



Mono County



Emergency Operations Plan (EOP)



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Mono County
Emergency Operations Plan

Portions of this document may contain sensitive information pertaining to the deployment, mobilization, and tactical operations of Mono County government in response to emergencies. Although the vast majority of this plan is available for public review, Mono County is withholding this Plan from full public disclosure under the provisions of the California Public Records Act (California Government Code §§ 6250 - 6276.48). Refer any request for a copy of this document to the Mono County Sheriff's Office, Office of Emergency Services.



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FORWARD

Herewith is presented the revised 2012 Mono County Operational Area (OA) Emergency Operations Plan (EOP). This plan is designed as a reference and guidance document, and is the foundation for response and recovery operations for the County of Mono, and Mono County Operational Area when acting as the lead agency of the Operational Area and its member agencies.

This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of the duties of the County as OA Lead Agency; the duties of other organizations as members of the OA, and both response and recovery procedures. This plan builds upon previous efforts to enhance the OA's capabilities and includes the critical elements of the Standardized Emergency Management System, the National Incident Management System, and the Incident Command System. This plan may reviewed by contacting the Sheriff's Office, Office of Emergency Services.

This Emergency Operations Plan is an extension of the State of California Emergency and the concepts of this plan can be used to coordinate localized emergencies as well as catastrophic disasters. The plan will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

Mono County and the Board of Supervisors give full support to this plan and urge all officials, employees, and citizens, individually and collectively, to do their share in the total emergency preparedness, response, and recovery efforts of Mono County.

This Emergency Operations Plan will become effective upon approval and resolution of the Mono County Board of Supervisors. Concurrence with this promulgation letter constitutes the adoption of the Emergency Operations Plan by Mono County officials.

Official Signatory
XXXXXX



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PLAN CONCURRENCE

As a designated official or principle in the Operational Area emergency management effort, and having reviewed this Mono County Emergency Operations Plan, I hereby sign this concurrence page to show my approval of the plan and its contents.

Name	Title	Department	Date

Plan Development and Maintenance

The Mono County Emergency Operations Plan (EOP) is adopted by Resolution of the Mono County Code of Ordinances by the board of supervisors. The Mono County emergency services council is responsible for the development of the EOP, while the County Sheriff's Office, Office of Emergency Services is responsible for coordinating the maintenance and updating of the EOP.

Individual departments are responsible to update and revise their departmental procedures which will be approved by the County Emergency Services Director or a designee. The updates will include new information, e.g., changing of phone numbers, and revisions of relevant standard operational procedures or positions. All plan updates will be forwarded to the Sheriff's Office, Office of Emergency Services, which is responsible to document the changes and maintain records of all revisions. All changes



to the plan will be distributed to the County departments and agencies shown on the Plan Distribution list. Major revisions to the plan will be approved by the Board of Supervisors.

Distribution List

This distribution list names the departments or agencies receiving copies of the Mono County Emergency Operations Plan. The plan may be distributed in an electronic form or printed version:

Department	#	Department	#
Cal EMA, Southern Region	1	Risk Management	1
Board of Supervisors	5	Sheriff- Coroner Department	4
Clerk Recorders Office	1	Southern Mono Healthcare District	1
Community Development Department	1	Special District Fire Protection Districts	11
County Administrative Officer	1	Special District Community Service Districts	4
County Counsel	1	Special District Mosquito Abatement District	1
Director of Emergency Services	1	Special District Water Districts	3
District Attorney	1	Special District Public Utilities Districts	3
Economic Development & Special Projects	1	Social Services Department	1
Finance Department	1	Town of Mammoth Lakes	1
Health Department	3	Mammoth Lakes Police Department	4
Human Resources	1	Unified School Districts (Bishop, Eastern Sierra, Mammoth)	3
Probation Department	1	Mammoth Branch, Eastern Sierra College Center, Cerro Coso Community College	1
Paramedic Fire Rescue	4	Marine Corps MWTC	1
Public Works Department	4		

Record of Revisions

Change No.	Description	Change Date	Approved By
001	Plan Revision November 2012		

The use of this Record of Revisions table helps manage modifications to the EOP throughout the life of the document. All attempts have been made to ensure the accuracy of the information within this EOP as of the initial distribution date. The Sheriff's Office of Emergency Services will maintain the official copy of the EOP.



PLAN APPROVAL



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PART ONE – BASIC PLAN

SECTION 1.0 ADMINISTRATIVE FEATURES

1.1 Plan Format

The format consists of three parts and annexes that include legal and supporting documents to the EOP:

- Part One – Basic Plan: the plan introduction and administrative features; concept of operations including the principles and methods used to carry out emergency operations; hazards and threats to the county to provide a rationale for prioritizing emergency preparedness actions for specific hazards; and recovery and mitigation operations.
- Part Two – EOC Operations: the emergency operations center responsibilities and procedures with functional checklists for each ICS organizational position.
- Part Three – Support Annexes: attachments to support OA EOC staff in performing their functions. The annexes represent a set of specific plans that are complementary to the EOP and used during specific, significant emergency situations that require unique planning beyond the all hazards approach within the Basic Plan.

1.2 Purpose and Scope

This Emergency Operations Plan (EOP) applies only to the Mono County Operational Area and does not address response and recovery operations for local governments or agencies outside the OA. The EOP addresses the Mono County Operational Area's (OA) planned response to extraordinary situations associated with natural disasters and/or technological incidents including both peacetime and national security operations. The plan focuses on coordinating mutual aid within the OA and also provides an overview of the operational concepts relating to various emergency situations, identifies components of the OA emergency response organization, and describes the overall responsibilities of the OA for supporting OA Members in protecting life and property and assuring the overall well-being of the population.

The Mono County OA EOP provides a consistent framework for emergency management and includes County management staff and employees, federal, state and city governments, partner agencies, special districts that serve Mono County residents, and private and volunteer organizations involved in emergencies. This plan provides the framework for OA Emergency Operations Center (EOC) operations during incidents that require the activation and use of an Operational Area by OA Members.



1.3 Mono County EOP Implementation

Activation of the Mono County EOP occurs as a result of one of the following conditions:

- On the order of the board of supervisors based upon recommendation from the county director of emergency services, if the board is in session; or the county director of emergency services shall issue the proclamation himself if the board is not in session subject to ratification by the board at the earliest practicable time (Section 2.60.070, Mono County Code of Ordinances)
- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code)
- A Presidential Declaration of a National Emergency
- Automatically on receipt of an attack warning or the observation of a nuclear detonation

1.4 Authorities and References

The following documents provide emergency authorities for conducting and/or supporting emergency operations:

Federal

- Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
- Presidential Policy Directive (PPD) 8, National Preparedness
- U.S. Department of Homeland Security National Incident Management System (NIMS)
- U.S. Department of Homeland Security National Response Framework (NRF)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288), as amended
- Americans With Disabilities Act (ADA), 1990
- ADA Amendment Act (ADAAA), 2008
- Post-Katrina Emergency Reform Act, 2007
- The Pets Evacuation and Transportation Standards Act of 2006
- Public Law 84-99 (U.S. Army Corps of Engineers-Flood Control Act)
- Federal Civil Defense Act of 1950 (Public Law 920), as amended
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)



- National Forest Management Act of 1976
- Federal Land Policy and Management Act of 1976
- National Environmental Policy Act of 1969, 42 U.S.C. 4321
- Endangered Species Act of 1973, as amended; 16 U.S.C. 1531 *et seq.*
- Fish and Wildlife Coordination Act of 1934, as amended; 16 U.S.C. 661-667e

State

- California Constitution
- California Emergency Services Act ; Chapter 7 of Division 1 of Title 2 of the Government Code
- Standardized Emergency Management System (SEMS) Regulations; Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
- California State Emergency Plan
- California Natural Disaster Assistance Act ;Chapter 7.5 of Division 1 of Title 2 of the Government Code
- California Hazardous Materials Incident Contingency Plan
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 *et seq.*, Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- California Master Mutual Aid Agreement

County

- Mono County, California, Code of Ordinances; Title 2 Administration and Personnel; Chapter 2.60 Emergency Services
- Resolution accepting California Disaster and Civil Defense Mutual Aid Agreement by Mono County
- County of Mono Resolution, adopting the California Master Mutual Aid Agreement
- Resolution adopting Workmen's Compensation Benefits for Volunteers
- Coroner Mutual Aid Agreement between the County of Orange and the County of Mono, February 1, 2012
- Mono County Fire Mutual Aid Agreement
- California Building Officials Mutual Aid Guidance, March 2004



- Memorandum of Understanding, Mono County Collaborative Planning Team, Adopted December 1996, Amended September 2010
- Resolution adopting the California Law Enforcement Mutual Aid Compact
- Resolution adopting Statewide SEMS and accepting lead role for Mono County Operational Area
- Resolution adopting the National Incident Management System (NIMS) as the basis for all Incident Command within Mono County
- Resolution No. ____ adopting the revision to the Mono County Emergency Operations Plan on _____.

1.5 Relationship to Other Plans/References

This EOP is the primary document used by the County and the Operational Area to describe the conduct of emergency management activities from both the County and OA perspective. The EOP provides a conceptual framework for all other emergency management planning of the Operational Area, but not necessarily of OA Members.

The EOP contributes to the emergency management programs of OA Members by describing how activities will be conducted within OA limits, and how support will be requested and coordinated - in the form of mutual aid and other resources - by the OA. When emergencies or disasters necessitate resource support from regional, State, Federal, international, private or non-profit sources outside the immediate control of OA Members, then this EOP will serve as the primary guide to coordinating those resources at the next SEMS level.

At the same time, this EOP is not a stand-alone document. Its purpose is to support the emergency plans and procedures of OA Members. This plan is designed to be flexible enough that that it can adapt to a changing response environment and to the needs of supporting and requesting organizations. Some of the plans and guidelines that this EOP will frequently support/complement include:

- Disaster Assistance Procedure Manual (Cal EMA)
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Operations Plan
- California Public Health and Emergency Operations Manual, July 2011
- Emergency Managers Mutual Aid Plan (dated November 1997)
- Mammoth Lakes Emergency Plans and Procedures



1.6 Standard Operating Procedures/Guidelines (SOPs/SOGs)

Departments, agencies and organizations that have responsibilities in this plan have prepared organizational and/or position-specific Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOGs) detailing personnel assignments, policies, notification rosters, resource lists, and specific steps for accomplishing the functions assigned in this EOP. OA emergency response personnel should be acquainted with these SOPs/SOGs, and receive periodic training on the policies and procedures contained within the SOPs/SOGs in support of this OA EOP.



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SECTION 2.0 SITUATION AND ASSUMPTIONS

2.1 General Description

Mono County is located on and below the eastern slope of the Sierra Nevada Mountains in the east central portion of the U.S. state of California, between Yosemite National Park and Nevada. Mono County was created by an act of the Legislature on April 21, 1861. The county seat is in the town of Bridgeport. According to the January 2011 estimates from the State of California Department of Finance, the county has a total population of 14,309. There are 15 designated communities and one incorporated town, Mammoth Lakes, within Mono County. Mono County is bordered on the northwest by Alpine County, on the west and southwest by Tuolumne and Mariposa Counties, on the south by Inyo County, and by Douglas, Lyon, Mineral and Esmeralda Counties, in Nevada, on the state's eastern border.

Agriculture, mining, recreation, and services are the primary sources of employment and income in the County. Agriculture includes livestock, with cattle, sheep, and wool as the leading products. Tourism and recreation are key economic factors, with the historic State Park and official state gold rush ghost town at Bodie; high-elevation winter sport areas at Mammoth Lakes; and outdoor recreation, including fishing and camping at high mountain lakes; and Mono Lake, a vital habitat for millions of migratory and nesting birds, with pinnacles of tufa arising out of the salty and alkaline lake.

Critical facilities in Mono County have been identified as the County and Town of Mammoth Lakes government facilities, primarily located in Bridgeport and Mammoth Lakes; schools within the Bishop, Eastern Sierra and Mammoth Unified School Districts and Round Valley Joint Elementary School District; the Mammoth branch of the Eastern Sierra College Center (a division of the Cerro Coso Community College); the Mammoth Yosemite Airport; and Mammoth Hospital, a 17-bed Critical Access Hospital providing 24-hour emergency care.

2.2 Geography

The county topography ranges from moderately high table lands to high Sierra Nevada Mountain areas, with elevations ranging between 4,190 and 14,246 feet. The total area of the county is 3,131.80 square miles, of which land is 3044 square miles, and water is 87.4 square miles. Mono County experiences hot summers with highs up to 110 degrees, and cold winters with lows at 13 degrees. Mammoth Lakes, located at the foot of Mammoth Mountain, is home to the Mammoth Mountain Ski Area and is noted for the unusually large amount of snowfall it receives – over 400” annually. It is estimated that the Town of Mammoth Lakes receives 1.3 million visitors in the winter and 1.5 million in the summer for an annual average of 2.8 million visitors. There are 20 lakes and reservoirs in Mono County, and endless rivers and streams, attracting anglers and sports enthusiasts from around the country. The Devils Postpile National Monument,



with more than 155,000 visitors annually, is actually located in Madera County, but the only road into this area is in Mono County through the Mammoth Lakes area. Parts of the Inyo National Forest and Toiyabe National Forest are in Mono County and are national protected areas.

The primary transportation route through the county is U.S. Highway 395, which runs north-south. U.S. Highway 395 provides the route to Carson County and Reno, Nevada, to the north and to San Bernardino and Los Angeles to the south. U.S. Highway 6 crosses the southwest portion of the county, from U.S. Highway 395 to central Nevada. State Highways 120 and 108 run east to west over the Sierra Nevada, providing access to the California Central Valley and the coast. There are airports at Mammoth Lakes, Bridgeport, and Lee Vining.



Figure 1 Mono County Map





2.3 Hazards and Vulnerabilities

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business, or other types of harm or loss.

Vulnerability indicates the level of exposure of human life and property to damage from natural and manmade hazards. Mono County and its people are vulnerable to a wide range of hazards that threaten towns, businesses, government and the environment.

Earthquakes, wildfires, volcanic activity, flooding, avalanche hazards, and extreme weather conditions represent the primary events that would result in significant disaster losses. Secondary hazards include transportation incidents, hazardous materials releases, public health threats, terrorism, and energy disruption incidents. The hazards and vulnerabilities facing the county are summarized below.

2.3.1 Seismic Hazards

There are four seismic zones in the U.S.A., ranging from 1 to 4; the higher the number the higher the earthquake danger. All of Mono County is situated within Seismic Zone 4 with the highest risk for seismic activity. The county's historical earthquake activity is significantly above the California state average and 3842% greater than the overall U.S. average. Stronger construction standards for buildings in Zones 3 and 4 have been adopted in the Uniform Building Code, and consequently new construction in Mono County must comply with stringent engineering and construction requirements. Existing buildings that may be subject to seismic hazards must also comply with new requirements of the unreinforced masonry building law (Government Code § 8875).

Earthquakes

Earthquakes are usually caused by sudden movement along geologic faults. There are potentially and active faults in the Antelope Valley, Benton Valley, Bridgeport Valley, East Antelope Valley, Fish Slough, Hartley Springs, Mono Lake, Round Valley, Silver Lake, Slinkard Valley, Volcanic Tablelands, West Walker River, and White Mountain areas of Mono County. Based upon the Division of Mines and Geology studies, fault hazard zones (Alquist-Priolo Special Studies Zones) have been designated for the county.

Ground Shaking

The entire county, except for a small portion of the Sierra crest, can expect strong to severe ground shaking generated by movement along these active faults. Ground failure induced by ground shaking includes liquefaction, lateral spreading, lurching, and differential settlement, all of which usually occur in soft, fine-grained, water-saturated sediments, typically found in valleys.



Mono County is subject to volcanic activity that can trigger earth shaking. The Long Valley-Mammoth Lakes region has experienced numerous earthquakes caused by the movement of partially molten rock (magma) below the earth's surface. Geophysical studies by the US Geological Survey indicate that small pockets of magma reside below Long Valley Caldera and Mammoth Mountain at depths below the surface of 5 km to 20 km. Volcanic earthquakes are mostly small in magnitude, with many too small to be felt.

Ground Failure

In previous earthquakes, ground failure was prevalent at Little Antelope Valley, along margins of the Owens River in upper Long Valley, along the northwest margins of Lake Crowley, and along Hot Creek Meadow. According to the U.S. Geological Survey (USGS), "ground failure" is the term used to describe zones of ground cracking, fissuring, and localized horizontal and vertical permanent ground displacement that can form by a variety of mechanisms on gently sloping valley floors. Ground failure may be caused by surface rupture along faults, secondary movement on shallow faults, shaking-induced compaction of natural deposits in sedimentary basins and river valleys, and liquefaction of loose, sandy sediment.

A major earthquake with ground shaking and failure can cause significant social disruption and damage to buildings and infrastructure in Mono County. The extent of damage from an earthquake is determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. Earthquakes can cause structural damage, injury, and loss of life, as well as damage to infrastructure networks, such as water, power, gas, communication, and transportation. A significant earthquake could occur and exceed the response capabilities of Mono County. Response and disaster relief support would be required from other counties, private organizations, and from the state and federal governments.

Mono County GIS has produced a series of seismic hazard maps for each affected area in the Master Environmental Assessment (MEA), updated March 10, 2011. There are 21 maps that show the earthquake faults in the county located at the following website:
http://gis.mono.ca.gov/Products/Maps/Mono/Planning/MEA_Maps/2011_Update/Seismic...

There are also static maps of seismic hazards by area located at the following website:
http://www.monocounty.ca.gov/online_services/static_maps.htm

2.3.2 Wildland and Structural Fires

Wildland Fires

There is a significant potential for wildland fires in the majority of Mono County due to the natural environment of highly flammable fuel, long dry summers and steep mountain slopes. Wildland fires can result in death, injury, economic loss and significant public investment in firefighting efforts. Woodlands and other natural vegetation can be destroyed resulting in a loss of timber, wildlife habitat, scenic quality and recreational



resources. Soil erosion, sedimentation of fisheries and reservoirs, and downstream flooding can also result.

Fire hazard severity has been mapped for most of the privately owned land in Mono County by Cal Fire, formerly the California Department of Forestry. All areas except the Bridgeport Valley and Antelope Valley have been rated as having a very high fire hazard. The Bridgeport Valley has a moderate fire hazard rating, and the Antelope Valley has not been rated. With the exception of the Antelope Valley, all privately owned lands in Mono County are within the State Responsibility Area (SRA).

Generally, from June to October of each year, much of the County faces a serious threat from wildland fires. Cal Fire has rated much of the county as "Very High" under its Fire Hazard Severity Classification System.

There are currently eleven fire protection districts located within Mono County. These jurisdictions represent both paid professional and volunteer firefighters. All of the fire agencies within the county have standing reciprocal Automatic Aid Agreements in place. Additionally, Cal Fire is responsible for providing wildland fire protection on all State Responsibility Area (SRA) in Mono County. The U.S. Forest Service and the Bureau of Land Management have responsibility for fire control on their lands.

Much of the privately owned land in the county is located outside of fire protection districts, and therefore lacks formal structural fire protection service. The State of California recently adopted wildland protection regulations for future development in the SRA. In the Mono County Code of Ordinances; Title 15 Buildings and Construction; Chapter 15.04 Building Regulations, Defensible space and fire hazards reduction is a local ordinance that has the same practical effect as the Cal Fire regulations. These fire safe regulations preclude the issuance of any final permit or certificate of occupancy until all defensible space requirements and other fire hazard reduction requirements have been met. The requirements address adequate clearance of flammable vegetation around individual structures and clusters of structures to prevent the spread of fire from the wildland to structures, and from structures to wildland. Minimum water capacities for fire protection purposes are established in the regulations to ensure the availability of water for fire suppression purposes. Adequate road widths and load capacities are required to ensure ready movement of fire engines, bulldozer-transport units and other heavy firefighting equipment to developed areas of the county; the Mono County Department of Public Works has also established similar road improvement standards for new development.

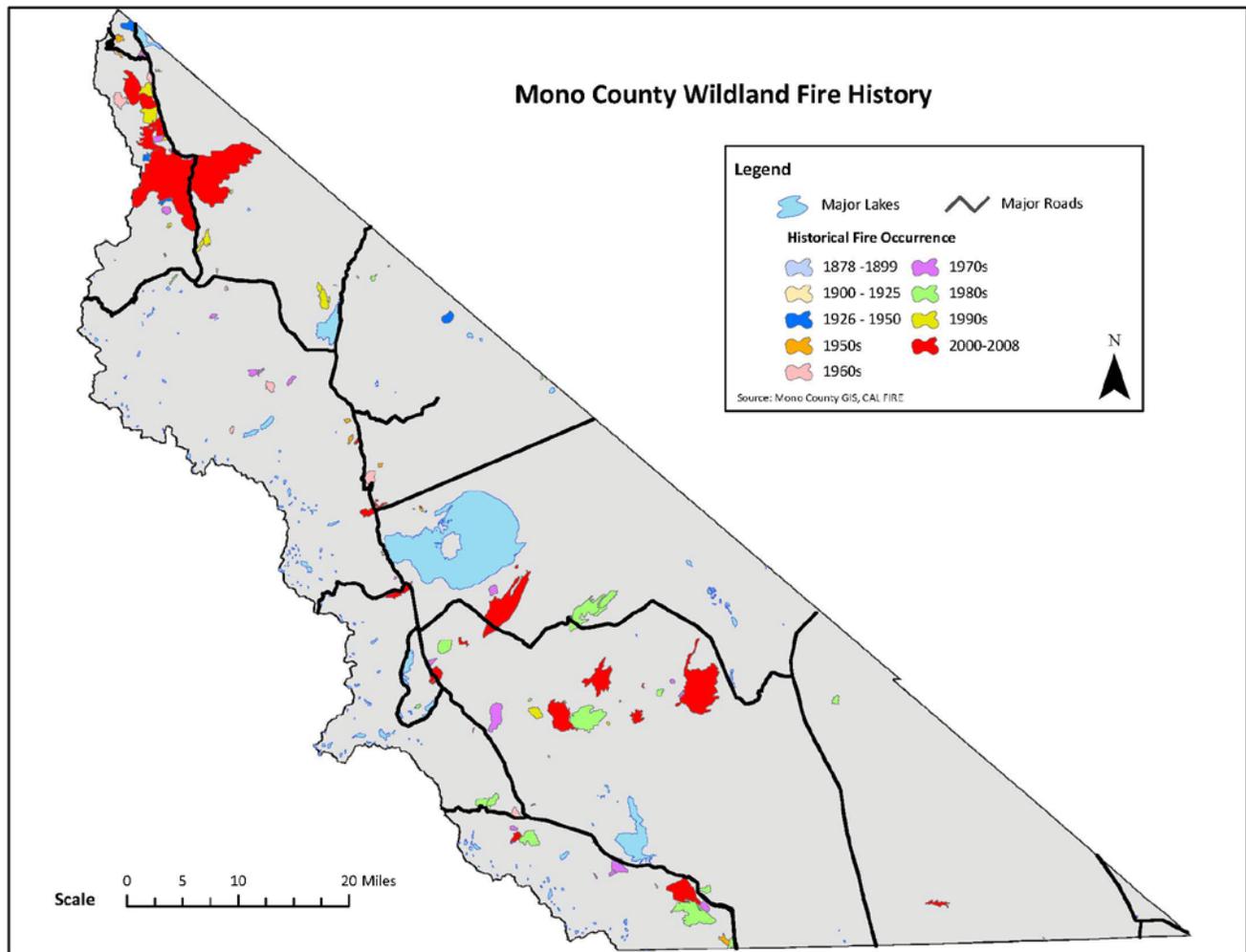
Structural Fires

Major urban fires are typically associated with large or high density commercial, industrial and residential developments. Some communities in the county have the potential for major structural fires, but a large urban conflagration is not a major threat.



The eleven fire protection districts in the county provide fire prevention services through such activities as education and development review. The districts also provide varying levels of fire suppression and emergency medical response services to community areas. Mono County Paramedic Fire Rescue has a close working relationship with the local fire departments which maximizes available personnel and resources to provide emergency services. Additional training beyond the scope of EMS duties allows the paramedic members to assist on the fire ground, and congruently the Fire Departments provide first responder medical support and manpower to assist the paramedic ambulances. The Community Services Section of the MEA provides a more detailed description of fire district service levels and capabilities, including the availability of local community water service in the county.

