’s Emergency Operations Plan. **The** City Manager will resolve issues between departments.

Strict adherence to the SOP by departments is encouraged. Departments may deviate from SOPs to respond to unique needs in a particular response. Major variation from procedures shall be coordinated with the EOC Manager and the appropriate EOC staff sections.

### **Fire Department**

#### Preparedness and Pre-Incident Phase

Develop procedure for reviewing and updating the Santa Rosa Fire Department SEMS **and NIMS compliant** SOPs. Additionally, the Emergency Services Coordinator will review the City of Santa Rosa Emergency Plan, to include the EOC Procedures Manual.

**Review and coordinate updates of the Regional ABAG Hazard Mitigation Plan as needed.**

Develop the process and procedures for checking Fire Department facilities and equipment, including testing emergency systems.

Develop procedure for mobilizing Fire Department personnel and pre-positioning resources and equipment.

In coordination with the Police Department, develop a process for managing incidents, at the field level, using the Incident Command System **that is SEMS and NIMS compliant**.

In coordination with the Police Department, develop the process for communicating with and directing the central dispatch center, including the activation of the Emergency Alert System and the **public notification system**.

In coordination with the Police Department, develop the process and procedures for warning threatened elements of the population. Ensure that hazardous material response procedures are consistent with the City of Santa Rosa Hazardous Material

Plan and the **Sonoma County** Operational Area Hazardous Materials Incident Response Plan.

### Initial Response Operations

In coordination with the Police and the City Manager's Office, develop procedures to disseminate warnings, emergency public information and instructions to citizens of Santa Rosa and the media.

Develop procedures for responding to and managing:

- Train accidents
- Aircraft accidents, including military aircraft
- **Mass casualty incidents**
- **Building collapse or explosion**
- A failure of dams located in or affecting the City of Santa Rosa
- Hazardous material incidents
- Earthquakes
- Floods
- Wildland and interface fires
- Landslides
- Extreme weather or storm situations
- Public Health emergencies
- Terrorism, civil disturbance, or state of war

Develop procedures for initiating:

- Activities to implement Incident Action Plans
- "Windshield Survey" initial damage estimates following an earthquake
- Medical operations, including triage operations
- A needs assessment and subsequent requests for fire and rescue mutual aid
- Rescue operations, including swift water rescues
- Evacuation and rescue operations
- In coordination with Parks and Recreation Department, treatment for injured (Medical Care/Triage SOP).

Take into consideration specific planning requirements identified in the Hazard Analysis, in particular for hazardous materials and dam safety elements.

### Extended Response Operations

Develop the process and concept of operations for EOC operations, including the communication and coordination protocol between the field and EOC fire personnel.

## **Police Department**

### Preparedness and Pre-Incident Phase

Identify key management personnel, with two alternates designated for each position and develop call-back lists.

Identify alternative government facilities, based on the hazard analysis.

Develop procedure for reviewing and updating the Santa Rosa Police Department SOPs.

Identify the process and develop procedures for checking critical Police Department facilities and equipment, including testing systems.

Develop procedures for mobilizing Police Department personnel and pre-positioning resources and equipment.

In coordination with the Fire Department, develop a process for managing incidents, at the field level, using the Incident Command System.

In coordination with the Fire Department, develop a process for communicating with and directing the central dispatch center, including activation of the Emergency Alert System and the **public notification system**.

In coordination with the Fire Department, develop process and procedures to warn threatened areas of the community.

### Initial Response Operations

In coordination with the Emergency Services Coordinator and the City Manager's Office, develop procedures to disseminate warnings, emergency public information and instructions to citizens of the City of Santa Rosa.

Develop procedures for "Windshield Survey" initial damage estimates following an earthquake.

Develop procedures for evacuations/movement operations and traffic and crowd control operations, including the identification of evacuation routes, evacuation reception areas, shelter locations and security for the evacuated area(s).

Take into consideration specific planning requirements identified in the Hazard Analysis, in particular for hazardous materials and dam safety elements. Ensure that all items under the **American's with Disabilities Act (ADA)** are covered for evacuations and movement operations.

### Extended Response Operations

Develop the process and concept of operations for EOC operations, including the communication and coordination protocol between the field and EOC police personnel.

In coordination with the Sonoma County Coroner, develop procedures for managing fatalities.

## **Emergency Services Coordinator**

### Preparedness and Pre-Incident Phase

Review and update the City of Santa Rosa Emergency Operations Plan and the EOC Procedures Manual.

**Manage the public education, promotion, training, and volunteer resources components of the Citizens Organized to Prepare for Emergencies (COPE) Program.**

Conduct EOC and required SEMS, NIMS, & ICS training for staff.

Maintain the City's EOC in a state of readiness including supplies and equipment; expedite any repairs to the EOC and equipment, including testing systems.

Review procedures for pre-positioning resources and equipment.

Review and update the process and procedure for briefing the City Manager, Mayor, City Council and City employees of the impending disaster situation.

Coordinate with the City Manager's Office to review and revise the process and procedures for increasing public information releases.

Coordinate with the Human Resources Department, the process and procedure for recruiting volunteers and additional staff, including the procedure for registering all personnel as Disaster Service Workers.

Prepare to mobilize auxiliary and volunteer staff and pre-positioning resources and equipment.

In coordination with the Police Department and the Fire Department, test the process for managing incidents at the field level, using the Incident Command System.

Determine county, state and federal agencies likely to be operating in support of emergency operations within the City of Santa Rosa and initiate contacts with representatives of these agencies.