Figure 2 Mono County Historic Fire Map





2.3.3 Volcanic Hazards

The source of volcanic risk in Mono County is the Mono-Inyo-Craters chain and Long Valley Caldera, which form a large volcanic complex in eastern California. This complex has had persistent earthquake activity and ground uplift in recent decades. Since 1980 the United States Geological Survey (USGS) has monitored the geologic unrest in Long Valley Caldera and at Mammoth Mountain due to the slight but increased chance of an eruption. However, evidence from large volcanic areas and calderas have shown that unrest, such as the current activity in Mono County, can persist for decades or even centuries without leading to an eruption.

The Mono-Inyo Craters volcanic chain (extending just south of Mammoth Mountain to the north shore of Mono Lake) has erupted often over the past 40,000 years. During the last 5,000 years, an eruption has occurred somewhere along this chain every 250 to 700 years. The most recent eruptions took place about 300 years ago at Paoha Island in Mono Lake. This pattern of eruptions indicates the next eruption in the Long Valley will most likely occur somewhere along the Mono-Inyo volcanic chain, although the probability of such an eruption occurring in any given year is less than 1%. The USGS manages a dense array of field sensors providing the real-time data needed to track unrest and forecast eruptions.

The impact of such an eruption in the Long Valley area will depend on the location, size, wind direction, and type of eruptions. The next eruption is likely to be relatively small but disruptive, and similar to those of the past 5,000 years. The start of the eruption would likely include low-level steam blasts followed by an explosive ash column rising 10,000-30,000 feet above the ground surface accompanied by turbulent ground flows of hot ash and rock. Airborne ash would have the most far-reaching impact, affecting areas many tens of miles away. A non-explosive eruption is also possible with incandescent fountains of fluid lava rising tens to hundreds of feet in the air accompanied by slow-moving lava flows impacting areas within a few miles of the vent. An eruption during the winter months may cause melting of the heavy snow packs, which would create mudflows and local flooding.

Another hazard in Long Valley Caldera and at Mammoth Mountain is the release of large volumes of carbon dioxide (CO₂) gas, seeping from beneath the volcano. After a series of small earthquakes occurred in 1989, USGS collected data from monitoring instruments and discovered a small body of magma was rising through a fissure beneath the mountain. The following year, U.S. Forest Rangers noticed areas near Horseshoe Lake where the trees were dead and dying. Thought to be insect infestation, or from drought, the scientists made further measurements and found large concentrations of volcanic CO₂ in the soil. This gas is invisible, is dangerous to humans, and potentially lethal. This area around Horseshoe Lake is marked with signs to warn the public that CO₂ is in the area and may be dangerous, especially during the winter months when CO₂ collects beneath the snow pack. The USGS monitors the levels of



CO₂ in and around Mammoth Mountain and Long Valley Caldera and provides information on CO₂ hazards to emergency response officials.

Alert Notification System

A volcanic eruption would likely be preceded by days or weeks of earthquakes, uplifting, or other measurable geologic changes. The US Geological Survey (USGS) has a network of sensitive instruments located throughout the Eastern Sierra continuously sending data to their regional office in Menlo Park, CA. Computers there monitor the incoming data and warn scientists of significant changes.

In 2007, The USGS adopted a common alert-notification system for characterizing unrest and eruptive activity at all US volcanoes. This alert-notification system supersedes earlier systems developed specifically for the Long Valley area, including the 2002 four level color code outlined in USGS Bulletin 2185. The 2007 alert-notification system was designed to be useful to people on the ground and to those in aviation. It has two parts - a four-tiered Volcano Alert Level and a four-tiered **Aviation Color Code**.

The **Volcano Alert Level** uses **Normal**, **Advisory**, **Watch**, and **Warning** to inform people on the ground about a volcano's status and are issued in conjunction with the Aviation Color Code. Levels are accompanied by text concerning the specific nature of the unrest or eruption and about potential or current hazards.

VOLCANO ALERT LEVELS	
NORMAL	Volcano is in typical background, non-eruptive state or, <i>after a change from a higher level</i> , volcanic activity has ceased and volcano has returned to non-eruptive background state.
ADVISORY	Volcano is exhibiting signs of elevated unrest above known background level or, <i>after a change from a higher level</i> , volcanic activity has decreased significantly but continues to be closely monitored for possible renewed increase.
WATCH	Volcano is exhibiting heightened or escalating unrest with increased potential of eruption, timeframe uncertain, OR eruption is underway but poses limited hazards.
WARNING	Hazardous eruption is imminent, underway, or suspected.



The **Aviation Color Code** uses **Green, Yellow, Orange,** and **Red** to characterize volcanic ash hazards to aviation. Safe air travel is threatened when fine, abrasive volcanic ash particles drift into flight paths. The color codes are in accord with the International Civil Aviation Organization procedures recognized by pilots, dispatchers, and air-traffic controllers.

AVIATION COLOR CODES	
GREEN	Volcano is in typical background, non-eruptive state or, <i>after a change from a higher level</i> , volcanic activity has ceased and volcano has returned to noneruptive background state.
YELLOW	Volcano is exhibiting signs of elevated unrest above known background level or, <i>after a change from a higher level</i> , volcanic activity has decreased significantly but continues to be closely monitored for possible renewed increase.
ORANGE	Volcano is exhibiting heightened or escalating unrest with increased potential of eruption, timeframe uncertain OR eruption is underway with no or minor volcanic-ash emissions [ash-plume height specified, if possible].
RED	Eruption is imminent with significant emission of volcanic ash into the atmosphere likely OR eruption is underway or suspected with significant emission of volcanic ash into the atmosphere [ash-plume height specified, if possible].

2.3.4 Flooding, Storm, or Dam Failure

Flood Hazards

History clearly highlights flooding as a frequent natural hazard impacting Mono County. Floods can be among the most costly natural disasters in terms of human hardship and economic loss nationwide. There are three different types of flood events in the Mono area: flash, riverine and dam inundation. Regardless of the type of flood, the cause is often the result of severe weather and excessive rainfall, either in the flood area or upstream reach.

The term ‘flash flood’ describes localized floods of great volume and short duration, as a result of heavy rainfall on a relatively small drainage area. This type of flooding occurs in a short timeframe, usually less than four hours, and can create mudflows. Flood hazards may be increased by the cumulative effect of obstructions in flood hazard areas which increase flood heights and velocities, and compound the damage downstream. Alluvial fans are indicators of this type of flooding. Alluvial fans are triangular or fan-



shaped, gently sloping landforms characterized by high-velocity flows, active processes of erosion, sediment transport, deposition and unpredictable flow paths. Previous flash flooding is evident from alluvial fans at Millner Creek (south of Hammil Valley) and Montgomery Creek (in Benton Valley) which are considered at an increased flash flood risk. Flash flooding occurs most often in the spring and summer from seasonal precipitation.

Riverine flooding occurs when a watercourse exceeds its 'bank-full' capacity and is the most common type of flood event. Riverine flooding occurs as a result of prolonged rainfall or snowmelt that is combined with saturated soils from previous rain events, and is characterized by high peak flows of moderate duration and by a large volume of runoff. The duration of riverine floods may vary from a few hours to many days. Factors that directly affect the amount of flood runoff include precipitation amount, intensity and distribution, soil moisture content, channel capacity, seasonal variation in vegetation, snow depth and water-resistance of the surface due to urbanization. In Mono County, riverine flooding typically occurs during the period from November through April. Flooding is more severe when previous rainfall has resulted in saturated ground conditions.

FEMA, in coordination with Mono County, has identified flood hazards within Mono County. These hazards include 100-year flood areas and floodways primarily surrounding waterways in some areas of Mono County. A floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential. The community areas most likely to be impacted by a 100-year flood include properties along the East and West Walker River, Reversed Creek, and Spring Canyon Creek areas in these high hazard zones include Antelope Valley, Bridgeport Valley, the June Lake Loop, and the Tri-Valley area.

Historical flooding in the county occurred in the Tri-Valley area during the summer of 1989, when rains carried heavy sediment loads from the alluvial fan slopes of the White Mountains into community and agricultural areas. Significant flooding occurred in January, 1997, with damage to the Town of Mammoth Lakes, Coleville, Walker, and Topaz in northeastern Mono County, destroying a total of 111 homes and four businesses, damaging public facilities, roads, agricultural land and some structures. Flash flooding is reported to have occurred in 1978, 1984, 1986, and 1989, with record high precipitation amounts of 1.45 and 1.70 causing damage to county roads, cultivated agricultural land, and 50 homes being damaged from mudflows as high as 18 inches, although no structures were washed away.

Dam Failure

The California Department of Water Resources lists 19 dams in Mono County. The dams are located at various lakes and reservoirs and individually owned either by Southern California Edison, the County of Los Angeles, special districts, or private companies or partnerships. The dams are identified as the Agnew Lake Dam, Black Reservoir Dam (at Junction Reservoir), Bridgeport Dam, Gem Lake Dam, Grant Lake



Dam, Lobdell Lake Dam, Long Valley Dam (at Crowley Lake), Lower Twin Lake Dam, Lundy Lake Dam, Poore Lake Reservoir Dam, Rhinedollar Dam (at Ellery Lake), Rush Creek Meadows Dam (at Waugh Lake), Saddlebag Dam, Sardine Lake Dam, Tioga Lake Dam, Twin Lakes Dam, Upper Gorge Dam, Upper Twin Lakes Dam, and Walker Lake Dam.

The Lower and Upper Twin Lakes, Lundy Lake, Long Valley/Crowley Lake, Rush Creek Meadows, and Saddlebag dams present some risk to downstream developed areas, anglers and recreation visitors, and people in campgrounds if dam failure was to occur, but overall, the dams in Mono County are not major threats.

Planning for the natural disasters of flood/storm/dam failure is based on information available through programs administered by the Federal Emergency Management Agency. Mono County is a participant in the National Flood Insurance Program (NFIP) which enables property owners to purchase insurance protection against losses from flooding. Participation in the NFIP requires Mono County adopt and enforce a floodplain management ordinance to reduce flood risks to new construction in Special Flood Hazard Areas (SFHA). New construction located within a SFHA must comply with Flood Plain Regulations, which typically include minimum elevation requirements, flood resistant construction below the base flood elevation, venting of storage areas or under-floor spaces, and protection of utilities.

Specific area location flood maps are available for viewing at:

http://www.monocounty.ca.gov/departments/public_works/FEMAFloodMapsandPolicies.htm

Awareness flood plain maps are available for viewing at:

http://www.water.ca.gov/floodmgmt/lrafmo/fmb/fes/awareness_floodplain_maps/mono/

FEMA is currently in the process of updating flood hazard maps for Mono County. The Director of Public Works acts as the Floodplain Administrator in Mono County. Federal Insurance Rate Maps for potential flood areas are maintained by the Building Official and can be viewed on request at the Mono County Public Works Department.

2.3.5 Avalanche Hazards

Avalanches are like landslides in many ways. Both can be caused by failures in the earth's surface, but while landslides are mostly rocks and other sloped structures, avalanches consist of falling and sliding snow. The size and amount of destruction from an avalanche are measured on the logarithmic scale, which usually consists of five categories. There are two main types of avalanches: a surface avalanche and a full-depth avalanche. A full depth avalanche is more severe than a surface avalanche because there is more snow involved and the snow slides over the ground.



In Mono County avalanches occur primarily on national forests in the Sierra Nevada backcountry, although some avalanche hazards present a significant risk to the community areas of Swauger Creek, Twin Lakes, Virginia Lake, Lundy Lake, June Lake, Long Valley/McGee Creek, and Wheeler Crest. Roadway sections threatened by potential avalanches include portions of Lower Rock Creek Road; U.S. 395 at Long Valley, Wilson Butte, and just north of Lee Vining; S.R. 158 entering the June Lake Loop; Lake Mary Road; and several county roads entering eastern slope community areas.

Avalanche Studies and Maps

State mandated avalanche hazard maps were developed to show the areas where avalanches have occurred. These maps and other county avalanche hazard studies that project potential avalanche run-out areas are on file in the Planning Division. It is a requirement for any person wanting to build new construction of a dwelling, or any structure for human occupation, or improvements on a parcel to sign an avalanche hazard acknowledgement and waiver which is kept on file in the Planning Department.

Avalanche Monitoring

A small nonprofit organization, the Eastern Sierra Avalanche Center, was established and staffed by a local hydrologist and backcountry skier expert and other volunteers. The organization provides a weekly, or daily prediction when avalanche danger is high, and summaries covering the area from Bishop to June Mountain. The organization has a warning message called CODE RED, that is issued during increased times of avalanche danger.

In the past, the center has provided warnings to the June Lake area and other Eastern Sierra avalanche-prone areas. The Town of Mammoth Lakes, Mono County, Caltrans, the National Park Service, and the U.S. Forest Service (among others) rely on the weekly and/or daily information. The website for the organization is <http://www.esavalanche.org>

Landslide and Rock Fall Hazards

Landslides are a type of slope failure, resulting in a downward and outward movement of rock, debris or soil down a slope under the force of gravity. Landslides consist of free-falling material from cliffs, broken or unbroken masses sliding down mountains or hillsides, or fluid flows. Materials can move up to 120 miles per hour (mph) or more, and slides can last a few seconds or a few minutes, or can be gradual, slower movements over several hours or days. Along the very steep slopes of the eastern scarp of the Sierra Nevada, landslides and rock falls are very common. Talus slopes, the pile of rocks that accumulates at the base of a cliff, chute, or slope, provide evidence of abundant previous rock falls. The movement of soil and debris by mudflow and other landslides over time is evident in the large alluvial fans at the edges of valley areas.

Landslides in areas of mountainous terrain can be triggered by ground shaking, heavy rains or human activities such as road work, or changes in drainage. An earthquake in



May 1980 triggered numerous rock falls at Convict Lake and in McGee Canyon. Another earthquake at Chalfant Valley, July 1986, led to significant rock falls in Chidago Canyon and the White Mountains. And in the Tri-Valley area, 1989, large mud flows occurred.

The Seismic Hazards Mapping Act requires the state Department of Conservation, Division of Mines and Geology, to prepare statewide earthquake-induced landslide hazard maps, and establishes specific development criteria for projects situated in such seismic hazard zones.

2.3.6 Excessive Weather and Drought

Mono County experiences extreme weather and storm conditions regularly, be it heavy snow, thunderstorms, heavy precipitation, high winds, extreme heat or cold, and drought. Extreme weather may cause a variety of damages, depending on the type of weather and situation. Damage may range from temporary power and utility outages due to thunderstorm and high wind.

Mono County will activate warming or cooling centers on an “as needed” basis during times of excessive weather conditions. The center sites will be designated throughout Mono County and the Town of Mammoth Lakes. The National Weather Service defines excessive heat warning criteria as two consecutive days (or longer) with daytime heat index values reaching 105 degrees, and nighttime heat index values at 80 degrees or higher for the entire night. Extreme temperature can have severe impacts on human health and mortality, natural ecosystems, agriculture, and other economic sectors. From 1979-2003, more people in the United States died from extreme heat than from hurricanes, lightning, tornadoes, floods, and earthquakes combined.

Droughts

Droughts differ from typical emergency events such as floods or forest fires, in that they occur slowly over a multiyear period. Drought impacts increase with the length of a drought, as carry-over supplies in reservoirs are depleted and water levels in groundwater basins decline. Droughts can have long-term economic repercussions. In 2009, Mono County was included in a Secretarial disaster designation by the U.S. Department of Agriculture due to agricultural losses caused by drought. In 2010, at the direction of Governor, a Drought Contingency Plan was written to address the possibility of continued dry conditions through 2010 and beyond. Mono County will participate with State directives regarding water saving strategies, efficiency measures and rationing as required and implement local directives regarding water usage as necessary. In August 2012, the U.S. Department of Agriculture announced that the federal government is designating 76 counties (including Mono County) in six states as primary natural disaster areas due to damage and losses caused by drought and excessive heat. It is yet to determine the economic losses incurred by Mono County from the drought conditions that continue.



2.3.7 Mass Casualty Transportation Incident

A mass casualty transportation incident is defined as an incident of air or rail passenger travel that results in death or serious injury. All but the most serious highway accidents are excluded from consideration under this hazard since such incidents are generally handled by emergency response services without emergency management organization involvement. A contributing factor in a major transportation incident is that there are only two major highways through Mono County, which could intensify the situation and hamper emergency responders.

General aviation airports in Mono County include Bryant Field near Bridgeport, Mammoth Yosemite Airport and Lee Vining Airport. From April through December, Mammoth Yosemite airport receives one daily commercial flight from Los Angeles International Airport (LAX) by Alaska Airlines. From December through March, Alaska Airlines has expanded air service, with nonstop flights from Los Angeles, San Jose and direct service from Portland, Oregon.

United Airlines has daily nonstop flights from San Francisco, San Diego, and Orange County in winter/spring only. Although the occurrence of an aircraft accident is rare, such an incident can result in many casualties, both in the aircraft and on the ground.

There are no railroads that pass through Mono County. The primary highways are U.S. Route 395 and U.S. Route 6. U.S. 395 is a major highway that begins at Interstate 15 and continues to the Canadian border. U.S. 6 is a main route of the U.S. Highway system, running east-northeast from Bishop, California to Provincetown, Massachusetts. These routes are the only means of receiving goods and supplies, or as exit routes for a regional evacuation of the population, if needed.

The nature of a mass casualty transportation accident will require local, state, and federal agencies to establish a unified command post; set up Field Treatment Sites and disaster support areas; and develop a plan for moving patients and resources.

Casualty transportation resources will be in great demand; therefore, it is vital that casualties be transported on the basis of medical triage priorities. Patients may be airlifted or transported to hospitals outside the region. Patient tracking will begin at the incident scene or hospital receiving centers, using a Patient Tracking Tag which will be attached to the patient during triage operations. This tag will remain with the patient until the final medical treatment facility is reached.

Trucks and buses may be used to transport the evacuated casualties. However, ambulances from unaffected areas will be primarily needed for the transport of casualties from Field Treatment Sites to receiving facilities within and outside of the jurisdiction. The Inland Counties Emergency Medical Agency (ICEMA) and the Regional Disaster Medical Health Specialist (RDMHS) will provide support and coordination functions with



the Medical Health Operational Area Coordinator (MHOAC) in order to efficiently access and utilize all medical resources including transportation.

2.3.8 Hazardous Materials Release

A hazardous material is any substance that is flammable, combustible, corrosive, poisonous, toxic, explosive or radioactive. Hazardous materials require special care in handling and storage due to the harm they pose to public health, safety and the environment. Many government agencies inspect these facilities to ensure facilities are in compliance with State and Federal regulations. Mono County is susceptible to a hazardous materials release from the result of transportation accidents or spills of stored materials used at a business. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have an increasing potential for major mishaps, as do jurisdictions crossed by certain railways, waterways, airways and pipelines. Hazardous materials are transported through the county via highways and pipeline. Public facilities and numerous businesses located in the county store and use varying types and quantities of hazardous materials.

The Mono County Health Department has been certified by the California Environmental Protection Agency as the Certified Unified Program Agency (CUPA) for implementing the hazardous materials program. The haulers and users of hazardous materials are listed with the Health Department and are regulated and monitored under the auspices of the county of Mono. There are no production facilities for the manufacture of hazardous materials in the county. There are no commercial Treatment Storage Disposal facilities in the county. Small amounts of waste oil, waste solvents and used antifreeze are collected by a route-service hauler and waste-oil recycler.

A hazardous material incident could arise from a transportation mishap or a situation at a fixed installation. The release of a hazardous material, because of its quantity, concentration, or characteristics, could cause widespread damage and pose a significant threat to the health and safety of the public and to the environment. There are also stationary quantities of hazardous materials used by businesses and industry that are stored and used within Mono County and in the surrounding communities. Facilities such as these throughout the county are less of a threat due to current laws and regulations requiring them to have contingency and evacuation plans. The Fire Protection Districts are responsible to check compliance of these facilities and maintain records of stored quantities of hazardous materials.

Additional causes of hazardous materials spills could be clandestine dumping of toxic or hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, illegal dumping of hazardous materials may



proportionately. Besides the immediate effect of hazardous materials incidents on scene, there are also ancillary effects such as the impact on waterways and drainage systems, and the evacuation of schools, business districts, and residential areas.

An Emergency Response Plan and Inventory Program is administered by the Office of Emergency Services, Mono County's Sheriff's Office. The County's Hazardous Materials Response Release Plan and Mono County MEA describe the hazardous material program in more detail.

2.3.9 Public Health Emergencies

Widespread public health emergencies, referred to as pandemics, occur when a disease, often a strain of influenza, emerges to which the population has little immunity. The 20th century saw three such pandemics, the most notable of which was the 1918 Spanish influenza pandemic that was responsible for 20-40 million deaths throughout the world.

Mono County may establish Point of Dispensing sites in conjunction with the Mono County Health Department, as part of the Strategic National Stockpile (SNS) plan and preparedness. The sites would be established at large gathering facilities such as a community center or public school gym. These sites would allow for the dispensing of medications to a large number of people for prophylaxis of asymptomatic individuals as well as treatment of symptomatic persons. Public health experts are always concerned about the risk of another pandemic where a disease spreads between and amongst species. Depending on the nature of such a disease, between 25 to 35 percent of the population could become ill. This level of disease activity would disrupt all aspects of society and severely affect the economy. The Mono County Health Department is the lead department for the Mono County OA response. The Mono County Health Department will work closely with local jurisdictions to ensure that:

- Planning efforts are consistent throughout the county;
- Official information will be provided to the jurisdictions in a timely manner;
- Pharmaceutical distribution planning, training and exercising is conducted;
- The organization is SEMS/NIMS compliant.

In Mono County, both medical (medications, vaccines) and non-medical (school dismissal, isolation and/or quarantine) countermeasures will be implemented as deemed appropriate to mitigate the impact of the emergency on the public's health and safety.

The county will, at the direction of the Public Health Officer for Mono County, implement the procedures and protocols as recommended. To ensure consistent planning efforts, federal, state, and county public health agencies use the World Health Organization (WHO) pandemic phases to guide their planning efforts. These phases may be changed depending on the incident.



Inter-pandemic Period	General Definition
Phase 1	<ul style="list-style-type: none"> • No new influenza virus subtypes detected in humans. • May or may not be present in animals. • If present in animals, the risk of human infection is considered to be low.
Phase 2	<ul style="list-style-type: none"> • No new influenza virus subtypes detected in humans. • A circulating animal virus subtype may be detected in animals. • There may be a substantial risk of human disease.
Pandemic Alert Period	General Definition
Phase 3	<ul style="list-style-type: none"> • Humans have been infected with a novel virus subtype but human-to-human transmission has not occurred or only in rare instances of close contact.
Phase 4	<ul style="list-style-type: none"> • Small cluster(s) of cases with limited human-to-human transmission are documented, but spread is highly localized. • Virus is not well adapted to humans.
Phase 5	<ul style="list-style-type: none"> • Larger cluster(s) appear, but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be highly transmissible. • The risk of pandemic is now substantial.
Pandemic Period	General Definition
Phase 6	<ul style="list-style-type: none"> • Increased and sustained transmission is documented in the general population.
Post-Pandemic Period	General Definition
Phase 7	<ul style="list-style-type: none"> • Continuing public health actions, including communication with the public on issues such as when public gatherings can resume and continued monitoring of possible outbreaks of infection, etc.

2.3.10 Terrorism

Mono County and its communities are home to business and government agencies, transportation infrastructure, tourist attractions, natural parks and historic sites, and cultural facilities which are vulnerable to terrorist attack. Terrorism is a continuing threat throughout the world and within the United States. A variety of political, social, religious, cultural, and economic factors underlie terrorist activities. Terrorists typically target civilians to advance their agenda. The media interest generated by terrorist attacks makes this a high visibility threat.

Incidents generating significant mass casualties make preparedness and the mechanisms for effective response essential. In addition to large-scale attacks, a full range of assault styles must be considered, including simple bombings, assassinations with small arms, major bombings, etc. Use of explosive devices remains the weapon of choice for terrorist activity. Related activities include bomb threats which disrupt the normal operations of transit systems, government or corporate facilities. Primary locations likely to be targets include airports, mass transit targets, government facilities, and high population density locations, although so-called “soft targets” such as schools, local entertainments facilities, etc. are at risk. The potential for nuclear, biological or



chemical terrorism is also a concern. These types of emergencies would necessitate detailed contingency planning and preparation of emergency responders to protect their communities.

The Federal Bureau of Investigation is the lead federal agency for all terrorist activities within the United States. The FBI coordinates this activity with local law enforcement through the Joint Regional Intelligence Center.

2.3.11 Energy Disruption

A utility failure lasting an extended duration impacting a broad segment of the county's population may rise to the level of a major emergency or disaster. Such might be the case in an extended power outage, a disruption in natural gas delivery, or a loss of water supply. A short duration event involving a widespread loss of telephone service may also rise to the level of a major emergency if it involves the public's ability to access the 911 system. Depending on the type and extent of disruption and other conditions, such as weather, a utility failure can have a broad range of impacts. Although vulnerable, and populations with access and functional needs are at highest risk from utility disruptions, all citizens in the county would be significantly impacted by a widespread interruption of government, business, and private services. Utility failures of significant proportion typically arise from other hazard events such as floods or earthquakes, but may occur as standalone events, although Mono County has not had a history of standalone utility failures. Immediate objectives would focus on repairs necessary to restore power to areas of greatest need. All critical facilities would require standby generating equipment and emergency fuel supplies.

2.4 Assumptions

This plan has been developed on the basis of several general assumptions as follows:

- SEMS requires the County Board of Supervisors to establish an OA to include all political subdivisions in the geographic area of the county which consists of the County, Cities, Special Districts, and School Districts. The OA is an intermediate level of the State emergency organization and provides coordination between and communication with the political subdivisions and the State;
- Mono County government is an OA Member and a separate entity from the Operational Area. Although Mono County personnel operate the Operational Area, the roles and responsibilities of those individuals may be different whether they are acting under the auspices of the OA or Mono County. For the sake of emergency planning and coordination at the OA Member-level, OA Members may consider the OA and County/OA EOCs as one in the same;



- All OA agencies have developed their emergency plans and/or operating procedures in accordance with this plan and have trained appropriate staff in their contents and use;
- All OA Members and political subdivisions of Mono County will utilize SEMS and NIMS, as identified in this plan, during response and recovery operations;
- The Director of Emergency Services/Operational Area Coordinator (DES/OAC) will coordinate the Operational Area's response in conformance with all applicable ordinances and laws;
- The resources of Mono County will be made available to the OA and to all OA Members to help mitigate the effects of disasters and emergencies in the area;
- Mutual Aid Agreements and Systems exist to support emergency response agencies of the OA. OA Members will commit their resources to a reasonable degree before requesting mutual aid assistance;
- The OA will commit the resources of OA Members to a reasonable degree before requesting mutual aid assistance from the regional or state levels; and



SECTION 3.0 RESPONSE STRUCTURE FUNDAMENTALS

3.1 Phases of Emergency Management

Emergency management activities during peacetime and national security emergencies are often associated with the four federal emergency management phases indicated below, however, not every disaster necessarily includes all indicated phases. All Departments of Mono County have responsibilities in all of the emergency phases.

- Preparedness Phase
- Response Phase
- Recovery Phase
- Mitigation Phase

3.1.1 Preparedness Phase

The preparedness phase involves activities that are undertaken in advance of an emergency or disaster to develop operational capabilities and effective responses to a disaster. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, training response personnel, and improving public information and communications systems, all toward a position of increased readiness for a disaster.

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

- Review and update of emergency plans, SOPs/EOPs, and resources listings
- Pre-incident and post-incident public awareness information and education programs regarding disaster preparedness
- Inspection of critical facilities
- Recruitment of additional staff
- Mobilization of resources
- Testing warning and communications systems

3.1.2 Response Phase

The emergency response phase has three types of response actions taken in support of an emergency or disaster:

Pre-Emergency Response – When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:



- Evacuation of threatened populations to safe areas
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented
- Advising the Board of Supervisors and the Mono County Operational Area members of the emergency
- Identifying the need for mutual aid and requesting such through the Mono County Operational Area
- Requesting an emergency proclamation by local authorities

Emergency Response – During this phase, emphasis is placed on saving lives and property, controlling the situation and minimizing the effects of the disaster. Immediate response is accomplished in Mono County by timely and effective deployment of local government agencies. One of the following conditions will apply to the county during this phase:

- The situation can be controlled without mutual aid assistance from outside the county
- Evacuation of portions of the county is required due to uncontrollable immediate and ensuing threats
- Mutual aid from outside the county is required
- The county is either minimally impacted or not impacted at all, and is requested to provide mutual aid to other jurisdictions

Mono County will give priority to the following operations:

- Dissemination of accurate and timely emergency information and warning to the public
- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Medical care operations
- Care and shelter operations
- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities

When local resources are overwhelmed and additional resources are required, requests for mutual aid will be initiated through the Mono County Operational Area. Fire and law enforcement agencies will request mutual aid directly through established mutual aid coordinators through existing agreements. If required, the California Emergency



Management Agency (Cal EMA) may be requested by Mono County to coordinate and establish one or more Disaster Support Areas (DSA's) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s).

Depending on the severity of the emergency, the Mono County/OA EOC may be activated and the Mono County Operational Area may activate the EOC as well. A state of emergency may be proclaimed at city and/or county levels. The Cal EMA Secretary may request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the Cal EMA Secretary and/or Governor. Cal EMA may also activate the State Operations Center (SOC) in Sacramento to support State Regions, state agencies, and other entities in the affected areas and to ensure the effectiveness of the state's emergency response. The State Southern Regional EOC (REOC) in Los Alamitos will support the Mono County Operational Area. If the Governor requests and receives a Presidential Declaration of an Emergency or a Major Disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and control state and federal recovery efforts in supporting local operations. All emergency response efforts and initial recovery support will be coordinated by the REOC.

Sustained Emergency – In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons, and damage assessment operations will be initiated.

3.1.3 Recovery Phase

Recovery operations address the procedures for accessing Federal and state programs available for individual, business, and public assistance following a disaster. Examples of recovery activities include:

- Restoring utilities
- Applying for state and federal assistance programs
- Conducting hazard mitigation analysis
- Identifying residual hazards
- Determining and recovering costs associated with response and recovery
- Demobilizing operations
- After action reporting



3.1.4 Mitigation Phase

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards which exist within the county and are a threat to life and property are part of the mitigation efforts. Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)
- Structural measures
- Tax levies or abatements
- Public information and community relations
- Land use planning
- Professional training

3.2 Presidential Policy Directive 8 and the National Preparedness Goal

Together, Mono County and its political subdivisions, and the Nation strive to meet the approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States as described in Presidential Policy Directive 8 (PPD8), September 2011, and the National Preparedness Goal, October 2011. This directive is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber attacks, pandemics, and catastrophic natural disasters. National preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens. Everyone can contribute to safeguarding the Nation from harm. As such, while these directives are intended to galvanize action by the Federal Government, they are also aimed at facilitating an integrated, all-of-Nation, capabilities-based approach to preparedness. Key elements of the National Preparedness Goal include:

- The Five Mission Areas
- The Core Capabilities
- The Strategic National Risk Assessment Scenarios
- The concept of the “whole community”

PPD- 8 encompasses the full spectrum of prevention, protection, response, and recovery efforts to prepare the Nation for all hazards – whether terrorist attack or natural disaster – and define what it means for the Nation to be prepared for all hazards.



3.3 National Incident Management System (NIMS)

Homeland Security Presidential Directive-5 (HSPD-5) established the National Incident Management System (NIMS), integrating best practices into a consistent, flexible and adjustable nationwide approach for emergency management. Using NIMS, Federal, State, local and tribal governments, and private sector and non-governmental organizations work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. Federal and State government agencies are required to use NIMS, while local government agencies and special districts must use NIMS in order to be eligible for federal funding for emergency and disaster preparedness activities.

3.4 Standardized Emergency Management System (SEMS)

SEMS is required by the California Emergency Services Act (Government Code Section 8607(a)) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operational Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

3.5 Incident Command System (ICS)

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is used by all levels of government—Federal, State, tribal, and local—as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. It is structured to facilitate activities in five major functional areas: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. All of the functional areas may or may not be used depending on the needs of the incident.



3.6 SEMS Organizational Levels

Fully activated, SEMS consists of five organizational levels: field response, local government, operational areas, Cal EMA Mutual Aid Regions, and State government.

3.6.1 Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. The Mono County Sheriff's Office, Mono County Paramedic Fire/Rescue, Mono County Sheriff's Search and Rescue, Town of Mammoth Lakes Police Department, and the Antelope Valley Fire Protection District, Bridgeport Fire Protection District, Chalfant Valley Fire Department, June Lake Fire Protection District, Lee Vining Fire Protection District, Long Valley Fire Protection District, Mammoth Lakes Fire Protection District, Mono City Fire Protection District, Paradise Fire Protection District, Wheeler Crest Fire Protection District, and White Mountain Fire Protection District are the primary emergency service responders within Mono County. Additional responders to assist in emergency response include Mono County Public Works Department, Town of Mammoth Public Works, and numerous utility companies, special districts and volunteers. SEMS regulations require the use of ICS at the field level of a multi-agency or multi-jurisdictional incident.

Requests for any resources or support that cannot be filled at the field level are requested through a Department Operations Center or the County/Operational Area Emergency Operations Center.

3.6.2 Local Government Level

A local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. Mono County Operational Area is responsible for coordinating with local governments and the field response level, and for providing mutual aid within their capabilities. Mono County will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

- Use SEMS when a local emergency is declared or proclaimed, or the local government EOC is activated
- Establish coordination and communications with Incident Commander(s) either through departmental operating centers (DOCs) to the EOC, when activated, or directly to the EOC, when activated
- Use existing mutual aid systems for coordinating fire and law enforcement resources;
- Establish coordination and communications between Mammoth Lakes EOC when activated, the Mono County Operational Area, and any state or local



emergency response agency having jurisdiction at an incident within the county's boundaries

- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities

A local government under SEMS is defined as a city, county, city and county, school district, or special district. The Town of Mammoth Lakes is the only incorporated community within Mono County. The special districts established by the Mono Local Area Formation Commission (LAFCO) are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance). This may include a joint- powers-authority (JPA) established under Section 6500 et seq. of the code.

The development of SEMS is a cooperative effort of all departments and agencies within Mono County with an emergency response role. The Mono County Sheriff's Office, Office of Emergency Services has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within Mono County on SEMS requirements and guidelines
- Coordinating SEMS development among departments and agencies
- Identification of all departments and agencies involved in field level response
- Identification of departments and agencies with department operations center (DOC's)
- Coordinating with other local governments, the operational area and volunteer and private agencies on development of SEMS
- Ensuring SEMS is incorporated into Mono County Emergency Operations Plan and procedures
- Ensuring SEMS is incorporated into Mono County emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of Mono County. The emergency role of these special districts should be determined and provisions made for coordination during emergencies
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies

3.6.3 Multi/Inter-Agency Coordination

Multi-agency or Inter-agency coordination is defined as the participation of agencies and disciplines working together in a coordinated effort to facilitate decisions for overall



emergency response activities including the sharing of critical resources and the prioritization of incidents.

3.6.4 Unified Command

Unified command allows agencies with responsibility for an incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability.

3.6.5 Operational Area Level

The operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities and special districts. There are 58 Operational Areas within the State; one for each geographic county. The Mono County Operational Area has an Agreement in place that defines roles and responsibilities, as well as jurisdictional authority in an emergency. The Mono County Operational Area is comprised of local, state, and federal government agencies within Mono County boundaries, County of Mono Departments, the Town of Mammoth Lakes, fire protection districts, water districts, community service districts, public utility districts, healthcare districts, mosquito abatement districts, county service areas, and school districts. The operational area is responsible for:

- Managing and coordinating information, resources and priorities among local governments within the Mono County Operational Area
- Serving as the coordination and communication link between the local governments within the operational area and the regional level
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities

The Mono County Sheriff's Office is the lead agency for the Mono County Operational Area. All local, state and federal governments should cooperate in organizing an effective operational area, but the operational area authority and responsibility is not affected by the nonparticipation of any local government.

Activation of the Operational Area during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations
- Two or more cities within the operational area have proclaimed a local emergency



- The county and one or more cities have proclaimed a local emergency
- A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b)
- A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area
- The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements
- The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

3.6.6 Regional Level

The regional level manages and coordinates information and resources among operational areas. Cal EMA has divided California into three Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions. Mono County is in the Southern Administrative Region, and in Mutual Aid Region VI, which includes the counties of San Diego, Imperial, Riverside, San Bernardino, Inyo and Mono. Region VI is managed through the Regional Emergency Operations Center (REOC) at the Cal EMA Southern Region Office, 4671 Liberty Avenue, Building 283, Los Alamitos, CA. The REOC is managed and staffed by Cal EMA personnel.

3.6.7 State Level

In response to the emergency needs and requests from local governments and operational areas, the state level manages state resources and coordinates mutual aid among the mutual aid regions and between the regional and state levels. The state level also serves as the coordination and communication link between the state and the federal disaster response system. The State Cal EMA office is located at 3650 Schriever Ave., Mather, CA.

3.6.8 Federal Level

The Department of Homeland Security has designated the Federal Emergency Management Agency (FEMA) to serve as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of Emergency Support Functions as defined in the National Response Framework. All contact with FEMA and other federal agencies is made through the Operational Areas to the State during the response phase. During the recovery phase, cities, or special district may have direct contact with FEMA and other federal agencies.



3.7 SEMS Organization

SEMS regulations require local governments to provide for the five management functions as the basis for structuring the organization:

3.7.1 Management

- Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

3.7.2 Operations

- Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan.

3.7.3 Planning/Intelligence

- Responsible for collecting, evaluating, and disseminating information; developing the EOC Action Plan and After-Action Report; and maintaining documentation.

3.7.4 Logistics

- Responsible for providing facilities, services, personnel, equipment, and materials.

3.7.5 Finance/Administration

- Responsible for financial activities and other administrative aspects.

The EOC organization may include representatives from the special districts, emergency communications organizations such as Radio Amateur Civil Emergency Services (RACES), volunteer agencies, and private agencies with significant response roles such as the American Red Cross (ARC).

3.8 Field Level Incident Command System

The concepts, principles and organizational structure of the ICS will be used in managing field operations. The size, complexity, hazard environment, and objectives of the situation will determine the ICS organizational size and the support that will be required to support field activities. The incident will be managed by objectives to be achieved and those objectives are communicated to field and EOC personnel through the use of the action planning process.



Typically, an Incident Commander (IC) will communicate with the Emergency Services Director as to situation and resource status through established communications channels. Members of the IC Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Command or General Staff may be asked to attend briefings or planning meetings at an Incident Command Post.

When multiple agencies respond to the incident, the IC will establish a Unified Command or Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from county, state and federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities, and allocating critical resources to the incident.

3.8.1 Field/EOC Communications and Coordination

The County's Tactical Interoperable Communications Plan (TICP) outlines the communications channels and protocols to be used during an incident. The Incident Action Plan (IAP) developed for a specific incident will include a communications plan. Typically, field to EOC communications will occur at the Command and General Staff levels or, if they are established, field units will communicate with a Department Operations Center (DOC) who will, in turn, relay the information to the appropriate section/function in the EOC.

The County/OA EOC will communicate situation and resource status information to the State REOC via the Response Information Management System (RIMS).

3.8.2 Field/EOC Direction and Control Interface

The Emergency Services Director will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the EOC Action Plan. The EOC Action Plan does not direct or control field units but supports their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the county level by the Emergency Services Director.

It is the responsibility of Incident Commanders to communicate critical information to the Emergency Services Director in a timely manner.

3.8.3 Field/EOC Coordination with Department Operations Centers (DOCs)

If a department within the County establishes a DOC to coordinate and support their departmental field activities, its location, time of establishment and staffing information will be communicated to the County/OA EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource



information to the EOC. DOCs act as an intermediate communications and coordination link between field units and the County/OA EOC.

3.9 EOC Action Plans

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

Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them

The action planning process should involve the Emergency Services Director and General Staff along with other EOC elements, special district representatives, and other agency representatives as appropriate. The Planning/Intelligence Section is normally responsible for development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period that may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in Section Two-SEMS Functions and Checklists.

3.10 After Action/Corrective Action Reports

As part of the SEMS reporting process, the SEMS Regulations makes it a requirement that any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to Cal EMA within 90 days of the close of the incident period.

The Emergency Services Act, Section 8607 (f) mandates that the (Cal EMA) in cooperation with involved state and local agencies complete an after action report within 120 days after each declared disaster.

An After Action/Corrective Action Report serves the following important functions:



- Provides a source for documenting response and early recovery activities,
- Identifies problems and successes during emergency operations.
- Analyzes the effectiveness of the different components of SEMS.
- Describes and defines a plan of corrective action for implementing recommended improvements to existing emergency response efforts.

The Sheriff's Office, Office of Emergency Services will be responsible for the development of the After Action Report as needed.

3.11 Coordination with Emergency Response Levels

3.11.1 Coordination with Field Response Level

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, Mono County/OA EOC may be activated to coordinate the overall response while the ICS is used by field responders. Incident Commanders may report pertinent information to department operations centers (DOCs), which in turn will report and coordinate with the EOC. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

Another scenario for EOC-Area Command interaction would be the occurrence of several similar type incidents located in close proximity, but in different jurisdictions. A Unified Area Command may be established to oversee Incident Commanders operating in general proximity to each other. The Unified Area Command would coordinate with activated local government EOCs.

3.11.2 Coordination with Mono County Operational Area

Coordination and communications should be established between activated local government EOCs and the operational area. The communications link may be through the radio system, telephone, fax, email, or amateur radio to ensure notifications, information sharing, and reporting are completed.

Mono County Operational Area will direct the most heavily impacted agencies to coordinate and communicate directly with the County/OA EOC. Mono County will use an Operational Area Multi-agency Coordination System (MACS) concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

3.11.3 Special District Involvement

The emergency response role of the special districts in Mono County is generally focused on normal services, but during disasters, these districts play a vital role in the emergency response and work with assisting state, federal and private agencies.



All Mono County departments, the Town of Mammoth Lakes police department, and fire protections districts are on a single radio system, the Mono County Public Safety Radio System (MCPSRS), and can communicate with each other. The MCPSRS is programmed with radio channels for communications with the state and federal agencies that have jurisdiction on state and federal parks and forests which include the U.S. Forest Service, the Bureau of Land Management, the Department of Fish and Game, and CAL FIRE (California Department of Forestry and Fire Protection). The radios are also programmed with the frequencies of all Nevada agencies that border Mono County.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several communities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Mono County/OA EOC to facilitate coordination and communication with the various entities it serves.

3.11.4 Coordination with Volunteer and Private Sector Agencies

Mono County/OA EOC will establish communication with private and volunteer agencies that provide services to the county. The Mono Sheriff Search and Rescue, Mammoth Lakes Community Emergency Response Team (CERT) and American Red Cross may play key roles assisting in the emergency response. These agencies, if significantly involved in an incident, may assign a representative to the Mono County/OA EOC as an Agency Representative. Some agencies may have several personnel participating in functional elements in the EOC, e.g., Red Cross personnel may be part of the staffing for the Care and Shelter Unit of the EOC.

Agencies that have countywide response roles and cannot respond to numerous cities EOC's should be represented within the operational area level EOC. Coordination with volunteer and private agencies that do not have representatives at an EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

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

3.12 Statewide Emergency Management

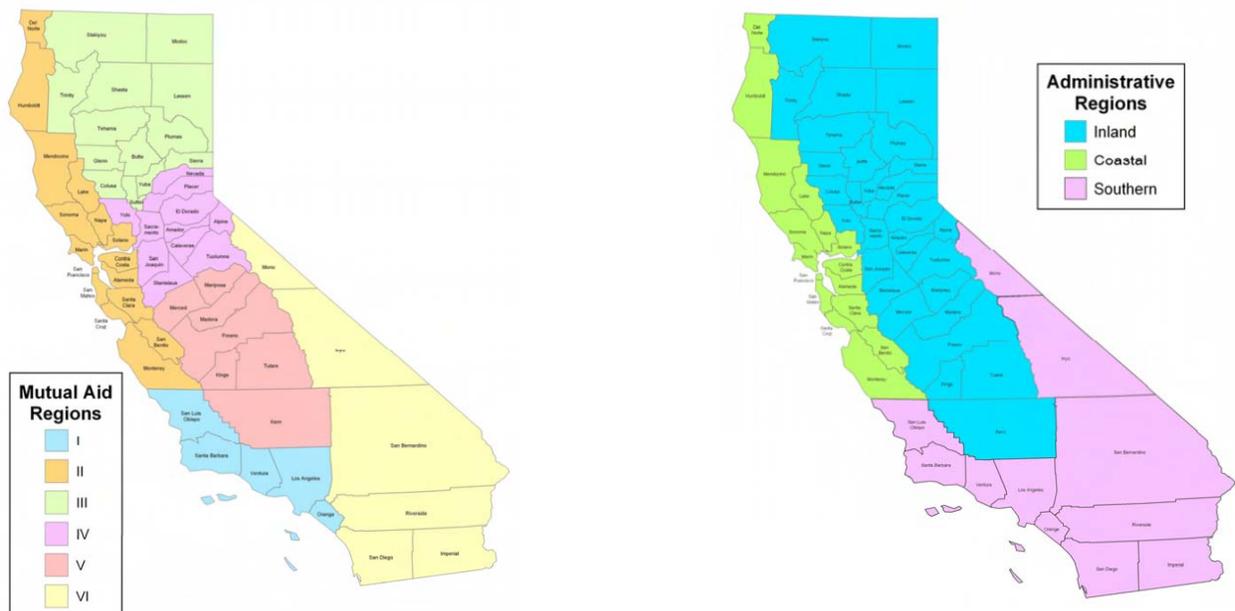
Governments at all levels must work together effectively, along with the private sector, business and industry, community based organizations and volunteers, to meet the challenges posed by a disaster.



All resources available within the State that may be applied in disaster response and recovery phases, together with the private sector, are collectively referred to as the California Emergency Organization. The goal is to support emergency activities to protect life, property, and the environment. During a state of war emergency, a state of emergency, or a local emergency, the Cal EMA Secretary will coordinate the emergency activities of all State agencies (California Emergency Services Act, §8587).

Emergency mutual aid response and recovery activities are generally conducted at the request and under the direction of the affected local government. Some emergency responses are led by designated State agencies. Such agencies have jurisdiction at the State level or those emergencies or disasters. Resource requests for response and recovery originate at the lowest level of government and are progressively forwarded to the next level until filled. When support requirements cannot be met with State resources, the State may request assistance from those federal agencies having statutory authority to provide assistance in the absence of presidential declarations. The State may also request a Presidential Declaration of an Emergency or Major Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93288 as amended.

Figure 3 Cal EMA Mutual Aid and Administrative Regions





3.12.1 California Master Mutual Aid Agreement

California's emergency assistance is based on a statewide mutual aid system designed to ensure that additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement*, which is entered into by local governments and the State of California. The various departments and agencies within the political subdivisions, municipal corporations, and public agencies agree to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal, and state monies may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

3.12.2 Emergency Management Assistance Compact (EMAC)

California is a signatory to the interstate EMAC; a congressionally ratified organization that provides form, structure, and procedures for rendering emergency assistance between states. Once the governor has declared a state of emergency, Cal EMA will assess the needs for the emergency incident. California can then request resources through the EMAC network for assistance provided by other states in the nation. The use of EMAC resolves two of the key issues regarding mutual aid, liability, and reimbursement so that a disaster impacted state can request and receive assistance from other member states quickly and efficiently.

3.12.3 Mutual Aid System

The statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and state with the intent to provide requesting agencies with adequate resources.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, and public works. The adoption of SEMS and NIMS does not alter these existing systems, but enhances the facilitation of mutual aid through the local government, operational area, regional, and state levels.