In coordination with the Fire Department and the Police Department, test the process for communicating with and directing the central dispatch center, including the activation of the Emergency Alert System and the Community Alert Network (CAN).

Review maps of specific hazards (i.e., HazMat, dam inundation areas, flood inundation areas, earthquake faults, etc.) to be used by the various departments/emergency responders.

Revise EOC SOPs, based on new conditions.

### Initial Response Operations

In coordination with the City Manager's office and the City Attorney, develop procedures to disseminate warnings; emergency public information and instructions to citizens likely to be impacted by the event.

In coordination with the City Manager's Office, develop procedures for declaring a Local Emergency, including procedures to request concurrence from the Director of the Governor's Office of Emergency Services; procedures to request a gubernatorial proclamation of a State of Emergency and/or a Presidential declaration.

### Extended Response

In coordination with the City Manager, develop the process and establish the procedures for maintaining City government operations during a Local Emergency for an extended period of time.

In coordination with the City Manager, develop the process and establish the procedure for responding to press inquiries for the duration of the emergency.

Develop procedures for the activation, operation, phase-down and deactivation of the City Emergency Operations Center (EOC).

Develop procedures and the process for communicating with the Sonoma County Operational Area, surrounding jurisdictions and special districts serving the City of Santa Rosa.

### Recovery Operations

Develop procedures for the organization and preparation of After Action and Corrective Action Plans.

Advise Housing and Redevelopment as needed on recovery operations and recovery plan.

## Public Works Department

### Preparedness and Pre-Incident Phase

Develop procedure for reviewing and updating the Public Works SOPs.

Identify the process and develop procedures for checking critical Public Works facilities and equipment, including testing systems.

Develop procedure for mobilizing Public Works personnel and pre-positioning resources and equipment.

### Initial Response Operations

Develop procedures for responding to:

- Failure of any of the six dams located in or affecting the City of Santa Rosa
- Earthquakes
- Floods
- Landslides
- Extreme weather or storm situations

Develop procedures for initiating:

- Initial damage evaluation of roads, streets and infrastructure following an earthquake
- Initial damage evaluation of dams located in or affecting the City of Santa Rosa
- Initial damage evaluation of other designated critical facilities
- Debris removal operations
- Repair and restoration activities for damaged facilities and infrastructure
- Flood fighting activities/actions, sand bagging operations, levee reinforcement operations
- Hazardous waste clean-up and disposal operations
- Clearing and shoring operations for landslide areas
- Request for Public Works mutual aid.

## Extended Response Operations

Develop procedure for restoring vital services.

## Recovery Operations

In coordination with the Housing and Redevelopment and the Community Development Department, identify the process for conducting and analyzing potential hazard mitigation projects.

## **Utilities Department**

### Preparedness and Pre-Incident Phase

Develop procedure for reviewing and updating the Utilities Department SOPs.

Identify the process and develop procedures for checking critical Utilities Department's personnel and pre-positioning resources and equipment.

### Initial Response Operations

Develop procedures for responding to:

- Failure of any of the six dams located in or affecting the City of Santa Rosa
- Earthquakes
- Floods
- Landslides
- Extreme weather or storm situations

Develop procedures for initiating:

- Initial damage evaluation of the City's utility system following an earthquake
- Initial damage evaluation of dams located in or affecting the City of Santa Rosa
- Initial damage evaluation of all other designated critical facilities
- Repair and restoration activities for damaged facilities and infrastructure
- Request for Utilities Mutual Aid

## Extended Response Operations

Develop procedure for restoring vital services.

## Recovery Operations

In coordination with the Emergency Services Coordinator and the Community Development Department, identify the process for conducting and analyzing potential hazard mitigation projects.

## **Human Resources Department**

### Preparedness and Pre-Incident Phase

Review and update the Human Resources Department SOPs.

Prepare to mobilize auxiliary and volunteer staff and pre-positioning equipment and supplies.

Coordinate with the Emergency Services Coordinator the process for recruiting volunteers and additional staff, including procedures for public solicitation of volunteers.

In coordination with the Volunteer Center, develop procedures for establishing reporting sites for volunteers. Develop registration and skills determination procedures.

In coordination with City departments, develop special training needs of City personnel and volunteer personnel.

### Extended Response

In coordination with the EOC Manager and the Human Resources representative in the EOC, develop plans to provide replacement personnel to staff the EOC for prolonged operations.

In coordination with City departments, determine anticipated personnel needs of the various departments for prolonged operations.

In coordination with the EOC (Time Unit), ensure that procedures for maintaining time records for City employees and volunteers are in-place, being used and are adequate to support claims for reimbursement. Continually monitor personnel status of all departments, including the EOC, to insure that personnel requirements are being addressed.

### Recovery Operations

In coordination with the EOC Manager, Emergency Services Coordinator and the various departments, ensure that sufficient personnel are provided to support recovery operations.

## City Manager

### Preparedness and Pre-Incident Phase

Develop procedure for reviewing and updating the City Manager's SOPs.

In coordination with the Emergency Services Coordinator, identify alternate government facilities for increasing public information efforts.

In coordination with the Emergency Services Coordinator, develop the process and procedure for increasing public information efforts.

In coordination with the Emergency Services Coordinator and the Human Resources Department, develop the process and procedure for recruiting volunteers and additional staff, including the procedure for registering Disaster Service Workers.