Within California, there are several discipline specific mutual aid plans that work in conjunction with the Master Mutual Aid Agreement. These plans derive their authority from the California Emergency Services Act and from the California Disaster and Civil Defense Master Mutual Aid Agreement.



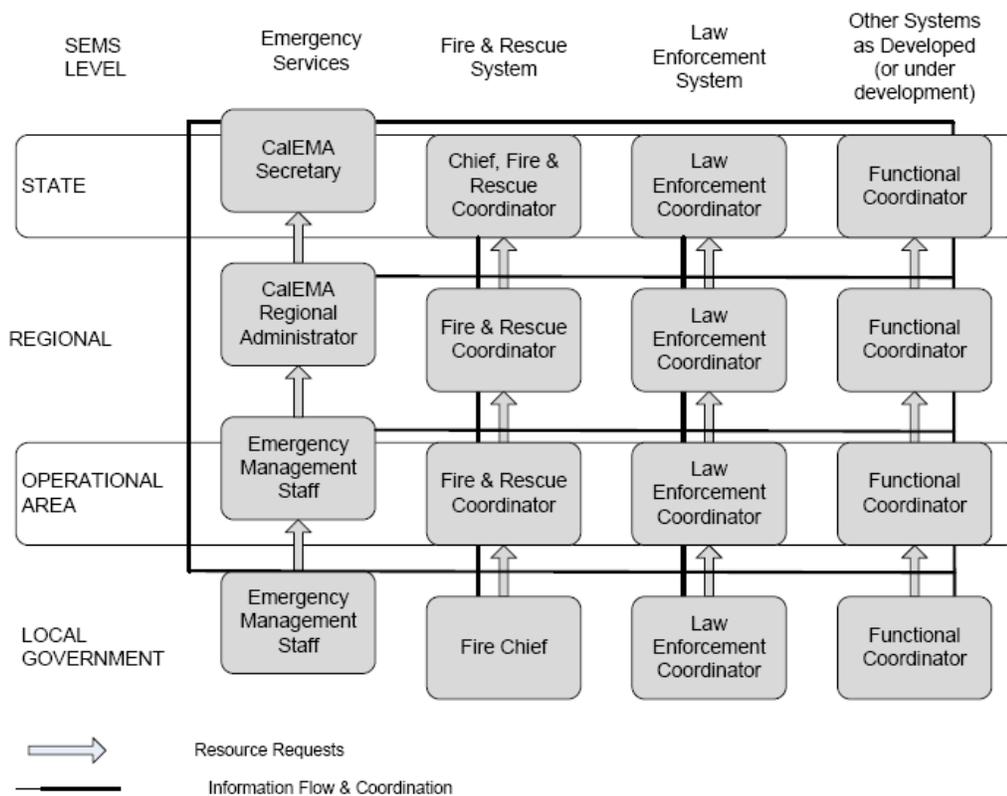
3.12.4 Mutual Aid Coordinators

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level. Law Enforcement, Fire and Rescue Services, and the Medical Health Operational Coordinator work within existing state mutual aid systems for requests and assignments of mutual aid.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional, and state levels. When EOC's are activated, all discipline-specific mutual aid systems should establish coordination and communications within the respective local, operational area, regional, or state EOC's.

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

Figure 4 Discipline Specific Mutual Aid System





3.12.5 Mono County Mutual Aid Requests

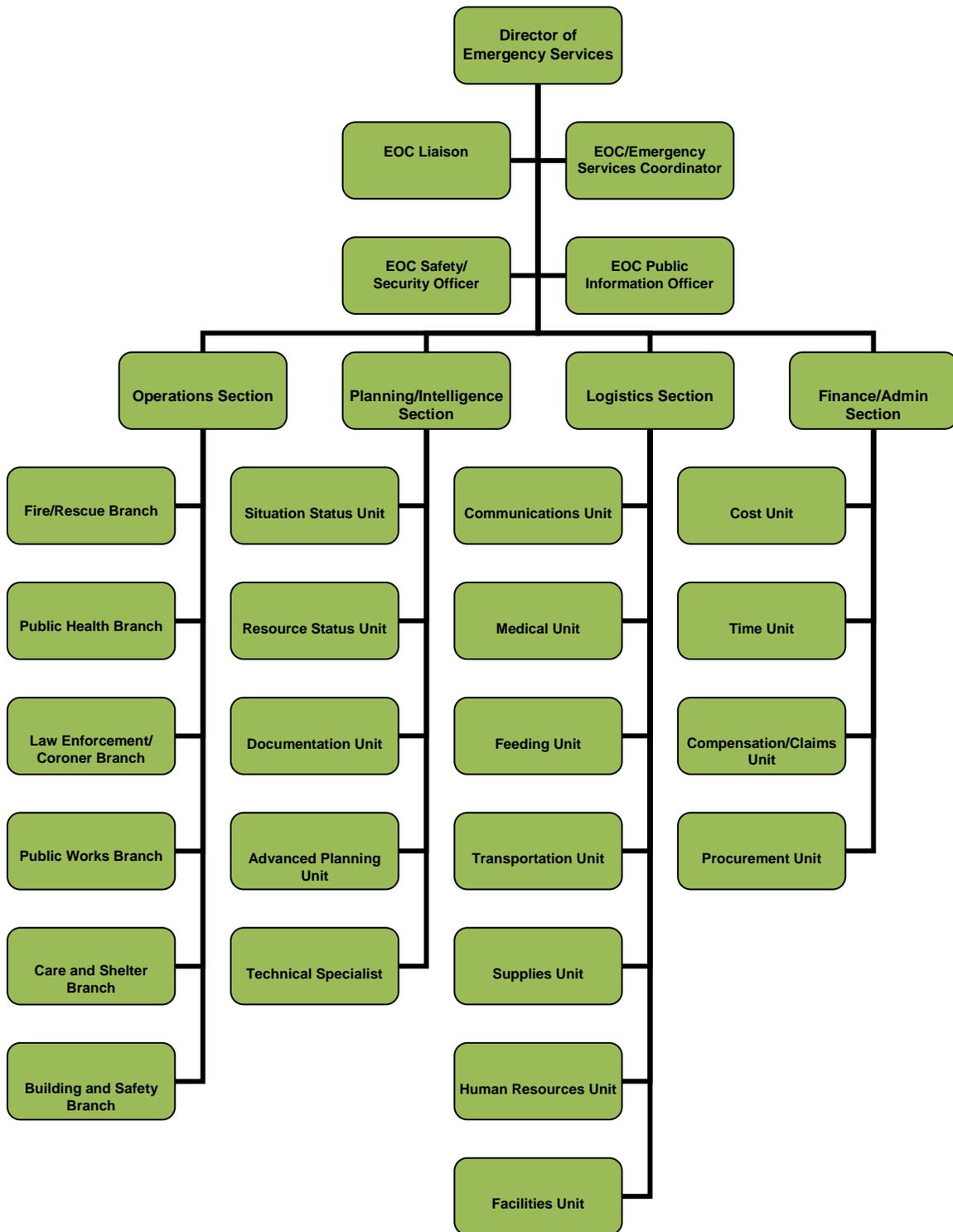
Mammoth Lakes and Special Districts within Mono County will make mutual aid requests through the Mono County Operational Area via the Sheriff Dispatch Center at (760) 932-7549. The dispatcher will forward the request to the County/OA EOC, or discipline specific Mutual Aid Coordinator, if the EOC is not activated. Mono County will make mutual aid requests through the Cal EMA Regional office, located in Los Alamitos. Requests for Fire and Law Enforcement mutual aid will be made through existing Regional Mutual Aid Coordinators that may be present at the Operational Area EOC.

3.13 Mono County Emergency Organization

The California Emergency Services Act requires Mono County to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. The County Director of Emergency Services, per Mono County Municipal Code 5204, is responsible to impress into service all officers and employees of Mono County, together with volunteers, groups, and organizations enrolled to aid them during an emergency, to constitute the emergency organization of Mono County. All departments and agencies will use the ICS for emergency response and provide emergency related information to the County/OA EOC. The Emergency Organization chart shows the County departments within the SEMS/NIMS concept.



Figure 5 Mono County Emergency Organization





3.13.1 Emergency Proclamations

A Local Emergency may be proclaimed by the Board of Supervisors or by the County Emergency Services Director (Sheriff-Coroner) as specified by Mono County Municipal Code 5203. Health and Safety Code 101080, states that the local health officer may declare a local health emergency under certain conditions. A Local Emergency proclaimed by the County Sheriff-Coroner or Health Officer must be ratified by the Board of Supervisors within seven days. The governing body must review the need to continue the proclamation at least every fourteen days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the county caused by natural or man-made situations. The proclamation of a Local Emergency provides the governing body with the legal authority to:

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

3.13.2 State of Emergency

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

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents
- The Governor is requested to do so by local authorities
- The Governor finds that local authority is inadequate to cope with the emergency
- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance



When a State of Emergency has been proclaimed:

- The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area;
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency
- The Governor may suspend the provisions of orders, rules or regulations of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of their office
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary

3.13.3 State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, additionally:

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

3.14 Continuity of Government

A major disaster or national security emergency could result in the death or injury of key government officials, or the partial or complete destruction of established seats of government and public and private records essential to continued operations of government. Government at all levels is responsible for providing continuity of effective leadership, authority, and adequate direction of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

A continuity of operations plan, or COOP, outlines the steps a municipality will take to continue their essential functions and maintain government operations within their jurisdiction. Mono County has developed a separate Continuity of Operations Plan.



3.14.1 Alternate Seat of Government

Section 23600 of the California Government Code provides alternate seats of government:

- The Board of Supervisors shall designate alternative county seats, which may be located outside county boundaries
- Real property cannot be purchased for this purpose
- A resolution designating the alternate county seats must be filed with the Secretary of State
- Additional sites may be designated subsequent to the original site designations if circumstances warrant

In the event the primary location is not usable because of emergency conditions, the temporary seat of county government will be as follows:

1st Alternate: County Offices, Mammoth; Minaret Mall (Vons Center), 2nd Floor above Giovanni's, Meridian Road and Old Mammoth Road, Mammoth Lakes

2nd Alternate: Lee Vining Community Center; 296 Mattley Avenue (behind baseball field), Lee Vining

3rd Alternate: Walker Community Center; 442 Mule Deer Road, Walker (off Hackney, south of Hwy 395, west end of Walker)

3.14.2 Lines of Succession

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster. Article 15, Section 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed.

The County Sheriff-Coroner is designated as the County Director of Emergency Services. The Deputy Director of Emergency Services is appointed by the director, as well as the successors to the position of Director of Emergency Services. Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the County Director of Emergency Services. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the Board of Supervisors.



- 1st Alternate: Under Sheriff
- 2nd Alternate: Sheriff's Office Lieutenant
- 3rd Alternate: Sheriff's Office Sergeant

Notification of any successor changes shall be made through the established chain of command. Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.

Article 15, Section 8633 of the Emergency Services Act establishes a method for reconstituting the governing body. It authorizes that should all members, including all standbys, be unavailable, temporary officers shall be appointed as follows:

- By the chairman of the board of the county in which the political subdivision is locate;
- By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated)
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated)

Article 15, Section 8642 of the Emergency Services Act authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision. Article 15, Section 8643 of the Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property
- Reconstitute itself and any subdivisions
- Perform function in preserving law and order and furnishing local services



Figure 6 Mono County Emergency Organization Matrix

Functional Responsibilities of Departments/Assisting Agencies
P = Primary Responsibility S= Support Role

AGENCIES AND DEPARTMENTS	MONO COUNTY EMERGENCY FUNCTIONS																									
	Management	Emergency Services	Safety / Security	Legal	Public Information	Liaison	Law / Coroner	Fire/Rescue	Emergency Medical	Public Works / Utilities	Public Health	Hazardous Materials	Animal Care & Control	Care & Shelter	Situation Analysis	Damage Assessment	Recovery	Resource Status	Documentation	Human Resources	Communications/Data	Supply	Facilities	Transportation	Finance	
Animal Control						S	S						P	S	S										S	
Assessor	S														S		S									
Board of Supervisors	P			S	S												S									
Career Services Center	S																			S						
Clerk Recorder	S	S		S																						
Community Development															S	S	S	S	S							
- Building Division											S				S	P	S	S	S							
- Compliance Div															S		S	S	S							
- Planning Division																	S	S	S							
County Administrative Officer	P	S			S	P											S								S	
County Counsel	S	S		P													S								S	
Director Emergency Services	S	P		S	P												S								S	
District Attorney	S						S																			
Economic Development & Special Projects	S																S								S	
Finance Department	S																S				S	S			P	
- Auditor- Controller	S																S				S	S			P	
- Treasurer-Tax Collector	S																S				S	S			P	
Fire Protection Districts	S	S	S		S		P	S			S	S	S					S					S	S		
Health Department	S	S			S			S		P	P	S			S		S							S		
- Environmental Health		S								S	P															
- Public Health		S						S		P	S															
Human Resources	S					S	S			S			S							P						
Paramedic Fire Rescue	S	S	S		S		S	P			S	S	S				S									
Probation Department	S					S																				
Public Works Department	S	S	S		S				P	S	S				S		S	S						S	S	
Risk Management			P	S	S																					
Search and Rescue		S				S	S																			
Sheriff- Coroner's Office	S	P	S		S	P	S	S	S	S	S	P					S							S		
Social Services Department						S	S						P							S			S			
OA Jurisdictions																										
Town of Mammoth Lakes					S	S	S	S	S	S	S	S	S	S				S		S			S			



AGENCIES AND DEPARTMENTS	MONO COUNTY EMERGENCY FUNCTIONS																									
	Management	Emergency Services	Safety / Security	Legal	Public Information	Liaison	Law / Coroner	Fire/Rescue	Emergency Medical	Public Works / Utilities	Public Health	Hazardous Materials	Animal Care & Control	Care & Shelter	Situation Analysis	Damage Assessment	Recovery	Resource Status	Documentation	Human Resources	Communications/Data	Supply	Facilities	Transportation	Finance	
Partner Agencies																										
American Red Cross					S		S	S			S			P	S											
Bureau of Land Management							S	S							S											
CA Dept. of Fish and Game							S	S				S			S											
Cal EMA	S	S		S	S													S							S	
Cal Fire								S																		
CA Highway Patrol							S																			
Caltrans										S															S	
Eastern Sierra USD															S									S		
FEMA	S	S		S	S													S				S			S	
Los Angeles DWP	S									S					S		S									
Mammoth Hospital							S	S	S		S				S		S									
Mammoth Mountain Resort							S	S	S					S	S		S			S	S		S	S		
Mammoth USD															S								S			
National Park Service													S	S	S									S		
So. Cal Edison										S																
US Forest Service									S						S											
US Geological Survey															S											
US Marine Corps MWTC					S		S	S														S	S	S		
Verizon															S						S					

Figure 7 Mono County Lines of Succession

These key officials/departments have designated successor positions for continuity:

- | | |
|----------------------------------|---|
| County Administrative Officer | 1. Human Resources Manager
2. Risk Manager |
| Clerk Recorder | 1. Deputy Clerk Main Recorder
2. Deputy Clerk Vital Statistics |
| Community Development Department | 1. Manager
2. Supervisor |



County Counsel	<ol style="list-style-type: none">1. Assistant County Counsel2. Deputy County Counsel
District Attorney	<ol style="list-style-type: none">1. Assistant District Attorney2. Deputy District Attorney
Economic Development	<ol style="list-style-type: none">1. Department Head2. Department Manager
Finance Department	<ol style="list-style-type: none">1. Finance Director2. Assistant Finance Director3. Assistant Finance Director
Fire Protection Districts	<ol style="list-style-type: none">1. Fire Chief2. Assistant Fire Chief3. Fire Captain
Health Department	<ol style="list-style-type: none">1. Health Director2. Health Officer3. CD Controller
Human Resources Department	<ol style="list-style-type: none">1. Human Resources Director2. Human Resources Generalist
Paramedic Fire Rescue	<ol style="list-style-type: none">1. Chief2. Captain
Probation Department	<ol style="list-style-type: none">1. Chief Probation Officer2. Assistant Probation Officer
Public Works Department	<ol style="list-style-type: none">1. Director of Public Works2. Director of Road Operations/Fleet Services3. Fleet Services Supervisor4. Road Operations Supervisor
Risk Management	<ol style="list-style-type: none">1. Director of Risk Management and Training2. Loss prevention and Event Specialist
Sheriff- Coroner's Office	<ol style="list-style-type: none">1. Sheriff-Coroner2. Under Sheriff3. Lieutenant
Social Services Department	<ol style="list-style-type: none">1. Director2. Manager



3.14.3 Vital Record Retention

The preservation of vital records is critical to the County's recovery from a catastrophic event. In addition to the information retrieval requirements of response, each response function has a record-keeping component. Although the principal focus of vital records preservation is to support recovery through reimbursement of disaster-related costs, vital records also have a broader and arguably more important function. Vital records become vital because they help to describe a reasonably complete compilation of damage, death, physical and mental trauma, and allocation of public and private resources, making it possible to learn from the disaster experience. Vital records for the County are maintained by each county department and are kept in several locations. A non-inclusive list of vital records includes the following:

- The Clerk of the Board maintains records of the Board of Supervisors' actions, which include contracts for services, emergency proclamations and approval of emergency expenditures, programs and requests for grant funds;
- The County Clerk/Recorder maintains records regarding birth, death, and marriage certificates and registrar of voters;
- The County Treasurer/Tax Collector maintains records regarding property taxes;
- The County Assessor maintains records regarding the value of real property;
- The County Auditor/Controller office maintains records regarding budgets, accounting, audits, and property taxes;
- The County Information Technology maintains electronic copies of the County's archives and records management system;
- The County Office of Emergency Services maintains records for emergency response and recovery operations, including utility system maps, locations of emergency supplies and equipment, emergency operations plans, and procedures, personnel rosters, etc.

Each County Department is also responsible for designating a departmental custodian of vital records, and ensuring that vital record storage and preservation is accomplished.

3.15 Training, Documentation and Exercises

The Office of Emergency Services is responsible for coordination and scheduling of training and exercising of this plan. Mono County's Emergency Management Organization will conduct regular exercises of this plan to train all necessary County staff in the proper response to disaster situations. An exercise is a simulation of a series of emergencies for identified hazards affecting the County. During these exercises, emergency response organizations are required to respond as though a real emergency had occurred. If necessary, the public will be made aware of these exercises through



normal media communications. Exercises will be conducted utilizing the concepts and principles of the SEMS/NIMS.

All employees having any responsibilities in emergency response or being assigned a position in the EOC will be trained on the EOP. The appropriate SEMS/NIMS/ICS training will be provided to all public safety, EOC, and first responder personnel. Each county department is responsible to schedule and document emergency management training for their employees that have been designated with an emergency role. The core ICS training courses have been revised to reflect lessons learned since their release in 2006. The courses of training will be selected from the following list, commensurate with individual and supervisory responsibilities:

- IS-700.a: NIMS An Introduction
- IS-800.b: National Response Framework, An Introduction
- IS-100.b: Introduction to Incident Command System, ICS 100
- IS-200.b: ICS for Single Resources and Initial Action Incidents, ICS 200
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-400: Advanced ICS Command and General Staff—Complex Incidents

There are additional courses designed to enhance skills development and are geared towards fulfilling NIMS credentialing tracks. County departments should document the training provided to emergency response personnel. Copies of NIMS/SEMS training records are maintained by the Office of Emergency Services and the designated Sheriff's Office representative as follows:

- An individual training record for each person, kept in their personnel file, or in a separate training record file. The name of the course, instructor, location, and date of the course should be included in the training record.
- Maintenance of the individual training record for as long as the person is employed in a position that involves an emergency response role. Records of personnel involved in an actual emergency are archived for five years after the close of a disaster or indefinitely.
- Documentation of the agency's NIMS/SEMS training program including copies of the training materials used, such as instructor syllabus, lesson plans, student notebook, exercises and tests.

3.16 Requirements of the Americans with Disabilities Act

Access to emergency services shall not be denied on the grounds of race, color, national origin, sex, age, or handicap. To ensure that this goal is met, Title II of the ADA requires State and local governments to make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events -- but also to policy changes that



governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the programs and services of State and local governments. In addition, governmental entities must ensure effective communication -- including the provision of necessary auxiliary aids and services -- so that individuals with disabilities can participate in civic life.

The Americans with Disabilities Act of 1990 (ADA) signed into law on July 26, 1990, by President George H. W. Bush, is a broad civil rights law that prohibits discrimination against people with disabilities, including but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses, and language barriers. In 2008, President George W. Bush signed an updated version of the ADA, which is known as the ADA Amendments Act (ADAAA). The revised law broadens the scope of the definition of what it means to have a disability. These changes went into effect January 1, 2009. These amendments make it easier for people with access and functional needs to seek protection under the law.

Mono County will make every effort to address the needs of citizens with access and functional needs. Initially the priorities will be on lifesaving operations, evacuations and stabilization of the incident. Mono County will take into consideration the special needs of individuals such as issues with communications, mobility, and accessibility. Resources may be limited and it may take additional time to deal with the needs of individuals with disabilities. Included in the County's planning efforts for those with disabilities are:

- TTD/TTY contact and captioned cable alert for the hearing-impaired
- Spanish/English outreach programs in the Sheriff's Office, identified language skills of County employees
- ADA compliant access to County facilities and Red Cross shelter facilities
- Identified transportation assistance for those requiring physical assistance
- Reverse telephone system for specific geographic areas
- Notification and warning procedures
- Evacuation considerations
- Emergency transportation issues
- Sheltering requirements
- Accessibility to medications, refrigeration and back-up power
- Accessibility for mobility devices or service animals while in transit or at shelters
- Accessibility to emergency information

3.16.1 Access and Functional Needs Populations

Populations whose members may have additional needs before, during, and after an incident in functional areas, including, but not limited to – maintaining independence,



communication, transportation, supervision and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are older adults; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged. According to a 2010 study, there are almost 11 million people who identify as having a disability in California. Lessons documented in recent disasters concerning the integration of people with disabilities into community living and the growing aging population has shown that the existing paradigm of emergency planning and implementation must change. The lessons documented from the years of assisting individuals with diverse disabilities and functional needs, in disasters, show three areas that are repeatedly identified as most important to people with disabilities and older adults: communications (alert, warning, notification), evacuation (transportation), and sheltering.

3.16.2 Office for Access and Functional Needs

In January 2008, the Office for Access and Functional Needs (OAFN) was created within the California Emergency Management Agency (then Office of Emergency Services). The purpose of OAFN is to identify the needs of people with disabilities and others with access and functional needs before, during and after a disaster and to integrate disability needs and resources into all aspects of emergency management systems. The OAFN offers emergency managers and planners, and disability and older adult service systems, guidance for planning and responding, during disasters and recovery.

The Mono County Health Department has a voluntary registration program to identify people with access and functional needs that may need assistance in the event of a disaster or evacuation. The registration form can be downloaded from the Public Health website under Homeland Security and Emergency Preparedness: Special Needs Program, or by phone at (760) 924-1830. This list, like all lists identifying personal information, is a confidential document and not shared with the public. The Mono County Public Health and Social Services Departments maintain contact lists of the state, federal and local licensing and credentialing agencies working with identified caregiver agencies working with the access and functional needs population. Additional information regarding people with access and functional needs are included in the Access and Functional Needs; Evacuation; and Care and Shelter Annexes attached to this plan.

3.17 Animal Care Considerations

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals. The PETS Act amends the Stafford Act, and requires evacuation plans to take into account the needs of individuals with household pets and service animals, prior to,



during, and after a major disaster or emergency. Mono County has an Animal Control department that will lead the effort to comply with the PETS Act. In conjunction with the Sheriff's Office, Animal Control officers and shelter attendants will provide for the coordination of evacuation and sheltering of household and service pets in the event of a disaster. Mono County Animal Control is located in the Health Department Building, 221 Twin Lakes Road Bridgeport, CA (760) 932-5630. There are shelters in Bridgeport on Jack Sawyer Road (above the County Road Shop) at (760) 932-7407, and the Whitmore Animal Shelter at Benton Crossing Road (1/4 mile east of Hwy 395) at (760) 935-4734. These shelters provide animal control services, shelter and rescue services in the event of animal evacuations. An annex addressing these needs and requirements is attached to this plan.

3.18 Alerting and Warning

Warning is the process of alerting governmental forces and the general public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government. Mono County takes part in the following alert and warning systems: Code Red (a community notification system), Emergency Alert System, the California Health Alert Network – an electronic alerting and notification system, the Antelope Valley Information System and Crowley Area Information System. Special District Fire Protection Districts have siren alert systems to warn the public of impending danger. The Town of Mammoth Lakes uses television and radio messaging for alerting the public and has a reverse telephone system thru Mono County Sheriff's Office dispatch.

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the population within their jurisdiction. Government officials accomplish this using various warning systems and devices that can originate or disseminate information from a central location that is staffed 24 hours a day, typically the communications center.

3.18.1 Emergency Alert System (EAS)

The Emergency Alert System is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state, and local governments to communicate with the general public through commercial broadcast stations.

EAS is operated by the broadcast industry on a volunteer basis according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:



- Priority One - Presidential Messages (carried live)
- Priority Two - EAS Operational (Local) Area Programming
- Priority Three - State Programming
- Priority Four - National Programming and News

State programming originates from the state operations center and is transmitted through the state using the state's CLERS VHF/UHF radio relay stations. California has 30 EAS Operational Areas within radio reception range of EAS stations serving the area. The State message priorities are as follows:

- Priority One - Immediate and positive action without delay is required to save lives
- Priority Two - Actions required for the protection of property and instructions to the public requiring expedient dissemination
- Priority Three - Information to the public and all others

Emergency information is broadcast directly through the transmitters to all broadcasters in Mono County simultaneously and to special districts and businesses with more than 100 employees, who by law must monitor this frequency. Emergencies that may warrant an alert include an avalanche, child abduction emergency, civil danger or emergencies, evacuations, law enforcement or fire warning, radiological or hazardous materials warnings, flash flooding, and severe weather warnings. Local EAS voice and video broadcasts are accomplished at the Mono County Operational Area Emergency Operations Center facility.

In Mono County, the EAS is administered under the authority of the Sheriff of Mono County. Any official requesting an EAS warning or message will request such through the Sheriff's Office Watch Commander. Messages in Mono County will be disseminated through the Sheriff's Communications Center. The message must be a voice message that can be prerecorded.

The Local Primary (LP1) station is Mono County Sheriff's Office (153.860 MHz). The LP1 will monitor:

- a. KKOH 780 kHz Reno NV
- b. NWS 162.575 MHz Reno NV (Conway Summit)
- c. KMMT 102.3 MHz Mammoth Lakes, CA
- d. KIBS 100.7 MHz Bishop, CA

The LP2 station for Mono County is KMMT 102.3 MHz. The LP2 station will monitor:

- a. KIBS 100.7 MHz Bishop, CA
- b. Mono Co SO 153.860 MHz Bridgeport, CA
- c. NWS 162.575 MHz Reno NV (Conway Summit)



All broadcast stations and CATV control points must monitor two of the following:

- a. KBOV 1230 kHz Bishop, CA
- b. KIBS 100.7 MHz Bishop, CA
- c. KWTW 88.5 MHz Bishop, CA
- d. KMMT 102.3 MHz Mammoth Lakes, CA
- e. KDAY 92.5 MHz Independence, CA
- f. NWS 162.575 MHz Reno, NV (Conway Summit)
- g. Mono Co SO 153.860 MHz Bridgeport, CA

3.18.2 National Warning System (NAWAS)

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

CALWAS is the State portion of NAWAS that extends to communications and dispatch centers throughout the state. Both state and federal circuits are monitored 24 hours a day at the Warning Center, the alternate point, and each of the local warning points. Circuits then extend to county warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System (CLETS)).

NAWAS is tested three times daily at unscheduled times. Immediately following the NAWAS test through the Warning Center, the state conducts the CALWAS test through Cal EMA. On alternate Wednesdays, the CHP conducts a test at 10:00 a.m. local time.

Backup communications systems for CALWAS alerts include:

- CESFRS - California Emergency Services Fire Radio System
- CESRS - California Emergency Services Radio System
- CLEMARS - California Law Enforcement Mutual Aid Radio System
- CLERS - California Law Enforcement Radio System
- CLETS - California Law Enforcement Telecommunications System

3.18.3 National Weather Service (NWS)

The National Weather Service transmits continuous weather information on frequencies 162.525 MHz at Conway Summit and 162.425 MHz at Bishop. The Weather Service can also access NAWAS to announce severe weather information. Advisories and



emergency warnings for Mono County are issued out of the Reno Weather Forecast Office, 2350 Raggio Pkwy, Reno, NV (775) 673-8100.

3.18.4 California State Warning Center (CSWC)

The CSWC is a signal and information conduit for Cal EMA and a central information hub for statewide emergency communications. The CSWC is under the command and direction of the CHP, and staffed by sworn officers and civilian emergency services communications personnel. The CSWC provides service to all California law enforcement agencies and their officers 24 hours a day, 365 days a year. Additionally, the CSWC will provide the means by which fire service agencies can communicate intelligence information to the FBI.

The following is a list of current functions and responsibilities of the CSWC:

- Facilitates multi-regional and statewide AMBER Alerts
- Carries out critical incident notifications, warnings, and tactical alerts to all involved agencies and organizations
- Conducts computer crime incident notifications
- Conducts homeland security incident notifications
- Conducts hazardous material notifications
- Monitors natural disasters and coordinates emergency response
- Monitors and maintains state and national emergency response communications
- Conducts Governor and executive staff notifications
- Facilitates toxic call-outs (drug labs)

3.18.5 Operational Area Satellite Information System (OASIS)

OASIS is a system that consists of a communications satellite, multiple remote sites, and a hub that allows virtually uninterrupted communication between state, regional, and operational area level EOC's. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel and is capable of conducting six simultaneous voice conversations and one data channel at a rate of 9600 baud.

3.18.6 Emergency Digital Information System (EDIS)

The EDIS provides local, state, and federal agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems such as the Emergency Alert System. The main purpose of EDIS is to distribute official information to the public during emergencies; although, non-emergency uses of EDIS are permitted as long as they do not interfere with more urgent transmissions.



EDIS may be used to transmit information in the following categories, listed in priority order:

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

Confidential or sensitive information should never be transmitted over EDIS as the equipment to receive the messages is easy to obtain.

3.18.7 Emergency News Network (ENN)

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



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4.0 MONO COUNTY RECOVERY OPERATIONS

Recovery refers to those measures undertaken by an entity following a disaster that will return existence back to normal, or at least as normal as possible within a given time period. Effective recovery consists of a complex array of interdependent and coordinated actions. Recovery operations are divided into two phases; short term and long term.

4.0.1 Short Term Recovery

The first phase is short term, which involves restoring the infrastructure in the affected area. Continued coordination from the response phase into the recovery phase is necessary to identify high priority areas for resumption of utilities, liability concerns, financing, and recovery ordinances. County emergency managers should develop checklists for short-term recovery to ensure governing boards are kept up-to-date, to identify potential areas of mitigation, and to improve preparedness and response planning.

4.0.2 Long Term Recovery

Long-term recovery consists of actions that will return the county back to normal pre-disaster levels of service. It is critical that the documentation functions during response continue and expand into recovery. Checklists should be developed for recovery operations to ensure accountability. Failure to strictly account for damage documentation and personnel costs can result in loss of possible reimbursement.

4.1 SEMS Recovery Organization

The Operational Area plays a different role in recovery than in response. The Operational Area may act as an information and coordination point for its constituent jurisdiction. However, each local jurisdiction, rather than the Operational Area, works directly with state and federal recovery programs.

4.2 Damage Assessment

During the early phase of a disaster, the initial damage from the disaster is estimated due to time constraints related to the response. Plans should include procedures for conducting more detailed surveys to be used in disaster project applications once the recovery process begins. The procedures should include the following:

4.2.1 Safety Concerns

Safety precautions that will contribute to recovery operations include:

- Ensuring gas, water, sewer leaks are identified
- Ensuring utilities are turned off in unsafe or damaged structures



- Securing hazardous materials sites and preparing clean-up plan; ensuring unsafe buildings are vacated, clearly marked and access is restricted
- Identifying safety precautions to be undertaken by emergency workers

4.2.2 Structural Damage

Checklists and procedures for survey teams should include the following terms when describing damages, which are limited to the structure and not contents:

- Destroyed - Cost of repair is more than 75% of value
- Major Damage - Cost of repair is greater than 10% of value
- Minor Damage - Cost of repair is less than 10% of value.

4.3 Recovery Activities

Common terms for recovery activities are listed below:

- Category A: Debris Clearance - Clearance of debris, wreckage, demolition, and removal of buildings damaged beyond repair.
- Category B: Protective Measures - Measures to eliminate or lessen immediate threats to life, public health, and safety.
- Category C: Roads & Bridges - All non-emergency work and any that may require more time for decision-making, preparation of detailed design, construction plans, cost estimates, and schedules.
- Category D: Water Control Facilities - Includes flood control, drainage, levees, dams, dikes, irrigation works, and bulkheads.
- Category E: Public Buildings and Equipment - Buildings, vehicles or other equipment, transportation systems, fire stations, supplies or inventory, higher education facilities, libraries, and schools.
- Category F: Utilities - Water supply systems, sanitary sewerage treatment plants, storm drainage, and light/power.
- Category G: Other - Park facilities, public and private non-profit facilities, recreational facilities, and playground equipment.

4.3.1 List of Damages

Once a Presidential Disaster Declaration has been made a complete and comprehensive list of all the damage that has occurred needs to be completed by each jurisdiction and transmitted to the Operational Area. The Operational Area will transmit the damage information to the Cal EMA Region, who will in turn send it to the State and FEMA. It should include:



- Location of Action/Damage - Geographical location of damaged facility or emergency work
- Description of Action/Damages - Narrative description explaining the nature of the disaster related problem (engineering details are not needed)
- Estimates of Cost - A separate estimate for each facility or system affected

4.4 Recovery Reporting and Documentation

Recovery documentation and reporting is the key to recovering eligible emergency response and recovery costs. Timely safety and damage assessments, documentation of all incident activities and accurate reporting are critical in establishing the basis for eligibility of disaster assistance programs.

4.4.1 After-Action Reporting

SEMS regulations require that jurisdictions complete an After Action Report (AAR) within 120 days after each emergency proclamation. Furthermore, the SEMS regulations under Title IX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to Cal EMA within 90 days of the close of the emergency period. Upon completion of the AAR, corrective actions are identified to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Depending on the level of the AAR, corrective action may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Priority corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

4.4.2 Recovery Documentation

The recovery documentation information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal hazard mitigation grant programs. Documentation is the key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue as the disaster unfolds. Included in the EOC Planning/Intelligence Section is a Documentation Branch that will coordinate the collection of all incident documentation for dissemination and filing.



4.5 Disaster Assistance

Disaster assistance is divided into two forms: Individual and Public Assistance. Recovery plans should address both types of assistance, methods of acquiring help, restrictions, and other pertinent information.

4.5.1 Government Assistance to Individuals

Individual assistance consists of services provided to individuals and private sector businesses.

4.5.2 Federal Programs

- Disaster Housing Assistance Program - This is a federal program administered by FEMA that provides temporary housing to disaster victims during presidentially declared disasters
- Disaster Mortgage and Rental Assistance Program - This program provides grants for home related mortgage or rent payments to disaster victims, who as a result of a disaster have lost their job or business and face foreclosure or eviction from their homes. It is a federal program available under a presidentially declared disaster
- Housing and Urban Development (HUD) Program - This program is offered to families that meet certain income guidelines and may provide a percentage of the rental cost for a limited period of time to disaster victims. It is also available under a presidentially declared disaster
- Small Business Administration (SBA) - This program is automatically implemented following a presidential disaster declaration for Individual Assistance, or may be implemented at the request of the governor. It provides low interest loans to businesses and individuals who have suffered disaster losses
- Individual and Family Grant Program (IFGP) - This is authorized only by a federal disaster declaration. It provides grants to disaster victims who are not eligible for SBA loans
- Cora Brown Fund - This is authorized only by a federal disaster declaration. The fund provides disaster victims with assistance provided they are not eligible for any other disaster assistance award from the government or other organizations

These are only a few federal programs that can be activated under a presidentially declared disaster. Disaster assistance may also be altered by legislation passed at the time of the event. Other types of assistance may also be made available depending on the disaster.



4.6 Non Profit Volunteer Charitable Organizations

Volunteer charitable organizations, including the American Red Cross, and others may provide assistance to individuals outside the scope of Mono County Recovery Organization.

4.7 Public Assistance

Public assistance consists of various programs of disaster relief to the public sector. Public sector includes state and local government (city, county, special district).

4.7.1 State – Natural Disaster Assistance Act (NDAA)

NDAA is available to counties, cities, and special districts to repair disaster-related damages to public buildings, levees, flood control works, channels, irrigation works, city streets, county roads, bridges, and other public works except those facilities used solely for recreational purposes. This program offers a percentage of the eligible cost to: repair, restore, reconstruct or replace public property or facilities; to cover direct and indirect costs of grant administration with the Cal EMA Secretary's concurrence; and to cover the cost of overtime and supplies used for response. The conditions for implementation of the NDAA are as follows:

- The Cal EMA Secretary must concur with local emergency declaration for permanent restoration assistance;
- The Governor must proclaim a state of emergency for disaster response and permanent restoration assistance; or
- The President must declare a major disaster or emergency for matching fund assistance for cost sharing required under federal public assistance programs

4.7.2 Federal – Robert T Stafford Disaster Relief Act of 1974

The following is a brief overview of this program:

A Presidential Declaration of Major Disaster or Emergency is required to activate the provisions of this law. Eligible Applicants Eligible applicants include the following:

- State agencies
- Counties
- Cities
- Special districts
- Schools K-12
- Colleges and institutions of higher education



- Private non-profit organizations organized under § 501(c) 3 of the Internal Revenue Code
- Utilities
- Emergency agencies
- Medical agencies
- Custodial care organizations
- Government services such as: community centers, libraries, homeless shelters, senior citizen centers, and similar facilities open to the general public

4.8 Disaster Field Office

Following a Presidential Declaration of a Major Disaster or Emergency, a Disaster Field Office (DFO) will be established in the proximity of the disaster area. The DFO provides the direction and coordination point for federal assistance. Typical functions of the DFO include:

- Management - Coordination of the overall federal assistance programs for Individual and Public Assistance, as well as any existing emergency work
- Public Information - Overall direction of public news releases on the progress of the emergency recovery actions, public notices on obtaining assistance, problems, and other pertinent information
- Liaison - Provides coordination and cooperation with other federal and state agencies
- Operations - Responsible for damage survey teams, outreach activities, and program implementation (i.e., Public Assistance, Individual Assistance, Hazard Mitigation, etc.)
- Planning/Intelligence - Develops action plans, identifies priorities, potential problems, documents the overall recovery actions
- Logistics - Provides materials and resources to perform the tasks associated with recovery
- Finance/Administration - Tracks and monitors costs, approves purchases, audits activities as needed

4.9 Hazard Mitigation Grant Programs

The Hazard Mitigation Grant Program (HMGP) activities are aimed at reducing or eliminating future damages. Activities include hazard mitigation plans approvable by FEMA and cost-effective hazard mitigation projects. HMGP grants are provided on a cost-share of 75% federal share and 25% non-federal share.

The Disaster Mitigation Act of 2000 (DMA2000) states that each jurisdiction (counties, cities, towns, and special districts) must have a Local Hazard Mitigation Plan (LHMP)



approved by Cal EMA in order to be eligible for FEMA pre and post disaster mitigation funds. The objective of the LHMP is “to save lives, preserve property and protect the environment, during times of disaster.” Mono County participated in the DMA2000 program and adopted Mono County Hazard Mitigation Plan on May 19, 2009.

Federal funding is provided under the Robert T. Stafford Emergency Assistance and Disaster relief Act (The Stafford Act) through FEMA and Cal EMA. Cal EMA is responsible for identifying program priorities, reviewing applications and forwarding recommendations for funding to FEMA. FEMA has final approval for activity eligibility and funding. The federal regulations governing the HMGP are found in Title 44 of Code of Federal Regulations (44CFR) Part 206 and Part 13. For specific information regarding current HMGP activities, refer to the Cal EMA website: www.oes.ca.gov/

4.9.1 Mitigation

This aspect of recovery operations is critical in reducing or eliminating disaster-related property damage and loss of lives from reoccurring. The immediate post-disaster period presents a rare opportunity for mitigation. During this time, officials and citizens are more responsive to mitigation recommendations, and unique opportunities to rebuild or redirect development may be available. Recovery plans would benefit from addressing mitigation planning as part of the recovery process. The following issues represent some information that would be useful in recovery sections of emergency plans:

4.9.2 Forms of Mitigation

- Changes in building codes
- Variances or set-backs in construction
- Zoning, to reduce types of construction in high hazard areas
- Relocation or removal of structures from high hazard zones

4.9.3 Reference Information

FEMA procedures over the last few years have evolved and mitigation of disasters is becoming a key component of disaster recovery. The Internet provides the optimum method of obtaining up to date information relating to disaster response and Public Assistance Programs. Public Assistance Program Publications can be downloaded from the FEMA website at www.fema.gov/



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PART TWO – EMERGENCY OPERATIONS CENTER

Emergency Operations Center Purpose

The primary purpose of an EOC is to coordinate support for field level emergency responders and develop and maintain awareness of the emergency situation for decision makers. The EOC is a location from which centralized emergency management can be performed during a major disaster. This facilitates a coordinated response by the County Director of Emergency Services, emergency management staff, and representatives from organizations that are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in Mono County's EOC:

- Managing and coordinating emergency operations
- Receiving and disseminating warning information
- Developing emergency policies and procedures
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and as appropriate, to County and State agencies
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required
- Continuing analysis and evaluation of all data pertaining to emergency operations
- Controlling and coordinating, within established policy, the operational and logistical support of department resources committed to the emergency
- Coordination of emergency management activities for the Mono County Operational Area and its member agencies, the state of California, and Federal entities
- Providing emergency information and instructions to the public, making official releases to the news media and scheduling press conferences as necessary

Emergency Levels of Activation

The magnitude of the emergency will dictate Mono County's response level. Response levels are used to describe the type of event, extent of coordination or assistance needed, and degree of participation from county departments.

Level 1 – Minor Emergency – No EOC Activation Required

A minor incident that can be managed by first responders and resources from within the county. The EOC will not be activated. Off-duty personnel may be recalled to back fill



personnel assigned to the incident. County and/or mutual aid police, fire, public works, or medical responders use ICS procedures.

Level 2 – Moderate Emergency – Potential EOC Activation

A moderate to severe emergency in which Mono County resources are not adequate and mutual aid is required. Key management personnel from the involved departments will co-locate to provide jurisdiction coordination. The Mono County/OA EOC may be partially or fully activated based on the severity of the situation. Off-duty personnel will likely be recalled. A local emergency may be requested wherein the Mono County Operational Area would be notified. Indications that the EOC should be activated include:

- If the incident has escalated due to the number of jurisdiction departments or agencies involved, or personnel and resources required where the coordination of the incident is not efficiently accomplished at the scene or at another location
- Any of the persons authorized to activate the Mono County/OA EOC determines that coordination of the response/recovery would be enhanced by multi-department or multiagency coordination in the EOC
- When the level of request for varied resources from the County are received from adjacent cities or special districts, the county or the state to respond outside the county and coordination of these requests are better facilitated at one central point
- If incidents are of such magnitude that coordination of the response to the incident is not possible (e.g., regional flooding, major earthquake, fire, HAZMAT incident requiring extensive documentation or presenting evacuation/rescue problems, or other mass casualty incident)
- When the resources of Mono County to respond or recover from a disaster or other emergency are overwhelmed

Level 3 – Major Emergency - Full EOC Activation

A major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive county, state and/or federal resources are required. A proclamation of emergency will be made and communications and coordination with the Mono County Operational Area EOC will be maintained. The overall response and early recovery activities will be managed from the County/OA EOC. Off-duty personnel will be recalled and long-term planning for human resources will be conducted.



EOC Location

Primary: Mono County Sheriff's Office
49 Bryant Street, Bridgeport, CA (760) 932-7549 FAX (760) 932-7435

Alternate: Mono County Sheriff June Lake Sub-station
90 W. Granite Avenue, June Lake, CA (760) 648-7057 FAX (760) 648-7151

The Alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. All field Incident Commanders will be notified of the transition to the alternate EOC.

Mobile EOC: The Sheriff's Office also has a trailer outfitted to serve as a mobile EOC in the event the EOC and alternate locations are incapacitated or a remote EOC would better serve the incident. Mammoth Lakes Police Department also has a light trailer, an emergency command post trailer, and a generator that may serve as an alternate mobile command post or EOC as needed.

EOC Organization Structure

Mono County operates under the NIMS/SEMS emergency management structure discussed in Section 3.6 of this EOP. The Mono County Emergency Operations Plan complies with the legal stipulations of the Federal Homeland Security Presidential Directive (HSPD-5) and State of California Code of Regulations, Title 19, Division 2, which contain provisions relevant to emergency response. The basic Mono County/OA EOC organizational structure consists of five functional Sections including Management, Planning, Logistics, and Finance.

The Mono County/OA EOC reports information up to the State emergency management level at the Cal EMA Southern Region. SEMS regulations require an operational area EOC to be activated when a local government within the operational area activates its EOC, and/or when two or more cities within the Operational Area have declared a local emergency. The County Director of Emergency Services is designated as the OA Coordinator in Section 2.60.090 of the County Code of Ordinances.

The field Incident Commander and EOC Operations Section Coordinator are pre-designated by discipline according to the type of emergency or disaster that has occurred, although for many incidents, a Unified Command will be established in the field operations. The functions that take place in responding to any of these incident types are overlapping, and in most cases, all responding disciplines will have some role in all of these incidents. The designation of a lead discipline is a means of establishing



the lead department prior to the occurrence of the incident. The lead discipline positions are filled by representatives from the Sheriff’s Department, Fire Protection Districts / Paramedic Fire Rescue, Public Works or Health Department. They are designated as follows:

Field IC / EOC Operations Coordinator	Incident Type
Law Enforcement	Avalanche and Landslides Volcanic Activity and Evacuation Transportation Incidents Terrorism Act of War
Fire and Rescue	Earthquake Hazardous Materials Incident Wildland and Structural Fire
Public Works	Flooding, Dam, and Storm Incident Energy Disruption Weather Related Incidents
Public Health	Public Health Epidemic/Pandemic Mass Casualty Incident

The Director of Emergency Services/OA Coordinator will have overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will also be the focal point for information transfer and mutual aid requests by the member agencies within the OA.

EOC Activation and Deactivation

The County Emergency Services Director, County Administrative Officer, Sheriff’s Office Watch Commander and Emergency Services Coordinator (or authorized alternate official) are authorized to activate the EOC. Any of the above listed disciplines may request the Operational Area EOC be activated with approval by the County Emergency Services Director. The official requesting activation of the EOC will contact the Mono County Sheriff Dispatch Center and give the following information:

- Identify themselves
- Briefly describe the situation requiring EOC activation
- Request a Level I, Level II or Level III activation
- Request notification of Level 1, Level II or Level III staff

The Sheriff Dispatcher will notify the County Emergency Services Director of the request to activate the OA EOC. The OA Coordinator will determine when it is appropriate to deactivate the EOC.



The EOC is staffed by designated and trained County employees, directed by the County Sheriff-Coroner who serves as the County Director of Emergency Services. The County Director of Emergency Services has the authority to direct all EOC activity and is responsible for the County's overall emergency management policy and coordination. This is accomplished through the joint efforts of all county departments, other public and private organizations, and volunteer agencies.

EOC Notification Procedures

Essential personnel have been identified and assigned emergency positions for emergency response in Mono County. The Mono County Sheriff Dispatch Center will make the notifications once authorized to do so by the appropriate official.