## Increased Response Operations

In coordination with the Emergency Services Coordinator and the Police Department, develop procedures to disseminate warnings, emergency public information and instructions to citizens of Santa Rosa likely to be impacted by the event.

In coordination with the City Attorney and Emergency Services Coordinator, develop procedures for declaring a Local Emergency, requesting concurrence of the Local Emergency Declaration from the Director of the Governor's Office of Emergency Services; requesting a gubernatorial proclamation of a State of Emergency, as appropriate; and requesting a Presidential declaration. Include in the procedures the benefits of such proclamations and any additional actions that may be required after such a proclamation is made. Sample proclamations are contained in Part II, (EOC Procedures Manual), Tab K.

## Extended Response Operations

In coordination with the Emergency Services Coordinator and the City Attorney, develop the documentation necessary for declaring a Local Emergency. If declaration is made by the City Manager, present declaration to the City Council for ratification within seven days.

As appropriate, submit documentation to the state for concurrence of the Local Emergency by the Director of the Governor's Office of Emergency Services; submit a request for a Gubernatorial Declaration of a State of Emergency and Presidential Declaration as appropriate.

In coordination with the Emergency Services Coordinator, develop the process and procedure for disseminating emergency public information.

Develop procedures for protecting, controlling and allocating vital resources.

Develop the process for communicating with the City's Disaster Council.

## Recovery Operations

**As EOC Manager, approve the Recovery Operations Plan and** the procedures used for recovery operations.

Develop procedures for continuing government operations, including the identification of alternate sites and succession of City leadership.

## Community Development Department

### Preparedness and Pre-Incident Phase

Develop procedure for reviewing and updating the Community Development Department SOPs.

Identify the process and develop procedures for checking critical Community Development Department facilities and equipment including testing systems.

Develop procedure for mobilizing Community Development Department personnel and pre-positioning resources and equipment.

### Initial Response Operations

Develop procedures and training for the initial response to a major earthquake to include:

- Assessment of mutual aid needs
- Detailed safety evaluation of facilities crucial to the initial response
- Provide structural engineering expertise as requested to assist with structural evaluation, shoring and/or demolition operations critical to rescue and/or evacuation operations
- Initiate rapid safety evaluation of structures with high occupant load and/or structures critical to the extended response

### Extended Response Operations

Develop procedures for performing detailed safety inspections of damaged facilities following an earthquake, including the process of determining whether a structure will be rebuilt or demolished. **Coordinate with the Sonoma County Operational Area as needed and required under SEMS.**

Develop process for emergency permits, inspections and abatement proceedings.

Develop procedures to initiate mutual aid request for building inspectors following an earthquake.

In coordination with the Police and Fire Departments, develop policy for re-entry of posted buildings.

Develop procedures to manage safety evaluation teams.

Develop procedures for conducting advance planning activities.

Develop procedures for creating a Situation Status Report for the disaster to obtain the “big picture”, including the updating process.

Develop procedures for maintaining status of available and incoming resources.

### Recovery Operations

Identify the process for rezoning damage areas of Santa Rosa.

Develop strategic plan for implementation of long term permit issuance, building inspection and abatement critical to the recovery.

## Housing and Redevelopment Department

### Preparedness and Pre-Incident Phase

Develop procedure for reviewing and updating Housing and Redevelopment Department SOPs.

### Initial Response Operations

Develop procedures for assessing immediate requirements for temporary housing to meet the needs of victims.

Identify local resources for acquiring temporary housing for disaster victims.

### Recovery Operations

Coordinate the development of the Recovery Operations Manual and procedures to assist citizens, business, and government to recover from the effects of any emergency.

In coordination with the Community Development Department, identify or facilitate the development of the process to be used in the rebuilding damaged areas of the City of Santa Rosa under redevelopment laws and regulations.

## Administrative Services Department

### Preparedness and Pre-Incident Phase

Develop procedure for reviewing and updating Administrative Services Department SOPs.

### Extended Response Operations

Develop procedures for procuring emergency resources to sustain operations.

Develop the process for documenting fiscal accountability of disaster response and recovery operations (a disaster accounting system).

### Recovery Operations

In coordination with the Emergency Services Coordinator, develop the procedures and processes to be used for recovery operations.

Develop the process and procedure for tracking employees' time and issuing paychecks during disaster operations.

Develop process and procedures for submitting and processing Workers' Compensation Claims arising out of disaster operations.

## Parks & Recreation Department

### Preparedness and Pre-Incident Phase

Develop procedures for reviewing and updating Santa Rosa Parks and Recreation Department SOPs.

Identify the process and develop procedures for checking Parks and Recreation facilities and equipment, including testing systems.

Develop procedure for mobilizing Parks and Recreation personnel and pre-positioning resources and equipment.

### Initial Response Operations

Develop procedures for assessing the need for mutual aid.

In coordination with the Fire Department and the City Manager's Office, develop procedures for treating the injured, including activating "field treatment sites" (Medical Care/Triage SOP).

### Extended Response Operations

In coordination with the Sonoma County Chapter, American Red Cross and the Operational Area Care and Shelter Coordinator, develop procedures for the provision of shelter and feeding displaced persons (Shelter Operations SOP). Ensure that all items under the **Americans with Disabilities Act** are considered when designating, opening and operating a **public** shelter.

In coordination with the Transit and Parking Department, develop procedures for vector control operations.

Develop procedures for activating and participating in the Auxiliary Communication System.

In coordination with the County Health Department, develop procedures for vector control operations.

In coordination with County Animal Control, the American Red Cross and the Redwood Empire Veterinarian Association, develop procedures for the care and shelter of pets and livestock.

## Transit and Parking Department

### Preparedness and Pre-Incident Phase

Develop procedures for reviewing and updating the City of Santa Rosa Transit and Parking Department SOPs.

Identify the process and develop procedures for checking the Transit and Parking facilities and equipment, including the maintenance facilities.

Develop procedures for mobilizing Transit and Parking personnel and pre-positioning rolling stock and maintenance equipment.

### Initial Response Operations

Develop procedures for assessing the need for additional transportation assets and accessing Mutual Aid.

Identify local resources for implementing transportation resources and maintenance capabilities.

## Extended Response Operations

In coordination with the Transportation Unit Chief, develop procedures for dispatch of transportation resources to meet the needs of Incident Commanders throughout the City.

Identify and coordinate the dispatch of all transportation assets capable of meeting the needs of citizens with disabilities.

Develop procedures for restoration of City transportation services and, where necessary, adjust the routes to meet the needs of persons who may have been displaced from their place of residence.

## VII – Continuity of Government

A major disaster could easily result in the death or injury of key City officials, the partial or complete destruction of established seats of City government and the destruction of public and private records essential to continued operations of government. The City is responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the City of Santa Rosa continue to function as a local government entity following a major disaster. The California Government Code and the Constitution of California provide the authority for the City government to reconstitute itself in the event incumbents are unable to serve. **This section constitutes the City of Santa Rosa version of the federal Continuity of Operations Program (COOP) as recommended under NIMS and the National Response Framework (NRF).**

Article 15, Chapter 7, Division 1 of Title 2 of the California Government Code permits the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services related to health and safety. The standby officers shall have the same authority and powers as the regular offices or department heads. The succession list for the City of Santa Rosa is provided below.

<u>Function/Department</u>	<u>Title/Position</u>
Mayor	Vice Mayor
Council Members	No stand-by officers named
City Manager	<ol style="list-style-type: none"><li>1. Deputy City Manager</li><li>2. Assistant City Manager/ Administrative Services Director</li><li>3. Assistant City Manager</li></ol>
City Attorney	<ol style="list-style-type: none"><li>1. Assistant City Attorney</li><li>2. Assistant City Attorney</li><li>3. Assistant City Attorney</li></ol>
Administrative Services Director	<ol style="list-style-type: none"><li>1. Assistant City Manager/ Administrative Services Director</li><li>2. Finance Director</li><li>3. General Services Administrator</li></ol>
Community Development Director	<ol style="list-style-type: none"><li>1. Deputy Director, Planning</li><li>2. Administrative Services Officer</li><li>3. Deputy Director, Engineering</li></ol>
Building and Code Compliance	<ol style="list-style-type: none"><li>1. Supervising Engineer – Building</li><li>2. Senior Building Inspector</li><li>3. Plan Check Engineer</li></ol>
Fire Chief	<ol style="list-style-type: none"><li>1. Deputy Chief</li><li>2. Fire Marshall</li><li>3. Division Chief</li></ol>

Housing/Redevelopment Director	<ol style="list-style-type: none"> <li>1. Housing Redevelopment Coordinator</li> <li>2. Housing Redevelopment Specialist</li> <li>3. Housing Services Technician</li> </ol>
Human Resources Director	<ol style="list-style-type: none"> <li>1. Senior HR Analyst</li> <li>2. HR Analyst</li> <li>3. HR Analyst</li> </ol>
Police Chief	<ol style="list-style-type: none"> <li>1. Cmdr, Personnel Services Div</li> <li>2. Cmdr, Investigative Services Div</li> <li>3. Cmdr, Area &amp; Ops Support Div</li> </ol>
Public Works Director	<ol style="list-style-type: none"> <li>1. Deputy Director, Field Services</li> <li>2. Deputy Director, Engineering</li> <li>3. Deputy Director, Traffic</li> <li>4. Street Maintenance Supervisor</li> </ol>
Transit and Parking Director	<ol style="list-style-type: none"> <li>1. Deputy Director</li> <li>2. Transit Planner</li> <li>3. Transit Planner</li> <li>4. Administrative Services Officer</li> </ol>
Utilities Director	<ol style="list-style-type: none"> <li>1. Deputy Director, Utility Ops</li> <li>2. Deputy Director, Engineering</li> <li>3. Utilities Administrator</li> <li>4. Administrative Services Officer</li> </ol>

### Reconstitution of the Governing Body

Article 15, Chapter 7, Division 1 of Title 2 of the California Government Code authorizes that, should all members including all standbys, be unavailable, temporary officers for the City of Santa Rosa shall be appointed by the Chairman of the Board of Supervisors of Sonoma County.

Section 23600 of the California Government Code provides that the City Council designate alternative City seats of government, which may be located outside City boundaries. Real property cannot be purchased for this purpose. A resolution designating the alternative city seats must be filed with the Secretary of State. The temporary seat of City government for the City of Santa Rosa is as follows:

1 <sup>st</sup> Alternative	Public Safety Building
2 <sup>nd</sup> Alternative	Municipal Support Center
3 <sup>rd</sup> Alternative	Finley Community Center

### Protection of Vital Records

The City Clerk, City of Santa Rosa, shall be responsible for preservation and protection of vital records. Each department within the City shall identify, maintain and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, articles of incorporation and historical information.