The following notifications will be made:

Level - I EOC Activation

- County Sheriff-Coroner or alternate
- Chief Paramedic Fire/Rescue or alternate
- Chief of Fire Protection Districts
- Director of Public Works or alternate
- Emergency Services Coordinator
- Sheriff's Office on-duty Watch Commander
- Mammoth Lakes Police Department Watch Commander

Level - II EOC Activation

- Level I Notifications Personnel
- Under Sheriff
- Finance Director
- County PIO or alternate PIO
- County Counsel or alternate
- County Clerk or alternate
- Health Department Director or alternate
- Human Resources Department Director or alternate
- Community Development Director or alternate

Level - III EOC Activation

- Level I and II Notifications Personnel
- Administration Staff
- Pertinent Off Duty Personnel



- Building Official

Disaster Service Workers

According to Chapter 8, Division 4 of Title 1, Section 3100 of the California Government Code, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. In the event of a local emergency, the Sheriff-Coroner/County Director of Emergency Services may require the emergency services of any County officer or employee and may requisition necessary personnel or materials of any County department or agency.

Resource Management

When activated, the Mono County EOC establishes priorities for resource allocation during the emergency. All county resources may be allocated by the County EOC to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the EOC.

Resource Requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from jurisdictions within the OA will be coordinated to determine if the resource is available from other agencies or sources within the OA. Operations Chiefs will be kept informed of the status of resource requests and allocations through the EOC. Resource requests from Mono County Operational Area members will be verbally requested and then documented on the Resources Request Form, located in the EOC. Available resources will be allocated to the requesting agency. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The EOC Section Coordinators are responsible for ensuring that priorities are followed.

Resources that are not available within the Operational Area will be requested through the regional level, the State's Inland REOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the



regional level. The Resource Status Unit in the Planning Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

EOC Action Planning

The use of Action Plans in the Mono County EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts.
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

The Action Planning process should involve the Emergency Services Director and EOC Section Coordinators (one from each Section), along with other EOC staff, as needed, such as special districts, and other agency representatives. The initial EOC Action Plan may be a verbal plan that is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel. An EOC Action Plan shall be developed whenever the EOC is activated, either partially or fully. A written EOC Action Plan is required whenever:

- Two or more agencies are involved in the response
- The incident overlaps more than one operational period
- All EOC functions are fully staffed

The EOC Action Plan addresses a specific operational period (not to exceed 24 hours). The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted. The elements to be included in the EOC Action Plan include:

- Operational period covered by the plan
- Identify parts of EOC organization that have been activated on an organization chart
- Assignment of primary and support personnel and material resources to specific tasks and locations
- Describe any logistical or technical support to be provided and by whom
- State the objectives (attainable, measurable and flexible) to be accomplished
- Establish the current priorities to meet the objectives



- Describe the strategy to be utilized to achieve the objectives
- In addition to the required elements listed above, the Action Plan may also include:
 - Specific departmental mission assignments
 - Policy and/or cost constraints
 - Any inter-agency considerations

Primary responsibility for developing the EOC Action Plan rests with the Planning Section. However, development of the plan requires the active participation of the Director of Emergency Operations and the General Staff. The Operations Section, in particular, must work closely with the Planning Section during Action Plan development. When indicated, the Planning Section Chief will request specific technical experts to provide input to the plan. The Director of Emergency Operations is responsible for approving the plan.

Emergency Personnel Assignments

It is the responsibility of Department Directors and supervisors to assign employees to one of three emergency categories: essential, back-up, or stand-by. This applies, in particular, to those Departments that do not have day to day emergency response roles or responsibilities. Considerations to be made when assigning personnel to one of the three categories should be based on the assigned role during an emergency, miles traveled to work, and family care.

Essential personnel are those employees who are needed at work to provide County emergency services and support. Personnel should be assigned specific reporting locations and roles in advance, if possible. Essential personnel should report to work immediately following an emergency or as soon as the situation at home allows. Work shifts will fall within an Operational Period that is determined in the EOC Action Plan. The Operational Period is typically 12 hours in length, but may be as many hours as necessary to complete the objectives in the EOC Action Plan.

Back-up personnel are those employees specifically assigned to fill in for an essential person who is unable to report to work or to relieve an essential person. They also should be assigned specific work locations and roles in advance. They should be prepared to report to work as soon as possible after being notified they are needed. Staff assigned to this category may require extra time for traveling to work. Home preparation is also very important for this group.

Stand-by employees are those who are not needed immediately at work to provide emergency services, but may be needed to continue the day to day operations of the department. Stand-by employees may be used to work in the EOC or support other departments in their emergency operations. If they are at work when disaster strikes, they may be released to go home, when conditions permit and there is no work for them



to perform. Stand-by employees may not be required to report to work immediately, but should report for duty as scheduled.

Emergency Reporting Procedures

If a disaster occurs during the regular work day, all staff should contact their immediate supervisor for instructions or return to the office and await further instructions.

It is the responsibility of each County department to develop specific procedures for notifying employees when they are to report for work following a disaster according to the guidelines contained in this plan. Employees should be informed of when and where they should report for duty before an emergency occurs. Employees that are reporting for duty from outside the County should be aware that disaster areas may be closed and be prepared to show proper County identification and explain the purpose for gaining entry to the County upon request by any law enforcement official.

Employees recalled for duty following a disaster should report immediately to their work Department or alternate location as designated for emergency instructions. Members of the EOC Response Team should report to the EOC or alternate EOC, whichever is activated. The Board of Supervisors (Policy Group) will meet in the Board of Supervisors Chambers (upstairs) in the Mono County Courthouse, Bridgeport, or the 3rd floor of the Sierra Center Mall (BOS Meeting Room), 452 Old Mammoth Road, Mammoth Lakes, depending on the nature and location of the incident.

Automatic EOC Activation

A minimum of a Level II EOC Activation will be initiated when an earthquake of 6.0 or greater magnitude occurs within a 30 mile radius of Mono County, or volcanic activity, or avalanche in a populated area.

If telephones are not operating, employees should listen to the radio for emergency information to determine the extent of damage. If reports indicate extensive damage to the Mono County area, employees should report to work as previously directed by their department supervisor.

In other disaster situations such as a hazardous materials incident, flood, or major fire, some County employees may not know if they are supposed to report to work. Generally, during these situations, an employee will be contacted by a supervisor or an assigned member of their department who will provide emergency instructions.

Emergency Communications

During an emergency, communications plans will be written and attached to the field level Incident Action Plan and the EOC Action Plan detailing the channels/frequencies to be used by specific disciplines and the resources available and needed to respond to the disaster. These plans will spell out how the field level units will communicate with



the EOC and/or DOC's when activated. The Sheriff's Office has satellite phones, quad band portable radios, and portable and mobile radios programmed with UHF/VHF radio frequencies. The Fire Protection District personnel the same radios and frequencies and also use pagers that work off of the dispatch radio system. The Health Department has narrow banded radios programmed with all first responder channels, satellite phones and iridium satellite phones, and a Toughbook with a satellite dish for Internet access from any location. In addition to these communications resources, the County and the Mammoth Lakes Community Emergency Response Team has a small cadre of local amateur radio operators for assistance during a disaster.

Emergency Work Provisions

Employees should carry their County identification Card at all times while on duty. County Identification may be required to obtain meals, lodging or gain access to designated facilities or operations. Special temporary identification cards may be issued as needed.

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

Certain provisions, such as meals, may be provided for those employees required to report to duty following a disaster. These provisions will be determined at the time of the incident according to the situation at hand. Special provisions required by an emergency worker should be requested through field supervisors to the EOC.

If an employee is required to stay on duty following a disaster, the County will attempt to notify the employee's families through a supervisor or the EOC. Emergency information and family contacts will be maintained and updated regularly for this purpose.

EOC Communications Equipment

The EOC is equipped with a diesel powered back-up generator that is set to start automatically once the power level begins to drop. The generator provides service to the communications equipment and power sources in the room. The EOC is equipped with ten commercial phone lines for use during an activation. The alternate EOC has a different set of phone lines. The EOC also has the ability to communicate with the State Warning Center via the Operational Area Satellite Information System (OASIS). OASIS is a satellite uplink and downlink system between state and operational areas for use during an emergency. It has with four voice and two data lines. Communications between the field level and the EOC may occur via two-way radio, cell phone or texting. Mono County also has a Facebook account which could be used when alternative means of communications are necessary.



EOC Activation/Setup Procedures

The following checklist is to be used for opening and setting up the primary EOC:

- Confirm proper authority is delegated to activate EOC
- Obtain a briefing on the situation and the level of activation necessary
- Use the EOC Notification Procedures to notify the necessary management personnel from County departments.
- Ensure the Emergency Services Coordinator has been notified of the activation and is responding to the EOC
- Ensure staff is available and assigned to assist in setting up the EOC. All staff will check in with the Emergency Services Coordinator.
- Conduct a safety/damage assessment of the facility (depending on the type/severity of situation) and document the following:
 - Structure checked for visible damage
 - Utilities checked for any damage, leaks, downed wires, etc
 - If power failure, checked generator is functioning

EOC Setup Duties

- Obtain access to the EOC room from the Watch Commander. A cache of supplies and equipment to set up the EOC is stored at the Sheriff's Department.
- Set up the room using the existing tables and chairs, which should be configured according to the level of activation and expected number of EOC responders. Configuring the tables and chairs according to the ICS sections is a best practice for EOCs.
- Obtain the EOC phones from the storage and install them according to the phone roster. The phones are labeled with their extension number and are stored with the supplies for the EOC.
- The white boards mounted on the walls of the EOC are to be used as status boards to visually display facts of the incident. Additional white boards have to be brought in from other offices as needed.
- Once the EOC is set up, and the phones are plugged in, the television should be turned on to a news channel covering the emergency or disaster. The various supplies for the EOC can be placed at each position. These include note pads, phone rosters, pens and pencils, etc., and a position checklist from the EOP, which can be set up at each work station in no particular order



- Understand that it may take time for employees to respond to the EOC and the first person to arrive must begin set up procedures

Deactivation

- Ensure that all EOC Sections are deactivated and the order to shut down the EOC has been given
- Unplug all telephones and collect clerical supplies to place into storage. Ensure any forms or documents left over from the EOC activation are forwarded to the Documentation Unit.
- Reconfigure the room to the state it was before the emergency

EOC Section Descriptions and Checklists

The Mono County/OA EOC is compliant with the Standardized Emergency Management System (SEMS) as required by Government Code Section 8607(a). The SEMS functions represented in the EOC are Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

All EOC Responder Checklists

There are certain standard tasks that are conducted by all EOC responders at the onset of the EOC activation, throughout the assigned shift, and when the position is demobilized. A standardized checklist has been developed for the Activation, General Operations, and Demobilization phases and the tasks to be performed during each EOC position assignment in the EOC. This list will also be included in the checklist notebooks at each position within the EOC:

All EOC Responders Standardized List

Activation Phase Tasks

- Check-in, sign roster, confirm EOC Responder position and report to your designated Supervisor
- Confirm EOC Responder position and obtain shift length, shift change times, briefing / meeting timelines and general EOC policies from your Supervisor
- Report to your workstation and don the appropriate position vest
- Start a position log that chronologically describes actions taken during your shift
- Review your EOC Position Checklist; clarify any issues regarding your authority and assignment with your Supervisor
- Ensure that all required supplies for your workstation are available and equipment is working properly e.g. phones, radios, forms, lists, maps, computer, etc.



- Obtain initial incident briefing
- Obtain contact information for counterparts at the Mono County Operational Area EOC, DOCs/BOCs, and other relevant agencies established lines of communications

General Operations Phase Tasks

- Refer all media inquires or contact to the EOC PIO
- Attend all meetings and briefings for your position
- Maintain current status reports and displays for your position
- Advise your Supervisor of any status/situation updates
- Provide input to and review the EOC Action Plan; execute the tasks of your section and monitor progress with the Emergency Services Director's stated objectives
- Maintain accurate records of personnel, equipment, and materials. Record all expenditures and forward to the Finance & Administration Section
- Deposit all paper documents with the Planning & Intelligence Section's Documentation Unit at the end of your shift
- Brief your relief at shift-change time. Ensure that activities in progress are identified and follow-up requirements are communicated and fully understood

Demobilization Phase Tasks

- Begin demobilizing when authorized by your Supervisor
- Ensure that any open actions are completed or transferred to other EOC elements, as appropriate
- Ensure that all required forms and reports are completed; close out activity logs, return all checked out equipment, and provide all documentation to the Planning & Intelligence Section's Documentation Unit prior to your release and departure from the EOC
- Inform counterparts at the Mono County Operational Area EOC and DOC's, and other relevant agencies that your position is being demobilized
- Leave forwarding information, including pager/cell numbers and email with the Planning & Intelligence Section's Documentation Unit Leader
- Participate in all scheduled debriefings and critiques of the emergency response. Be prepared to provide input to the After-Action Report

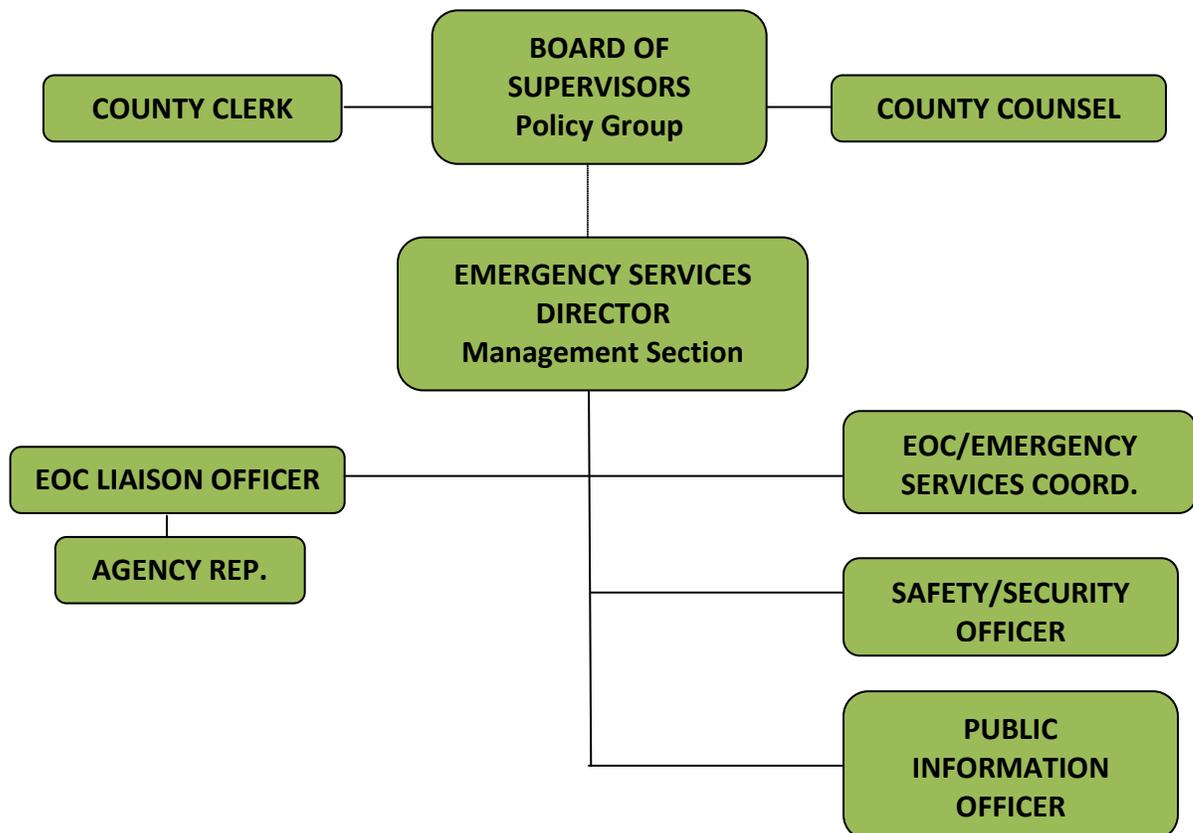


EOC MANAGEMENT SECTION

Objectives

The overall objective of the management section is to ensure the effective management of response and recovery activities and resources in preparing for and responding to situations associated with all hazards. To carry out its responsibilities, the management section will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations, including on-scene incident management as required
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies
- Establish priorities and resolve any conflicting demands for support
- Prepare and disseminate emergency public information to inform, alert and warn the public
- Disseminate damage information and other essential data
- Ensure that all EOC Sections are aware of and follow documentation procedures to recover all eligible disaster response and recovery costs





EOC Policy Group

The Policy Group is responsible for assisting the Emergency Services Director in the development of policy, overall strategy, and rules, regulations, proclamations, and orders. The Policy Group consists of all Board of Supervisors members or their designated alternate. The Legal Advisor is a member of the County Counsel who will assist the Emergency Services Director and the Policy Group as needed. The County Clerk assists the Policy Group and is responsible for documenting and recording all emergency orders and decisions of the policy group.

GENERAL DUTIES:

- Proclaim and/or ratify a local emergency, and end of the emergency
- Establish executive level policies for management of emergency
- Ensure that the Emergency Services Director has clear policy direction
- Make recommendations and provide advice to the Emergency Services Director
- Establish basic policies which govern the emergency organization
- Obtain briefings from Emergency Services Director and interact with the public and media
- Host and accompany VIPs and government officials on tours of the emergency/disaster

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

STARTUP ACTIONS:

- Check in at the designated location for the Policy Group
- Receive incident briefing from the Emergency Services Director
- Call emergency meetings of the Board of Supervisors to proclaim and/or ratify a local emergency and approve emergency orders as needed
 - Three (3) members of the Board of Supervisors are needed for an official quorum
 - Emergency proclamations must be ratified within seven (7) days
 - Approve extraordinary expenditure requirements as necessary
- Review, at least every 14 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant
- In consultation with the Emergency Services Director and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency



- Oversee the release of official statements
- Upon request of PIO or Liaison Officer, host and accompany VIP's and governmental officials on tours of the emergency/disaster area. Coordinate all tours with Public Information Officer (PIO) and Field Incident Commanders
- Provide interviews to the media as arranged by the PIO
- Refer all requests for emergency information to the Emergency Services Director or Public Information Officer
- Serve on and coordinate activities of the Disaster Council

POSITION OPERATIONAL DUTIES:

- Develop or utilize existing citizen's advisory groups to address concerns
- Consider developing an emergency planning task force within the local businesses to discuss concerns and disseminate pre-event planning information and post-event recovery information
- Consider developing a plan to provide a Local Assistance Center (LAC) location that can be utilized for information and assistance to citizens and businesses impacted by an emergency
- Encourage post-event discussions in the community to identify perceived areas of improvements

Note: Board of Supervisors should refrain from direct involvement with Operational Area or joint County/Operational Area EOC activities. Board members will be provided information updates through the Emergency Services Director.



Legal Advisor

GENERAL DUTIES:

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required
- Maintain legal information, records and reports relative to the emergency
- Commence legal proceedings as needed
- Participate as a member of the EOC Management Team when requested by Emergency Services Director

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Prepare proclamations, emergency ordinances and other legal documents required by the Board of Supervisors and the Emergency Services Director
- Develop rules, regulations and laws required for the acquisition and/or control of critical resources
- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control
- Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions
- Advise the Emergency Services Director on areas of legal responsibility and identify potential liabilities
- Advise the Board of Supervisors, Emergency Services Director and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies
- Prepare documents relative to the demolition of hazardous structures or conditions



Emergency Services Director

GENERAL DUTIES:

- Serve as the County Director of Emergency Services for Mono County
- Make executive decisions based on policies of the Board of Supervisors
- Develop and issue rules, regulations, proclamations and orders
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required
- Be prepared to form additional branches/groups/units as dictated by the situation
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC
- Support and coordinate a multi-agency disaster response including federal, state, regional and outside agency resources

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION START-UP ACTIONS:

- Identify yourself as the Emergency Services Director *by putting on the vest with your title*. Print your name on the EOC organizational chart next to your assignment
- Direct the implementation of Mono County's' Emergency Operations Plan activating the use of the Incident Command System
- Determine level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed
- Notify the California State Southern Regional office that the Mono County/OA EOC is activated via the notification procedures
- Assign staff to initiate check-in procedures
- Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name
- Ensure the EOC is properly set up and ready for operations
- Activate Departmental emergency notifications



- Appoint the necessary EOC Section Coordinators (General Staff) and ensure they are in place as soon as possible and are staffing their respective units
 - EOC Operations Section Coordinator
 - EOC Planning/Intelligence Section Coordinator
 - EOC Logistics Section Coordinator
 - EOC Finance/Administration Section Coordinator
- Ensure that the Management Section is staffed as soon as possible at the level needed
 - Public Information Officer
 - Liaison Officer
 - Emergency Services Coordinator
 - Safety Officer
- Request additional personnel to maintain a 24-hour operation as required
- Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services and personnel
 - Identification of operational period work shifts
- Prepare work objectives for Section staff, brief staff and make staff assignments
- Ensure that all EOC Management Team meetings, General Staff meetings and policy decisions are documented by a scribe
- Ensure that telephone, radio and data communications with other facilities are established and tested
- Ensure that all departments account for personnel and work assignments
- Confirm the delegation of authority. Obtain any guidance or direction as necessary
- Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section



- Schedule the first EOC action planning meeting to develop initial Action Plan
- Confer with EOC Operations Section Coordinator and other General Staff to determine what representation is needed at the EOC from other agencies
- Ensure that the field agency representatives have been assigned to other facilities as necessary
- Determine need and establish, if necessary, a deputy director position
- Establish the frequency of briefing sessions

POSITION OPERATIONAL DUTIES:

- Carry out responsibilities of all other EOC Sections not currently staffed
- Assess situation, work in progress, resources and estimate incident duration
- Set up EOC planning meeting schedule with all EOC Section Coordinators.
- Develop overall strategy with the EOC Section Coordinators
- Ensure that EOC Sections are carrying out their principle duties:
 - Implementing operational objectives per the EOC Action Plan.
 - Preparing action plans and status reports.
 - Providing adequate facility and operational support.
 - Providing administrative and fiscal record keeping and support.
- Develop and issue appropriate rules, regulations, proclamations and orders
- Initiate Emergency Proclamations as needed
- Establish County Offices hours of operation
- Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation
- Conduct periodic briefing sessions with the Board of Supervisors to update the overall situation
- Set priorities for restoration of county services
- Hold action planning meeting of section and branch coordinators, agency representatives (as required) and key staff. The activities to be covered in an action planning meeting are:
 - Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area



- Obtain any additional information from other sources on the current situation assessment
 - Review availability and status of ordered, in route, or staged resources
 - Establish with staff the next Operational Period for which the EOC Action Plan should be developed
 - Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources
 - Establish assignments for available and incoming resources based on current and forecast situation and established priorities
 - Determine need for additional resources. Establish specific responsibilities for ordering
 - Discuss and resolve any internal coordination issues
 - Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary
 - Establish time for next action planning meeting
- Approve and authorize the implementation of the EOC Action Plan developed and prepared by the EOC Planning/Intelligence Section and EOC Management Team
 - In conjunction with the EOC Public Information Officer (PIO), coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination
 - Authorize PIO to release information to the media and to access the Emergency Alert System (EAS) as needed
 - Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Supply (Personnel) Unit of the Logistics Section
 - In conjunction with the EOC Safety Officer, establish and maintain a safe working environment for all affected personnel
 - Ensure that proper security of the EOC is maintained at all times
 - Ensure that the EOC Liaison Officer is providing for and maintaining positive and effective inter-agency coordination
 - Establish contacts and maintain needed support from adjacent jurisdictions/agencies and with other organizational levels as appropriate
 - Notify Mono County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation



- Proclaim termination of the emergency and proceed with recovery operations
- Ensure completion and submittal of after action report



EOC/Emergency Services Coordinator

GENERAL DUTIES:

- Ensure the EOC is set up and ready for activation
- Coordinate EOC internal management systems
- Liaison with outside public jurisdictions and internal departments
- Assist and serve as an advisor to the Emergency Services Director and General Staff as needed
- Provide information and guidance to the EOC Management Team
- Maintain contact with the Mono County Operational Area EOC Liaison Officer
- Serve (temporary assignment) as a Section Coordinator if assigned by the Emergency Services Director
- Coordinate all visits to the EOC

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

START-UP ACTIONS:

- Clarify EOC Activation Level
- Activate Department Emergency Voicemail
- Receive incident briefing from the Emergency Services Director
- Notify the Operational Area.
- Assess emergency impacts and provide advice to the Emergency Services Director as to the extent of EOC activation
- Assist the Emergency Services Director in filling needed workstation assignments
- Provide assistance and information to Section Coordinators as required
- Determine 24-hour staffing requirements and request additional support as required

POSITION OPERATIONAL DUTIES:

- Assist the General Staff and the Emergency Services Director in developing an overall strategy, including:
 - Assess the situation
 - Define the problem
 - Establish priorities



- Determine the need for evacuation
- Estimate the incident duration
- Determine if there is a need to make an “Emergency Proclamation”
- Advise the Emergency Services Director about proclamations, emergency ordinances and other legal documents required by the Board of Supervisors and the Emergency Services Director
- Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan
- Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise
- Monitor performance of EOC personnel for signs of stress or under-performance; advise Emergency Services Director of condition
- Ensure that EOC personnel are properly maintaining all documentation
- Facilitate and attend periodic briefing sessions conducted by the Emergency Services Director
- Advise the Emergency Services Director of any issues that need to be addressed and of any responsibilities that need to be assigned
- Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Mono County Operational Area and verify that requests for assistance have been addressed or forwarded to the State Regional EOC
- Ensure that all necessary communications have been established
- Coordinate and monitor all EOC visitations
- Coordinate all EOC functions with neighboring jurisdictions, the Mono County Operational Area and other support and response organizations
- Assist in shift change issues



EOC Liaison

GENERAL DUTIES:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs
- Function as a central location for incoming Agency Representatives, provide workspace, and arrange for support as necessary
- Interact with other sections and branches/groups/units within the EOC to obtain information, assist in coordination, and ensure the proper flow of information
- Ensure that all developed guidelines, directives, action plans, and appropriate situation information is disseminated to Agency Representatives

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Arrange for VIP tours and coordinate with the PIO and Field Incident Commanders.
- Contact all on-site Agency Representatives. Make sure:
 - They have signed into the EOC
 - They understand their assigned function
 - They know their work location
 - They understand EOC organization and floor plan (provide both)
- Determine if outside liaison is required with other agencies such as:
 - Local/county/state/federal agencies
 - Schools
 - Volunteer organizations
 - Private sector organizations
 - Utilities not already represented
- Determine status and resource needs and availability of other agencies
- Brief Agency Representatives on current situation, priorities and EOC Action Plan
- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC



- Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries
- Respond to requests for liaison personnel from other agencies
- Act as liaison with state or federal emergency response officials and appropriate county personnel
- Determine if there are communication problems in contacting outside agencies. Provide information to the Communications Unit of the EOC Logistics Section
- Know the working location for any Agency Representative assigned directly to a branch/group/unit
- Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators
- Respond to requests from Sections, Branches and Units for Agency information. Direct requests to appropriate Agency Representatives
- Provide periodic update briefings to Agency Representatives as necessary



Agency Representative

GENERAL DUTIES:

As an individual assigned to the EOC from another agency, the Agency Representative should represent his/her agency with the authority to make decisions and commit resources within the given established limits.