Vital records of the City of Santa Rosa are routinely stored in the City Clerks Office, located in City Hall. *(Note: The City Hall does not meet earthquake standards as an essential services building. Copies of vital records should be stored in a more secure location.)*

## IX – Authorities and References

The authority for the City of Santa Rosa Emergency Operations Plan (EOP) is provided in the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

The City of Santa Rosa Ordinance No. 2262, dated 26 October 1982, provides the authority for implementation of the City of Santa Rosa Emergency Operations Plan.

In the development of this EOP, references were used from numerous sources, e.g. Sonoma County Operational Area EOP, the Standardized Emergency Management System (SEMS) Regulations (California Government Code 8607) and Guidelines and the State of California Emergency Plan. A compendium of pertinent authorities and references is located at Tab A.

## X – Training and Exercising

The **Santa Rosa Emergency Services Coordinator** is responsible for developing and providing training required under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) regulations and guidelines and how it relates to EOC Operations and the Emergency Operations Plan.

Each of the City Departments is responsible for providing **SEMS, NIMS and ICS compliant** training for all department emergency responders, ensuring that all applicable laws are met and employees are familiar with and knowledgeable of the Department's Standard Operating Procedures (SOPs) and the City's Emergency Operations Plan.

The **Emergency Services Coordinator**, in coordination with the City Manager, is responsible for developing and distributing an exercise schedule, covering the exercises to be conducted throughout a given calendar year. Each department is responsible for ensuring emergency responders participate in these scheduled events pursuant to the published exercise schedule.

## XII – Glossary

### Acronyms

<b>ACS</b>	<b>Auxiliary Communications Services (Amateur Radio)</b>
ARB	Air Resources Board
ARC	American Red Cross
CAL/EPA	California Environmental Protection Agency
CALOSHA	California Occupational Safety & Health Agency
CALTRANS	California Department of Transportation
CBO	Community-Based Organization
CCC	California Conservation Corps
CCR	California Code of Regulations
CDE	California Department of Education
CDF	California Department of Forestry & Fire Protection
CDMG	California Division of Mines & Geology (see OC/DMG)
CDSS	California Department of Social Services
CEC	California Energy Commission
CHP	California Highway Patrol
CIS	Critical Incident Stress
CNG	California National Guard
<b>COOP</b>	<b>Continuity of Operations</b>
CSGNET	California State Government Network
CUEA	California Utilities Emergency Association
CYA	California Youth Authority
DCA	Department of Consumer Affairs
DFA	Department of Food & Agriculture
DFG	Department of Fish & Game
DFO	Disaster Field Office
DGS	Department of General Services
DGS/DSA	General Services, Division of the State Architect
DHCD	Department of Housing & Community Development
DHS	Department of Health Services
DI	Department of Insurance
DIR	Department of Industrial Relations
DMH	Department of Mental Health
DMV	Department of Motor Vehicles
DOA	Department of Aging
DOC	Department Operations Center
DOE	Department of Energy
DOEd	Department of Education (Federal)
DOF	Department of Finance
DOJ	Department of Justice
DPA	Department of Personnel Administrative
DPR	Department of Parks & Recreation
DPR (CalEPA)	Department of Pesticide Regulation
DR	Department of Rehabilitation
DRE	Department of Real Estate
DSR	Damage Survey Report
DSW	Disaster Service Worker
DTSC	Department of Toxic Substances Control
DVA	Department of Veterans Affairs
DWR	Department of Water Resources
EDD	Employment Development Department
EEO	Equal Employment Opportunity

EMSA	Emergency Medical Services Authority
EOC	Emergency Operations Center
ESA	Emergency Services Act
ESF	Emergency Support Functions
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FRC	Federal Response Center
FRP	Federal Response Plan
FTB	Franchise Tax Board
FTS	Field Treatment Site
GIS	Geographic Information System
HMGP	Hazard Mitigation Grant Program
IA	Individual Assistance
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimates
INF	Immediate Needs Funding
JIC	Joint Information Center
JIS	Joint Information System
MMAA	Master Mutual Aid Agreement (also know as the California Civil Defense & Disaster Mutual Aid Agreement)
NIMS	National Incident Management System
NGO	Non-Governmental Organization
OA	Operational Area
OASIS	Operational Area Satellite Information System
OCJP	Office of Criminal Justice Planning
OEHHA	Office of Environmental Health Hazard Assessment
OES	Office of Emergency Services
OPR	Office of Planning & Research
OSHPD	Office of Statewide Health Planning & Development
OSPR	Office of Oil Spill Prevention and Response (DFG)
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PUC	Public Utilities Commission
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
ROC	Federal Regional Operations Center
SAM	State Administrative Manual
SAR	Search & Rescue
SCIF	State Compensation Insurance Fund
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SOC	State Operations Manager
SOP	Standard Operating Procedures
SPB	State Personnel Board
USAR	Urban Search & Rescue
VOAD	Voluntary Organizations Active in Disasters
WRCB	Water Resources Control Board

## Definitions

### Action Plan

A plan prepared in a Disaster Field Office, Emergency Operations Center, Unified Command Center, or Incident Command Post, containing the emergency response objectives of a specific Standardized Emergency Management System level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies and **appropriate field staff and also is compliant with NIMS requirements.**

### American Red Cross

A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing and registration and inquiry service.

### California Emergency Council

The official advisory board to the Governor on all matters pertaining to statewide emergency preparedness.

### California Emergency Organization

Civil government organized and augmented or reinforced during an emergency by auxiliaries, volunteers, persons pressed into service, the private sector and community based organizations.