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Obtain current situation briefing from person you are relieving, or from the EOC Liaison Officer
- Contact EOC sections or branches/groups/units appropriate to your responsibility, and advise them of your presence and assigned work location
- If relocating to work directly with a functional branch/group/unit, advise Liaison Officer of your location
- Facilitate requests for support or information that your agency can provide
- Keep up to date on the general status of resources and activity associated with your agency
- Provide appropriate situation information to the Situation Status Unit of the EOC Planning/Intelligence Section
- Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings
- Inform your agency periodically on EOC priorities and actions that may be of interest



EOC Safety/Security Officer

GENERAL DUTIES:

- Ensure that all facilities used in support of EOC operations have safe operating conditions
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist
- Stop or modify all unsafe operations
- Ensure for the security of the EOC, the EOC personnel and adjacent parking areas

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Secure information regarding emergency conditions
- Tour the entire facility area and determine the scope of on-going operations
- Evaluate conditions and advise the Emergency Services Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc
- Coordinate with the Supply (Personnel) Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations
- Be familiar with particularly hazardous conditions in the facility
- Ensure that the EOC location is free from environmental threats (i.e., air quality, potable water availability, etc.)
- If the events that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks
- Coordinate with law enforcement for the security of the EOC, the personnel working in the EOC, and the adjacent parking areas
- Keep the Emergency Services Director advised of safety and security conditions



- Coordinate with Compensation/Claims Unit of the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure



Public Information Officer

GENERAL DUTIES:

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services. Information released should be posted in the EOC (See Attachment #1 – Sample Media Policy)
- Review and coordinate all related information releases, including dissemination of emergency information to county departments to keep employees apprised of the situation
- Follow the Joint Information System (JIS) protocols, which include protocols for the Joint Information Center (JIC)
- If a Mono County Operational Area JIC is activated, ensure that the County's public information is coordinated with the JIC as appropriate

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Secure guidance from the Emergency Services Director regarding the release of available information
- Keep the Emergency Services Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate
- Coordinate all media events with the Emergency Services Director
- Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the Emergency Services Director before releasing information to the media
- Establish the Media Center at a site to be determined by the Emergency Services Director, away from the EOC, Command Post and incident for media use and dissemination of information. Announce safe access routes to Media Information Center for media



- Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas
- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas
- Develop an information release program
- Interact with other branches/groups/units to provide and obtain information relative to public information operations
- Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed
- Maintain an up-to-date picture of the situation for presentation to media
- Obtain, process, and summarize information in a form usable in presentations
- Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information
- As required, periodically prepare briefings for the jurisdiction executives or elected officials
- Respond to information requests from the Emergency Services Director and EOC Management Team
- Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information
- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information
- Establish and staff a hot-line to answer inquiries from the public as needed
- Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc
- Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc
- Broadcast emergency information/updates on local TV, and County TV-Channel, either through the message board or live taping of Mayor or Emergency Services Director
- Arrange for meetings between media and county officials or incident personnel



- Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, Board of Supervisors and Field Incident Commanders
- Assist in making arrangements with adjacent jurisdictions for media visits
- Determine which radio and TV stations are operational
- Determine requirements for support to the emergency public information function at other EOC levels
- Monitor broadcast media, and use information to develop follow-up news releases and rumor control
- When federal emergency response teams respond, coordinate activities through the Mono County Operational Area to ensure coordination of local, state and federal public information activities
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.)
- Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures
- Prepare instructions for people who must evacuate from a high-risk area, including evacuation routes; types and quantities of clothing needed, food, medical items, etc
- During periods of increased national readiness, or in time of need, prepare materials that address national security survival tips
- Issue timely and consistent advisories and instructions for life safety, health and assistance:
 - What to do and why
 - What not to do and why
 - Hazardous areas and structures to stay away from
 - Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.)
 - Location of mass care shelters, first aid stations, food and water distribution points, etc.
 - Location where volunteers can register and be given assignments
 - Street and freeway overpass conditions, congested areas to avoid and alternate routes to take
 - Instructions from the Coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal



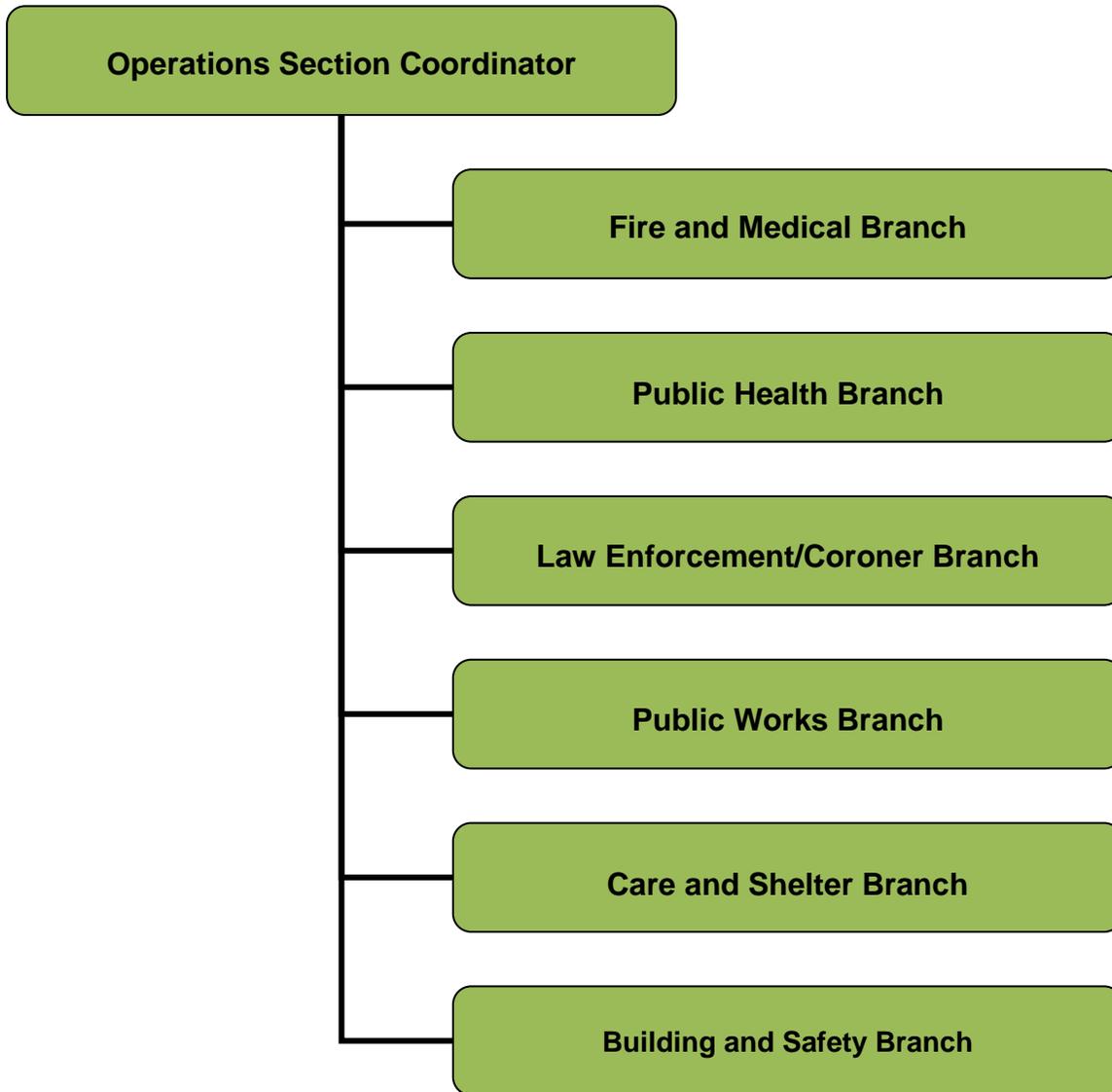
- Weather hazards when appropriate
 - Public information hotline numbers
 - Status of Local Proclamation, Governor's Proclamation or Presidential Declaration
 - Local, state and federal assistance available; locations and times to apply
 - How and where people can obtain information about relatives/friends in the emergency/disaster area (Coordinate with the Red Cross on the release of this information)
- Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories)
 - Through the Mono County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media
 - Ensure file copies are maintained of all information released and posted in the EOC
 - Provide copies of all releases to the Emergency Services Director
 - Prepare final news releases and advise media representatives of points-of-contact for follow-up stories



EOC OPERATIONS SECTION

Objectives

The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The EOC Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as requested.





EOC Operations Section Coordinator

GENERAL DUTIES:

- Ensure that the EOC Operations Function is carried out, including the coordination of response for all operational functions assigned to the EOC, such as Fire, Law, Medical/Health, Care and Shelter, Public Works and Building and Safety
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively
- Establish the appropriate level of Unit organization within the EOC Operations Section, continuously monitoring the effectiveness and modifying accordingly
- Exercise overall responsibility for the coordination of Unit activities within the EOC Operations Section
- Ensure that the EOC Planning/Intelligence Section is provided with status reports and major incident reports with current information
- Conduct periodic EOC Operations briefings for the Emergency Services Director as required or requested
- Overall supervision of the EOC Operations Section.

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

START-UP ACTIONS:

- Confirm that key EOC Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency
- Activate organizational elements within your EOC Section as needed and designate leaders for each element or combination of elements:
 - Fire/Rescue Branch
 - Public Health Branch
 - Law Enforcement/Coroner Branch
 - Public Works Branch
 - Care and Shelter Branch
 - Building and Safety Branch
- Request additional personnel for the EOC Section to maintain a 24-hour operation as required
- Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:



- Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services and personnel
 - Identification of operational period work shifts
- Inform the Emergency Services Director and General Staff when your Section is fully operational
- Open and maintain Section activity logs
- Using activity log maintain all required records and documentation to support the EOC After-Action Report and the history of the emergency/disaster. Document:
- Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments
- Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities
- Prepare work objectives for EOC Section staff and make staff assignments
- Meet with other activated EOC Section Coordinators
- From the Situation Status Unit of the EOC Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your EOC Section operations. Provide information to appropriate Units
- Participate in the Emergency Services Director's action planning meetings
- Ensure that all your EOC Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known



POSITION OPERATIONAL DUTIES:

- Establish field communications with affected areas
- Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the EOC Planning/Intelligence Section
- Determine the need to evacuate and issue evacuation orders
- Determine the need for In-Place Sheltering and issue notification orders
- In coordination with the Situation Status Unit of the EOC Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident
- Display on maps the primary and alternate evacuation routes, which have been determined for the incident
- Identify, establish and maintain staging areas for field Operations-related equipment and personnel
- Direct EOC Operations Branch/Unit Coordinators to maintain up-to-date Incident Charts, Incident Reports and Branch/Unit specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch/Unit related items of interest should be recorded on an EOC Incident Report
- Provide copies of the daily EOC Incident Report to the Documentation Unit of the EOC Planning/Intelligence Section at end of each operational period
- Coordinate the activities of all departments and agencies involved in the operations
- Determine resources committed and resource needs.
- Receive, evaluate, and disseminate information relative to the Operations of the disaster/emergency
- Provide all relevant emergency information to the Public Information Officer
- Conduct periodic EOC Operations Section briefings and work to reach consensus for forthcoming operational periods
- Work closely with the EOC Planning/Intelligence Section Coordinator in the development of the EOC Action Plan
- Work closely with each Branch/Unit leader to ensure EOC Operations Section objectives as defined in the current EOC Action Plan are being addressed
- Ensure that intelligence information from Branch/Unit leaders is made available to the EOC Planning/Intelligence Section



- Coordinate with the Facilities and Supply Units of the EOC Logistics Section on animal care issues
- Ensure that all fiscal and administrative requirements are coordinated through the EOC Finance/Administration Section, i.e., notification of any emergency expenditures
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the EOC Planning Section



Fire Branch Coordinator

GENERAL DUTIES:

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents
- Coordinate the provision of emergency medical care
- Coordinate and conduct all urban search and rescue operations
- Implement that portion of the EOC Action Plan appropriate to the Fire Branch

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

START-UP ACTIONS:

- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key fire personnel are in the EOC or have been notified
- Clarify any issues regarding your authority and assignment and what others in the organization do
- Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities
- Ensure that field units begin safety assessment survey of critical facilities and report status information to the EOC Planning/Intelligence Section through the EOC Operations Section

GENERAL OPERATIONAL DUTIES:

- Ensure that the Safety/Damage Assessment plan is being carried out by field units
- Obtain regular briefings from field command post(s) or DOC
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch

POSITION OPERATIONAL DUTIES:

- Assess the impact of the disaster on the fire departments operational capacity



- Set fire department priorities based on the nature and severity of the disaster
- Attend planning meetings at the request of the EOC Operations Section Coordinator
- Assist in the preparation of the EOC Action Plan
- Estimate need for fire mutual aid
- Implement personnel, equipment, and resources to urban search and rescue operations
- Request mutual aid resources through proper channels and notify the EOC Operations Section Coordinator:
 - Order all fire resources through the Fire Emergency Communications Center, who will coordinate requests with the Mono County Operation Area Communications Center
 - Order all other resources through the Logistics Section
- Report to the EOC Operations Section Coordinator when:
 - EOC Action Plan needs modification
 - Additional resources are needed or surplus resources are available
 - Significant events occur
- Report to the Operational Area Fire and Rescue Coordinator on major problems, actions taken, and mutual aid resources available or needed
- Provide emergency medical care and transportation of injured to care facilities
- Assist in dissemination of warning to the public
- Provide fire protection and safety assessment of shelters
- Check with the other EOC Operations Section Branches on the status of the emergency
- Coordinate with the Food and Facilities Units of the EOC Logistics Section for feeding and shelter of fire personnel
- Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents, and/or other potential problems
- Review and approve accident and medical reports originating within the Fire Branch
- Resolve logistical problems reported by the field units



ADDITIONAL ACTIONS IN RESPONSE TO HAZARDOUS MATERIAL INCIDENTS:

- Alert all emergency responders to the dangers associated with hazardous materials and fire (Reference County of Mono Hazardous Materials Area Plan)
- Conduct hazardous materials management and operations
- Coordinate with the Health Department (CUPA) for hazardous materials requirements
- Provide support for radiation monitoring and decontamination operations (Reference County of Mono Hazardous Materials Area Plan)

Public Health Branch Director

The Public Health Branch Director is the person designated to be the Medical and Health Operational Coordinator (MHOAC). The MHOAC is a functional position established by Health and Safety Code &1979.153. In the event of a local, State, or federal declaration of emergency, the MHOAC provides a 24 hour, seven day a week capability to staff public health and medical emergency operations. The MHOAC function is responsible for creating health and medical situational reports, coordinates all public health and medical resources within the operational area, and is the single point of contact for coordination of health/medical resource requests and acquisition with the Regional Disaster Medical/Health Coordinator (RDMHC), the REOC, CDPH, EMSA, and Cal EMA.

GENERAL DUTIES:

- Ensuring the efficient management of the Health/Medical Branch of the OA EOC, including directing the activation and functioning of the Public Health and Medical Branch of the OA EOC when requested by the Operations Section Chief or EOC Manager.
- Assessing and communicating the health/medical situational status within and outside the OA to local, regional, and state governmental agencies, and external partners such as hospitals, EMS providers, and other healthcare partners.
- Identifying all available health/medical resources, and coordinating the allocation of public and private medical, health and other resources required to support disaster medical and health operations in affected areas.
- Communicate with regional and state partners to obtain health/medical mutual aid support from other OA's within Region 1 and 6, or from state and/or federal resources, if unable to meet the needs from within the OA or neighboring jurisdictions.

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks



POSITION OPERATIONAL DUTIES:

- Access County medical/health response by contacting the Mono County Operational Area
- Arrange for emergency medical support and hospital care for disaster victims during and after an incident
- Determine number and location of casualties that require hospitalization
- Identify hospitals, nursing homes and other facilities that could be expanded into emergency treatment centers for disaster victims and inform the Mono County Operational Area EOC
- In the event of an evacuation, coordinate with the Law Branch to reduce the patient population in hospitals, nursing homes, and other care facilities
- Provide continued medical care for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated
- In conjunction with the Shelter Branch, establish and staff medical care stations at shelter facilities
- Establish and operate first aid stations for emergency workers as appropriate to the incident
- Coordinate with the Supply (Personnel) Unit of the EOC Logistics Section to obtain additional health/medical personnel
- In conjunction with the Transportation Unit of the EOC Logistics Section, coordinate transportation and care of injured persons to treatment areas
- Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc
- Provide to the PIO the locations of shelters, first aid facilities, Field Treatment Sites, public health hazards and mitigation procedures and other information for press release
- In conjunction with the Situation Status Unit of the EOC Planning/Intelligence Section, establish a patient tracking system
- Protect sources of potable water and sanitary sewage systems from effects of potential hazards
- Identify sources of contamination dangerous to the health of the community and post as needed
- Coordinate inspection of health hazards in damaged buildings



- Coordinate with the Mono County Operational Area in developing procedures to distribute medications to shelters or treatment areas as needed
- Coordinate with the Mono County Operational Area in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc
- Coordinate local medical staff with National Disaster Medical System (NDMS) responders

ADDITIONAL ACTIONS IN RESPONSE TO FLOODING AND/OR RESERVOIR FAILURE:

- Identify critical facilities subject to flooding and prepare to move people from facilities

ADDITIONAL ACTIONS IN RESPONSE TO HAZARDOUS MATERIAL INCIDENTS:

- Identify patients and notify hospitals if contaminated or exposed patients are involved
- Implement the Radiological Protection Procedures as needed
- Conduct responsibilities as the CUPA for Mono County



Law Enforcement Branch Coordinator

GENERAL DUTIES:

- Coordinate movement and evacuation operations during the disaster
- Alert and notify the public of the pending or existing emergency
- Activate any public warning systems
- Coordinate all law enforcement and traffic control operations during the disaster
- Ensure the provision of security at incident facilities
- Coordinate incoming law enforcement mutual aid resources during the emergency
- Coordinate and assume responsibility as necessary for Fatalities Management in the event the Coroner is delayed in responding.

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

START-UP ACTIONS:

- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Sheriff's Office personnel are in the EOC or have been notified
- Clarify any issues regarding your authority and assignment and what others in the organization do

MOBILIZATION:

- Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of callback status in accordance with current department emergency procedures
- Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities
- Alter normal patrol procedures to accommodate the emergency situation

INITIAL RESPONSE:

- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the EOC Planning/Intelligence Section through the EOC Operations Section
- Notify Watch Commander of status



- Coordinate with the appropriate units of the EOC Logistics Section for supplies, equipment, personnel, and transportation for field operations
- Establish a multi-purpose staging area as required
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel
- Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch

EVACUATION:

- Designate area to be warned and/or evacuated
- Develop the warning/evacuation message to be delivered. At a minimum the message should include:
 - Nature of the emergency and exact threat to public
 - Threat areas
 - Time available for evacuation
 - Evacuation routes
 - Location of evacuee assistance center
 - Radio stations carrying instructions and details
- Coordinate all emergency warning and messages with the Emergency Services Director and the PIO. Consider following dissemination methods:
 - Notifying police units to use loudspeakers and sirens to announce warning messages
 - Determining if helicopters are available and/or appropriate for announcing warnings
 - Using cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the Emergency Services Director
 - Use the Emergency Alert System (EAS) for local radio and television delivery of warnings. The Sheriff-Coroner and Mammoth Lakes Police Chief have the authority to request an EAS warning via the Mono County Sheriff's Office
 - Using volunteers, reserves and other county personnel as necessary to help with warnings. Request through the EOC Logistics Section
 - Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.)