### Care and Shelter

A function that provides food, clothing and housing needs for people on a mass care basis.

### Checklist

A list of actions taken by an element of the emergency organization in response to a particular event or situation.

### Concept of Operations

A general notion of the methods agencies use to organize their response to disasters (such as mutual aid and the Standardized Emergency Management System). Disasters typically progress through identifiable phases and certain responses are appropriate during each of these phases.

### Contamination

Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora and fauna.

### Contingency Plan

A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction and the actions necessary to offset these effects.

### Decontamination/Contamination Control

#### Radioactive Materials:

The reduction or removal of radioactive material from a structure, area, person or object. A surface may be treated, washed down or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated and letting the material stand.

#### Other Hazardous Materials:

Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment methods such as diking.

#### Disaster Field Office (DFO)

A central facility established by the Federal Coordinating Officer within or adjacent to an affected area. DFOs are used to coordinate and control State and federal efforts which support disaster relief and recovery operations.

#### Disaster Service Worker

Any persons registered with a disaster council or State OES to provide disaster service without pay. Disaster service workers include public employees, registered volunteers and persons pressed into service during an emergency by persons authorized to command such services.

#### Disaster Support Area

A special facility where disaster relief resources can be received, stockpiled, allocated and dispatched. A separate portion of the area may be used to receive and provide emergency treatment to casualties and for their transfer to adequate medical care facilities.

#### Emergency (Federal Definition – see also Local Emergency and State of Emergency)

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 Management

The provision of overall operational control or coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

#### Emergency Manager

An individual duly appointed by State agencies, counties, cities and counties and cities of the State of California, in accordance with State authority, adopted ordinance, by resolution as provided for by ordinance, or section §26622 of the Government code

#### Emergency Operations

Those actions during the emergency period to protect life and property, care for the people affected and temporarily restore essential community services.

#### Emergency Operations Center

A centralized location from which emergency operations can be directed and coordinated.

#### Federal Agency (Federal definition)

Any department, independent establishment, government corporation, or other agency of the Executive Branch of the Federal Government, including the United States Postal Service, but not the American Red Cross.

#### Federal Assistance (Federal definition)

Aid to disaster victims or State or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (P.L. 93-288) and other statutory authorities of federal agencies.

#### Federal Coordinating Officer (Federal definition)

The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

#### Federal-State Agreement

A legal document entered into between the State and the Federal Government following a Presidential Declaration of an Emergency or Major Disaster. Executed by the Governor, acting for the State and the FEMA Regional Director, acting for the Federal Government. The agreement shall contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders and regulations, as required and set forth by the type and extent of federal assistance to be provided.

#### Field Treatment Site

Sites designated by county officials for the congregation, triage, austere medical treatment, holding and evacuation of casualties following a major disaster.

#### Hazard

Any source of danger or element of risk to people or property.

#### Hazardous Material Incident

Any release of a material (during its manufacture, use, storage or transportation) which is capable of posing a risk to health, safety and property. Areas at risk include facilities that produce, process, transport or store hazardous material, as well as all sites that treat, store and dispose of hazardous materials.

#### Incident Command System (ICS)

The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt any integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

#### Immediate Needs Funding (INF)

An advance of grant funds to assist applicants (jurisdictions) in paying for immediate needs that may require payment in the first 30 to 60 days after a disaster strikes. The amount available is based on 50% of the federal share of the cost of Emergency Work identified in the PDA. INF does not cover those items with Special Considerations or items of work that will require a longer time to complete.

#### 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 air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

### Local Government (Federal definition)

Any county, city, village, town, district or other political subdivision of any state, any Indian tribe or authorized tribal organization, or Alaskan native village or organization that includes any rural community or incorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision thereof.

### Major Disaster (Federal) – see also Emergency

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, 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.

### Master Mutual Aid Agreement

The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies and the various political subdivisions of the State. The agreement provides for support of one jurisdiction by another.

### Media

All means of providing information and instructions to the public, including radio, television and newspapers.

### Mitigation

Pre-event planning and other actions which lessen the effects of potential disasters. (See also Comprehensive Emergency Management.)

### Local Government Emergency Planning Guidance

A document which lays a foundation for emergency response planning for counties, cities, as well as other political subdivisions.

### Mutual Aid

A statewide system, developed under the authority of the California Emergency Services Act, designed to ensure that adequate resources, facilities and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

### Mutual Aid Agreement

An agreement authorized under the Emergency Services Act, 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

A subdivision of the State emergency services organization established to coordinate mutual aid and other emergency operations.

### National Warning System

The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

## National Incident Management System (NIMS)

Established by Presidential Directive following the September 11<sup>th</sup>, 2001 attacks, NIMS is the mandated system for all states and subdivisions as well as the Federal Government to respond to disasters including enemy attack.

## Office of Emergency Services

Part of the Governor's office, the primary State agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response and recovery activities within California.

## Operational Area

An intermediate level of the State emergency organization, consisting of a county and all political subdivisions within the county.

## Plan

As used by OES, an emergency management document which describes the broad overall jurisdictional response to potential extraordinary emergencies or disasters.

## Political Subdivision (California Emergency Services Act definition)

Any city, city and county, county, district or other local government agency or public agency authorized by law.

## Preliminary Damage Assessment (PDA)

The PDA is used to determine the impact and magnitude of damage caused by the disaster event and resulting unmet needs of the public sector and community as a whole. PDA teams identify immediate needs during first contact with the applicant which will result in 50% of the federal share of emergency work being funded immediately upon declaration. Flexibility designed into the PDA forms allow for use on marginal, significant or catastrophic events.

## Public Information Officer

An official responsible for releasing information to the public through the news media.

## Regional Emergency Operations Center

The Regional Emergency Operations Center is the first level facility of the Office of Emergency Services to manage a disaster. It provides a single consistent emergency support staff operating from a fixed facility, responsive to the needs of the operational areas and coordinates with the State Operations Center.

## Regional Director (Federal definition)

A director of a regional office of the Federal Emergency Management Agency (FEMA).

## Robert T. Stafford Disaster Relief and Emergency Assistance Act, ( P.L. 93-288 as amended)

Gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from declared emergencies and major disasters.

## Safety Evaluation

Post disaster evaluation of the safety of buildings/structures and embankments resulting in a red, yellow or green placard being posted at the site. Evaluations are conducted in accordance with ATC 20, 20-1 and 20.2

## Search

Systematic investigation of an area or premises to locate persons trapped, injured, immobilized or missing.

## Special District

A special district is any city or county service area, but not a school district, and not a special assessment district formed under the Improvement Act of 1911, the Municipal Improvement Act of 1913, the Street Opening Act of 1951, the Pedestrian Mall Law of 1960, or any special assessment law or any similar procedural ordinance adopted by a chartered city.

## Standard Operating Procedures

A set of specific instructions for departments, agencies, and individuals to function in field or EOC positions.

## Standardized Emergency Management Systems (SEMS)

The group of principles for coordinating State and local emergency response in California. SEMS provides for a multiple level emergency response organization and is intended to facilitate the flow of emergency information and resources within and between the organization levels.

## State Agency (State definition)

Any department, division, independent establishment or agency of the executive branch of the State government.

## State Coordinating Officer

The person appointed by the Governor to coordinate and work with the federal coordinating officer.

## State Emergency Plan

The State of California Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

## State of Emergency (State definition)

According to §8558 (b) of the Emergency Service Act, a State of Emergency means: "Other duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property with the State caused by such conditions a 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 or, with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

## State Operations Center

A facility established by the Office of Emergency Services headquarters in Sacramento to coordinate State operations and the coordination of federal resources in support of OES Regional Emergency Operations Centers (REOC) during emergencies. The response efforts of State and federal agencies in support of local government operations will be coordinated as much as possible at the REOC level.

### Vector Control

Actions to limit the spread of disease-carrying insects and animals to other animals or the public.

### Volunteers

Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.

## TAB A – COMPENDIUM OF PERTINENT AUTHORITIES AND REFERENCES

### Authorities

The following provides emergency authority for conducting and/or supporting emergency operations:

#### Federal

- a. Federal Civil Defense Act of 1950 (Public Law 920, a amended)
- b. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- c. NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1 1A, Plan Review Guide (Environmental Protections Agency's National Response Team)
- d. U.S. Army Corps of Engineers Flood Fighting (Public Law 84-99)
- e. **Homeland Security Presidential Directive 5, issued February 28, 2003**

#### State

- a. California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code)
- b. Standardized Emergency Management System (SEMS) Regulations (Chapter 1, Division 2, Title 19, California Code of regulations) and (California Government Code 8607a)
- c. California Health and Safety Code (Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610)
- d. California Department of Water Resources Flood Control (California Water Code § 128)
- e. Orders and Regulations which may be Selectively Promulgated by the Governor during a STATE OF EMERGENCY.
- f. Orders and Regulations which may be Selectively Promulgated by the Governor to take effect upon the Existence of a STATE OF WAR.

#### Local

- a. Emergency Services Ordinance No. 2262, adopted 26 October 1982 by the City Council
- b. Resolution adopting the California Master Mutual Aid Agreement, adopted 2 July 1958
- c. Sonoma County Civil Defense and Disaster Mutual Aid Agreement, signed 10 February 1963

- d. Sonoma County Law Enforcement Mutual Aid Agreement, signed 11 March 1965.
- e. Sonoma County Fire Mutual Aid Agreement
- f. Resolution adopting Workmen's Compensation Benefits for Disaster Service Workers
- f. Resolution No. 15852, adopting the Emergency Operations Plan, adopted 12 October 1982.

## References

### Federal

- a. Federal Response Plan (for Public Law 93-288, as amended), April 1992, retitled the Robert T. Stafford Disaster Relief and Emergency Assistance Act) (as amended)
- b. Debris Removal Guidelines for State and Local Officials (FEMA DAP-15)
- c. A Guide to Federal Aid and Disasters (DAP-19)
- d. Digest of Federal Disaster Assistance (DAP-21)
- e. Individual and Family Grant Program Handbook Pursuant to Public Law 93-288 (DR&R-18)
- f. Fire Suppression Assistance Handbook (DAP-4)
- g. Civil Preparedness Guide 1-8
- h. [Homeland Security Presidential Directive 5, issued February 28, 2003](#)

### State

- a. California Constitution
- b. State Emergency Plan
- c. Standardized Emergency Management System (SEMS) Regulations (Government Code §8607)
- d. Standardized Emergency Management System (SEMS) Guidelines
- e. Governor's Office of Emergency Services Disaster Assistance Procedural Manual
- f. California Emergency Resources Management Plan
- g. Natural Disaster Assistance Act Eligibility Guidelines and Claiming Instructions (State OES)
- h. Public Assistance Guide for Applicants (State OES DAP-1)

- i. California Master Mutual Aid Agreement and supporting mutual aid agreements.
- j. California Law Enforcement Mutual Aid Plan
- k. California Fire and Rescue Operations Plan

Other

- a. Applied Technology Council – Procedures for Post-Earthquake Safety Evaluation of Buildings – ATC, 20, 20-1, 20-2

ORDINANCE NO. 2262

AN ORDINANCE REPEALING CHAPTER 7 OF THE SANTA ROSA CITY CODE AND ORDINANCE NUMBER 1542 AND RE-ENACTING CHAPTER 7 OF THE SANTA ROSA CITY CODE (Emergency Organizations and Functions)

THE PEOPLE OF THE CITY OF SANTA ROSA DO ENACT AS FOLLOWS:

Chapter 7, Sections 7.1 to 7.13 are hereby repealed.

Section 1, Sections 7.1 through 7.12 are enacted to read and provide as follows:

Section 7.1 Purposes The declared purposes of this Chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations and affected private persons.

Section 7.2 Definition As used in this Chapter, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions, including conditions resulting from war or imminent threat of war.

Section 7.3 Power of Mayor In the case of an emergency as defined by Section 7.2 hereof, the Mayor shall assume general control of the City government and all its branches and shall be responsible for the suppression of disorders and the restoration of normal conditions.

Section 7.4 Director and Assistant Director of Emergency Services

- A. There is hereby created the office of Director of Emergency Services. The City Manager shall be the Director of Emergency Services.
- B. There is hereby created the office of Assistant Director of Emergency Services, who shall be appointed by the Director.

Section 7.5 Powers and Duties of the Director and Assistant Director of Emergency Services

- A. The Director is hereby empowered to:
  - (1) Request the City Council to proclaim the existence or threatened existence of a "local emergency" if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a local emergency is proclaimed by the Director, the City Council shall take action to ratify the proclamation within 7 days thereafter or the proclamation shall have no further force or effect.
  - (2) Request the Governor to proclaim a "state of emergency" when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.
  - (3) Control and direct the effort of the emergency organization of the City for the accomplishment of the purposes of this ordinance.

- (4) Direct cooperation between and coordination of services and staff of the emergency organization of the City; and resolve questions of authority and responsibility for that area.
  - (5) Represent the City in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.
  - (6) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor or the Director of the State Office of Emergency Services, or the existence of a "state of war emergency", the Director is hereby empowered:
    - (a) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency.
    - (b) To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair market value thereof and, if required, to immediately commandeer the same for public use.
    - (c) To require emergency services of any City officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this City is located or the existence of a "state of war emergency", to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such person shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster workers.
    - (d) To requisition necessary personnel or material of any City department or agency.
    - (e) To execute all of his ordinary power as City Manager, all of the special powers conferred upon him by this ordinance or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred upon him by any agreement approved by the City Council and by any other lawful authority.
  - (7) Advise the City Council on the needs of the City.
  - (8) Delegate duties as necessary
- B. The Director of Emergency Services shall designate the order of succession to that office to take effect in the event the Director is not available to attend meetings or otherwise perform his duties.
- C. The Assistant Director, under the supervision of the Director and with the assistance of emergency service chiefs, shall assist with the development of emergency plans, annexes, operating procedures and such other rules and regulations necessary to manage the emergency programs for the City; and shall have such other powers and duties as may be assigned by the Director and City Manager.

Section 7.6 Emergency Organization All officers and employees of the City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons impressed into service, be charged with duties incident to the protection of life and property in this City during such emergency, shall constitute the emergency organization of the City of Santa Rosa.

Section 7.7 Emergency Plan The City Manager shall be responsible for the development of the City of Santa Rosa emergency plan. The plan shall provide for the effective mobilization of the resources of the City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war caused emergency; and shall provide for the organization, powers and duties, services and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council.

Section 7.8 Expenditures Any expenditure made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Santa Rosa.

Section 7.9 Punishment of Violations It shall be a misdemeanor, punishable by a fine of not to exceed five hundred dollars (\$500), or by imprisonment for not to exceed six months, or both, for any person during an emergency to:

- A. Willfully obstruct, hinder or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this Chapter, or in the performance of any duty imposed upon him by virtue of this Chapter.
- B. Do any act forbidden by any lawful rule or regulation issued pursuant to this Chapter, if such an act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this City, or to prevent, hinder or delay the defense or protection thereof.
- D. Wear, carry or display, without authority, any means of identification specified by the emergency agency of the State.

Section 7.10 Repeal of Conflicting Ordinances Ordinance NO. 1542 of the City of Santa Rosa is hereby repealed. It is the intent of the City Council in enacting this ordinance that it shall be considered a revision and continuation of the ordinance repealed by this ordinance and the status of volunteers shall not be affected by such repeal; nor shall plans and agreements, rules and regulations or resolutions adopted pursuant to such repealed ordinance be affected by such repeal until amended, modified or superseded as provided in this ordinance.

Section 7.11 Effective Date This ordinance shall become effective thirty (30) days from and after its passage and publication.

Section 7.12 Severability If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications and, to this end, the provisions of this ordinance are declared to be severable.

IN COUNCIL DULY PASSED THIS 26<sup>TH</sup> day of October, 1982  
AYES (5) Mayor Born, Councilmen Barone, Burkart, Healy and Jeffries  
NOES (0)  
ABSENT (0)

APPROVED:  
S/Donna M. Born  
Mayor