- Warn all special populations such as non-English speaking and hearing and sight impaired persons of the emergency situation/hazard by:
 - Using bilingual employees whenever possible
 - Translating all warnings, written and spoken, into appropriate languages
 - Contacting media outlets (radio/television) that serve the languages you need
 - Utilizing TDD machines and 9-1-1 translation services to contact the deaf
 - Using pre-identified lists of disabled and hearing and sight impaired persons for individual contact
- Check vacated areas to ensure that all people have received warnings
- Implement the evacuation portion of the EOC Action Plan
- Establish emergency traffic routes in coordination with the Public Works Branch
- Coordinate with the EOC Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation
- Ensure that evacuation routes do not pass through hazard zones
- Identify alternate evacuation routes where necessary
- Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated, etc. Check status and evacuate if necessary. Coordinate with the Transportation Unit of the EOC Logistics Section for transportation
- Consider use of county vehicles if threat is imminent. Coordinate use of county vehicles (trucks, vans, etc.) with the Transportation Unit of the EOC Logistics Section. Encourage the use of private vehicles if possible
- Establish evacuation assembly points
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies
- Coordinate with Care and Shelter Branch to open evacuation centers
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas
- Place towing services on stand-by to assist disabled vehicles on evacuation routes
- Monitor status of warning and evacuation processes
- Coordinate with the Public Works Branch for access control and to obtain necessary barricades and signs



SECURITY:

- Enforce curfew and other emergency orders, as identified in the EOC Action Plan
- Request mutual aid assistance through the Law Enforcement Mutual Aid Coordinator
- Coordinate security in the affected areas to protect public and private property
- Coordinate security for critical facilities and resources.
- Coordinate with the Public Works Branch for street closures and board up of buildings
- Coordinate law enforcement and crowd control services at mass care and evacuation centers
- Ensure access control to damaged areas
- Provide information to the PIO on matters relative to public safety
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, relocation, transportation and confinement as necessary
- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary
- Develop procedures for safe re-entry into evacuated areas
- Ensure post incident investigation is conducted and documented

FATALITIES MANAGEMENT:

- Coordinate the need for Coroner duties and fatalities management as needed
- Ensure that Coroner notification has been made to the Mono County Operational Area. Determine the expected time of arrival
- Coordinate the removal and disposition of the dead
- Continually attempt to contact the County Coroner to advise of condition and needs. Return control of function as soon as possible to that office
- Establish temporary morgue facilities
- Coordinate with local morticians for assistance
- Coordinate with the Supply and Transportation Units of the EOC Logistics Section to arrange for cold storage locations and transportation for temporary body storage



- Coordinate with the Supply Unit of the EOC Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items
- Coordinate with Public Works and Fire Branches on removal procedures for bodies within unstable or hazardous structures
- Advise all personnel involved in body recovery operations of the specific documentation requirements
- Ensure that assigned personnel and volunteers are monitored for stress, morale, or psychological problems related to body recovery operations.
- Consider changing shifts at six hours if involved in body recovery
- Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Supply (Personnel) Unit of the EOC Logistics Section
- Maintain list of known dead. Maintain a log of body recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency
- Provide assistance to the Deputy Coroner in the identification of remains if requested
- Notify next of kin as advised by the Coroner
- Provide data on casualty counts to the Mono County Operational Area
- In a hazardous materials incident, determine if special body handling procedures will be required to avoid contamination
- Be prepared to relocate morgue facilities if they are located in flood-prone or reservoir inundation areas
- Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries

ANIMAL CARE:

- Coordinate with animal care agencies and the Facilities Unit of the EOC Logistic Section for potential shelters for animals per the PETS Act. Take required animal control measures as necessary

ADDITIONAL ACTIONS IN RESPONSE TO HAZARDOUS MATERIALS INCIDENTS:

- Insure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change
- Notify appropriate local, state, and federal hazard response agencies



- Assist with the needs at the Unified Command Post as requested
- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required: County Health, Cal EMA, shipper, manufacturer, etc.

ADDITIONAL ACTIONS IN RESPONSE TO A MAJOR AIR CRASH:

- Notify the Federal Aviation Agency or appropriate military command
- Request temporary flight restrictions

ADDITIONAL ACTIONS IN RESPONSE TO FLOODING AND/OR RESERVOIR FAILURE:

- Notify all units in and near inundation areas of flood arrival time
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed



Public Works Branch Coordinator

GENERAL DUTIES:

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders
- Coordinate with the EOC Logistics Section on the acquisition of all resources and support supplies, transportation, materials and equipment
- Determine the need for and location of general staging areas for unassigned resources
- Coordinate with the Facilities Unit of the EOC Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements
- As needed, provide for the procurement and distribution of potable water supplies and coordinate with the Health Branch on water purification notices

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

START-UP ACTIONS:

- Ascertain if all key Public Works Department personnel are in the EOC or have been notified
- Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation
- Ensure that all off-duty Public Works personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures
- Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities
- Ensure that field units begin the safety assessment survey of critical facilities and report status information to the EOC Planning/Intelligence Section through the EOC Operations Section

POSITION OPERATIONAL DUTIES:

- Receive and process all requests for Public Works resources



- Maintain back-up power in the EOC
- Assure that all emergency equipment has been moved from unsafe areas
- Mobilize personnel, heavy equipment and vehicles to designated general staging areas
- Obtain Public Works resources through the EOC Logistics Section, utilizing mutual aid process when appropriate
- Allocate available resources based on requests and EOC priorities
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities
- In coordination with the Mono County Public Works, determine status of the Disaster Routes and other transportation routes into and within the affected area
- Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis
- Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event
- Coordinate with the Supply Unit of the EOC Logistics Section for sanitation service during an emergency
- Support clean-up and recovery operations during disaster events
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed
- Develop a debris removal plan to facilitate county clean-up operations, which addresses:
 - Identification of support agencies and coordination of the debris removal process
 - Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns)
 - Cooperation with various waste management regulatory agencies to address associated debris removal problems
 - Identification and establishment of debris collection sites
 - Evaluation of potential recycling of debris
 - Prioritization and completion of the debris removal process



WATER/UTILITIES MANAGEMENT DUTIES:

- Determine the need to staff a task group based on the need for water/power services and secure resources through the Logistics Section
- Contact the Mono County Health Department, local water, electric and gas utility companies, Public Works, Fire Departments, Sheriff's Office and other sources to compile situation information including:
 - Estimated duration of system/s outage
 - Geographical area affected
 - Population affected
 - Actions taken to restore system
 - Resources needed to reactivate system
 -

WATER

- Determine the cause and extent of water system damage for both domestic and fire hydrant systems
- Determine the emergency potable water needs (quantity and prioritized areas)
- Notify the Mono County Operational Area EOC of the situation and need for mutual aid and participate in conference calls as requested
- Contact Mono County Health Department and request situation report for affected areas (including information on boil water order areas)
- Evaluate and prioritize potable water needs (quantity/location/duration—minimum two gallons per person per day)
- In coordination with the EOC Logistics Section, identify and obtain potable water resources (If necessary, recommend Emergency Services Director request mutual aid to identify and/or obtain water resources.)
- Identify and secure locations for water distribution points (e.g., parks, county facilities, shelters, etc.)
- In coordination with the EOC Logistics Section, identify and secure staff resources needed to operate water distribution points (If necessary recommend that the Emergency Services Director request mutual aid to obtain required staff resources.)
- Consult with Department of Health Services District Office, water utilities and PIO for appropriate public information announcements and media interface
- Transmit to Finance/Administration Section data on costs incurred in EOC effort to purchase and distribute potable water



Note: Going directly to the State agency (DHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration.

UTILITIES

- Determine the cause and extent of water system damage for both domestic and fire hydrant systems
- Determine the emergency power needs for critical facilities (outside resources for power generation)
- Coordinate with local electric utilities for information affecting local jurisdictions. Gather emergency contact information from each utility that provides service
- Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. to take proper precautions and emergency actions during a major power failure. Determine the availability of emergency generators
- Coordinate with local planning boards and inspection departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure
- Conduct safety assessments of critical facilities and the impact of a major power failure on one or more of those facilities. Request mutual aid emergency generators via the Mono County Operational Area
- Coordinate with local broadcast media to ensure timely and accurate Emergency Alert System activation
- Procure or produce information pamphlets for distribution to the public with assistance from utilities, e.g., "What to do When the Lights Go Out"
- Ensure the public is informed to contact their electric utility to report outages
- Coordinate with Red Cross, public agencies and other organizations for shelter operations, as appropriate



Care and Shelter Branch Coordinator

GENERAL DUTIES:

- Identify the care and shelter needs of the community
- Work with the American Red Cross (ARC) Los Angeles Region to establish shelters as required
- Coordinate with the ARC Los Angeles Region and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims
- Via the media, encourage residents to go to the shelter nearest their residence

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

START-UP ACTIONS:

- Ascertain if all key Care and Shelter personnel are in the EOC or have been notified
- Ensure that all Care and Shelter personnel have completed status check on equipment, facilities and operational capabilities

POSITION OPERATIONAL DUTIES:

- If the EOC is activated, contact the ARC Los Angeles Region and request an ARC liaison for Mono County/OA EOC
- Identify the care and shelter needs of the community, in coordination with the other Operations Branches
- Determine the need for an evacuation center or mass care shelter
- Contact the ARC Los Angeles Region any time a mass care facility is required
- Identify and prioritize which pre-identified shelter site will be used and determine its availability
- Ensure that a Building Inspector has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock
- If evacuation is ordered, in conjunction with the ARC Los Angeles Region if available, open evacuation centers in low risk areas and inform public of locations
- In conjunction with the ARC Los Angeles Region, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)



- Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards, in conjunction with the ARC Los Angeles Region
- Coordinate with the Supply (Personnel) Unit of the EOC Logistics Section to contact volunteer agencies and recall county staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs
- Coordinate with the Mono County Operational Area Care and Shelter Unit for sheltering of residential care and special needs populations
- Provide and maintain feeding areas within the shelter that are free from contamination and meet all health, safety, and ADA standards
- Coordinate with the ARC Los Angeles Region and other volunteer agencies for emergency mass feeding operations
- Coordinate with the Mono County Operational Area Care and Shelter Unit, the ARC Los Angeles Region, other volunteer organizations, and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc
- Coordinate with the Communications Unit of the EOC Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities
- Coordinate with the Facilities Unit of the EOC Logistics Section for the care or pets of the evacuated or sheltered people
- Coordinate with the Transportation Unit of the EOC Logistics Section for the transportation of evacuated people to the shelter/s
- Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any county expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section
- Assist the ARC Los Angeles Region to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Food Unit of the EOC Logistics Section if requested by Red Cross
- Coordinate with the Facilities Unit of the EOC Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities, which may be threatened by any hazardous condition
- Coordinate with the ARC Los Angeles Region in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed



Building and Safety Branch Coordinator

GENERAL DUTIES:

- Begin the immediate inspection for re-occupancy of key county facilities by departments responsible for emergency response and recovery
- Provide the engineering support as requested for other EOC Operations Section Branches; i.e. Urban Search and Rescue teams
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the County
- Provide safety assessment information and statistics to the Damage Assessment Unit of the EOC Planning/Intelligence Section
- Impose emergency building regulations as determined from performance of structures
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes

START-UP ACTIONS

- Ascertain if all key Building and Safety Department personnel are in the EOC or have been notified
- Ensure that all off-duty Building and Safety personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures
- Ensure that all Building and Safety personnel have completed status check on equipment, facilities and operational capabilities

POSITION OPERATIONAL DUTIES:

- Coordinate with Mono County Public Works Inspection Division regarding local jurisdictional needs
- Activate the Operational Area Safety/Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities:
 - EOC/DOC's
 - Police stations
 - Fire stations
 - *Hospitals



- Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.)
 - *Public schools
 - Public Works facilities
 - Potential HazMat facilities, including gas stations
 - Designated shelters
 - Unreinforced masonry buildings
 - Concrete tilt-up buildings
 - Multi-story structures—commercial, industrial and residential
 - *Mobile homes/modular structures
 - Single-family dwellings

*Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the emergency/disaster.

Use a Three Phased Approach to Inspection Based Upon Existing Disaster Intelligence:

- General Area Survey of structures
 - ATC-20 Rapid Inspection (See Attachment #4 – ATC Safety Assessment)
 - ATC-20 Detailed Inspection (See Operations/Safety/Damage Assessment.)
- Be prepared to start over due to aftershocks
 - After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance
 - Assess the need and establish contacts for requesting or providing mutual aid assistance
 - Alert and stage safety assessment teams as needed
 - Implement procedures for posting of building occupancy safety status using ATC-20 guidelines
 - Consider activate a data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning/Intelligence Section
 - Arrange for necessary communications equipment from the Communications Unit of the EOC Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)



- Brief all personnel on Department Emergency Operating Procedures and assignments
- Assess the need to require potentially unsafe structures to be vacated
- Provide structural evaluation of mass care and shelter facilities to the Shelter Branch
- Provide public school inspection reports to the state Architect
- Consider establishing an area field site to direct and coordinate safety assessment and inspection teams
- Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- Provide policy recommendations to appropriate county officials for:
 - Emergency building and safety ordinances
 - Expediting plan checking and permit issuance on damaged buildings
- Coordinate with the PIO to establish public information and assistance hotlines
- Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections
- Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross; FEMA; Cal EMA; local Building and Safety; insurance carriers and other local, state and federal agencies. If needed, request police escort of safety assessment and inspection personnel

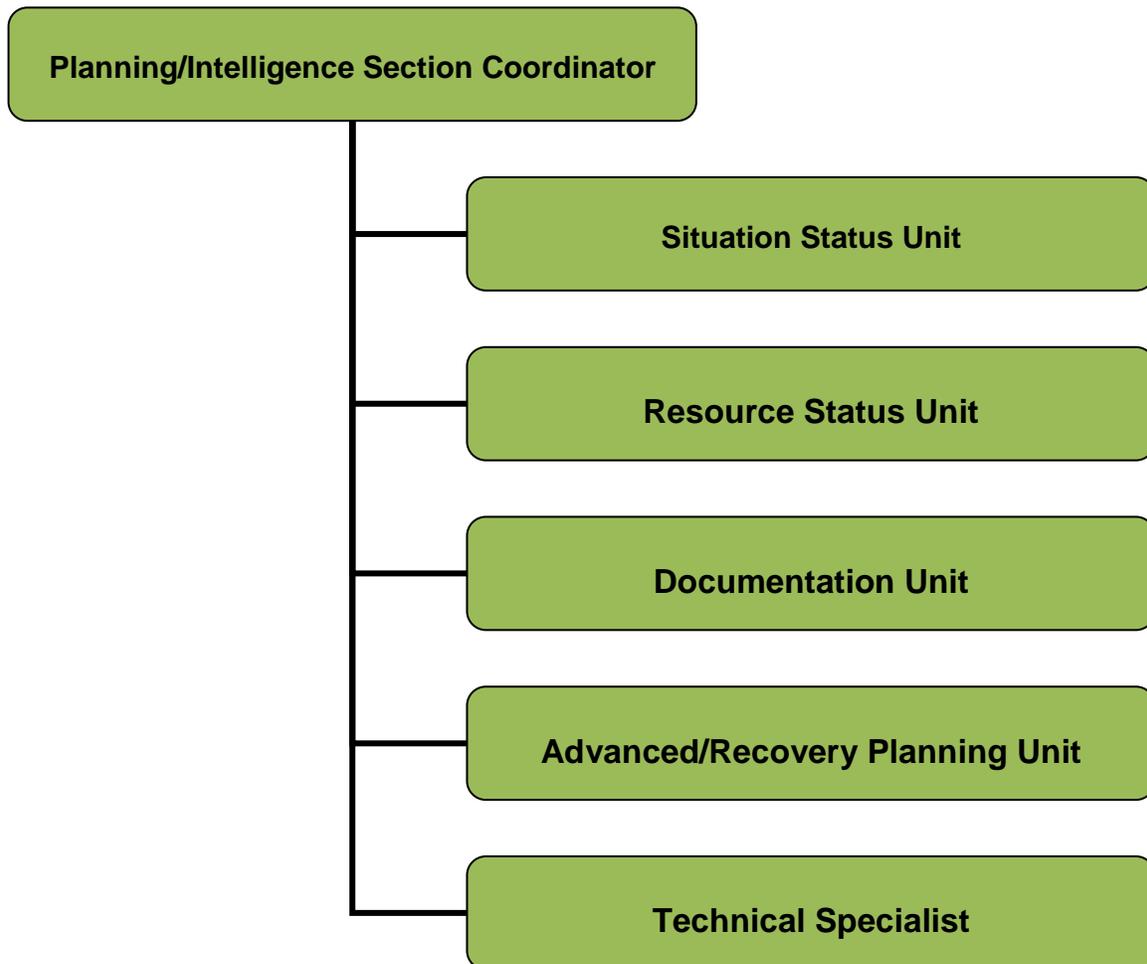


EOC PLANNING / INTELLIGENCE SECTION

Objectives

The EOC Planning/Intelligence Section is responsible for overall supervision of collecting, verifying and analyzing, and displaying situation information; preparing periodic situation reports; preparing and distributing the County/OA EOC Action Plan and facilitating the action planning meeting; conducting advanced/recovery planning activities; providing technical support services to the various EOC sections and units, and documenting and maintaining files on all EOC activities.

The information gathered needs to be reported in an expeditious manner to the various EOC sections, County departments and the Mono County Operational Area. The EOC Planning/Intelligence Section is also responsible for the detailed recording of the response effort and the preservation of these records during and following the disaster.





Planning / Intelligence Section Coordinator

GENERAL DUTIES:

- Ensure that the Planning/Intelligence function is performed, including:
 - Collecting, analyzing and displaying situation information
 - Preparing periodic situation reports
 - Initiating and documenting the County's Action Plan and After-Action Report
 - Planning for long term response and advanced planning
- Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required
Exercise overall responsibility for the coordination of branch/group/unit activities within the Section
- Report to the Emergency Services Director on all matters pertaining to Section activities

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

START-UP ACTIONS

- Confirm that all key EOC Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Situation Status Unit
 - Resource Status Unit
 - Documentation Unit
 - Damage Assessment Unit
 - Advanced/Recovery Planning Unit
 - Demobilization Unit
 - Technical Specialist
- Review major incident reports and additional field operational information that may pertain to or affect Section operations



- Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC
- Direct the Situation Status Unit leader to initiate collection and display of significant disaster events
- Direct the Resource Status Unit leader to initiate collection and display of resources needed, ordered, en-route, awaiting assignment and demobilization
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units
- Direct the Recovery/Advanced Planning Unit to conduct planning for long term response, demobilization, and recovery actions

POSITION OPERATIONAL DUTIES:

- Assess the impact of the disaster/emergency on Mono County, including the initial safety/damage assessment by field units
- Develop situation analysis information on the impact of the emergency from the following sources:
 - Fire Districts and Paramedic Fire/Rescue
 - Sheriff's Office
 - Public Works Department
 - Transportation Sector
 - Red Cross, Mono County Chapter
 - Media (Radio and Television)
- Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, County/OA EOC section staff, County departments, Mono County Operational Area, and the public
- Review and approve reconnaissance, County status and safety/damage assessment reports for transmission by the Situation Status Unit to the Mono County Operational Area via the notification procedures
- Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives
- Assemble information on alternative strategies
- Identify the need for use of special resources



- Initiate the EOC Action Plan development for the current and forthcoming operational periods
- Direct the coordination of periodic disaster and strategy plans briefings to the Emergency Services Director and General Staff, including analysis and forecast of incident potential
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections

Situation Status Unit

GENERAL DUTIES:

- Collect, organize and analyze situation information from EOC sources
- Provide current situation assessments based on analysis of information received from a variety of sources and reports
- Develop situation reports for dissemination to EOC Planning/Intelligence Section Coordinator, Emergency Services Director and other section coordinators to initiate the action planning process
- Transmit approved reports to the Mono County Operational Area
- Develop and maintain current maps and other displays (locations and types of incidents)
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports
- Seek from any verifiable source available information that may be useful in the development of current situation assessments of the affected area
- Evaluate the content of all-incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize, and provide current information on centralized maps and displays
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC

POSITION OPERATIONAL DUTIES:

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
 - Location and nature of the disaster/emergency
 - Special hazards
 - Number of injured persons
 - Number of deceased persons



- Road closures and disaster routes
 - Structural property damage (estimated dollar value)
 - Personal property damage (estimated dollar value)
 - Mono County resources committed to the disaster/emergency
 - Mono County resources available
 - Assistance provided by outside agencies and resources committed
 - Shelters, type, location, and number of people that can be accommodated
- Prepare and maintain EOC displays
 - Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc
 - Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data
 - Provide for an authentication process in case of conflicting status reports on events
 - Meet with the Planning/Intelligence Section Coordinator and the Emergency Services Director to determine needs for planning meetings and briefings. Determine if there are special information needs
 - Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information
 - Provide information to the PIO for use in developing media and other briefings
 - Establish and maintain an open file of situation reports and major incident reports for review by other sections/units
 - Determine weather conditions; current and upcoming. Keep up-to-date weather information posted
 - Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc
 - In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
 - As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation
 - Provide situation status information in response to specific requests



- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator
- Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Mono County Operational Area
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator
- Assist at planning meetings as required.
- Provide technical assistance when requested.



Resource Status Unit

GENERAL DUTIES:

- Verifying proper check-in and check-out of personnel
- Preparing and maintaining displays, charts, and lists reflecting current status and location of personnel, critical resources, transportation, and support equipment
- Maintaining a master list of resources assigned to the incident

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Establish contact with the ICP, DOCs, OP AREA EOC Resource Tracking Units, and other outside agencies as required, to coordinate information sharing procedures to include:
 - Confirm Status boards for resources are established
 - Coordinate resource status / location boards and update information sharing procedures
- Develop backup procedures for information sharing in the event that network data links are interrupted
- Meet with the Logistics Section to develop procedures for the identification and updating of acquired EOC resources
- Develop procedures for tracking acquired EOC resources from acquisition / procurement to final destination
- Develop a master list of all resources committed to the operation
- Coordinate with the Situation Status Unit to ensure that resource status boards are included in situation updates and briefings as required
- At the beginning of each Operational Period review previous information on the status of allocated resources to include:
 - New Purchases / Rentals
 - New volunteers / Personnel
 - New Donations
 - New Supplies/Equipment / Facilities
 - Location of en route resources and estimated time of arrival
 - Current status of deployed resources



- Meet with the Logistics Section Coordinator and identify current status of en route resources; identify backlogs and delays
- Coordinate with the Situation Status Unit on the current status of acquired EOC resources; highlight backlogs and delays
- Verify incoming resources for posting to the activities tracking board
- Coordinate with the GIS Mapping Unit Leader to update GIS products to indicate locations and status of EOC resources as required
- Maintain a master list that captures date & time resources were acquired, type and category of acquired resources per NIMS classification guidelines, quantity, status / condition, destination and estimated time of arrival
- Prepare a report on the status of acquired resources for the Planning & Intelligence Section Coordinator prior to the Emergency Services Director's initial Management Staff meeting
 - Highlight backlogs and delays
 - Provide estimated time of arrival for critical resources
- Prepare Resource Status / Location reports for the Planning & Intelligence Section Coordinator prior to the Planning Meeting and Operations meeting as part of the EOC Action Planning process. Reports should include resources committed and estimated time of arrival for resources en route
- Provide additional Resource Reports as directed by the Planning & Intelligence Section Coordinator for EOC Staff
- Ensure that all Resource Status / Location reports are shared with other activated EOCs in the Operational Area once approved for release
- Brief the Planning & Intelligence Section Coordinator on major problem areas that need or will require solutions
- Archive all Resource Status / Location reports for use in developing After-Action Reports
- Provide final reports to the Documentation Unit, Recovery & Reconstruction Unit Leader, and Cost Unit detailing total assets deployed and post-emergency status
- Provide input to the Documentation Unit Leader for the After-Action Report recommendations



Documentation Unit

GENERAL DUTIES:

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

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records
- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system
- Coordinate documentation with the Situation Status Unit
- Following planning meetings, assist in the preparation of any written action plans or procedures
- Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units
- Ensure distribution and use of message center forms to capture a written record of actions



requiring application of resources, requests for resources or other directions/information requiring use of the message center form

- Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Coordinator
- Identify and establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC
- Establish copying service and respond to authorize copying requests
- Establish a system for collecting all section and unit journal/logs at completion of each operational period
- Periodically collect, maintain and store messages, records, reports, logs, journals, and forms submitted by all sections and units for the official record
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator



Advanced/Recovery Planning Unit

GENERAL DUTIES:

- Ensure that Mono County receives all emergency assistance and disaster recovery costs for which it is eligible
- Ensure that Mono County is prepared to participate jointly with FEMA, Cal EMA, Mono County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance
- Ensure that required and/or approved mitigation measures are carried out
- Consider potential mitigation projects from disaster-caused damage, while ensuring that legal safeguards for property owners and the jurisdiction are observed

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Identify issues to be prioritized by the Emergency Services Director on restoration of services to the County
- Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses
- Maintain contact with Mono County Operational Area and Cal EMA and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs
- In coordination with the Building and Safety Branch of the EOC Operations Section, establish criteria for temporary entry of posted buildings so owners/occupants may retrieve business/personal property
- In coordination with the Building and Safety Branch of the EOC Operations Section, establish criteria for re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe Building
- In coordination with Building and Safety Branch of the EOC Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures.
- Ensure that buildings considered for demolition that come under "Historical Building" classification follow the special review process



- With Section Coordinators, develop a plan for initial Recovery Operations
- Prepare the EOC organization for transition to Recovery Operations

Technical Specialist

GENERAL DUTIES:

- Provide technical expertise to the EOC Planning/Intelligence Section and others as required
-

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

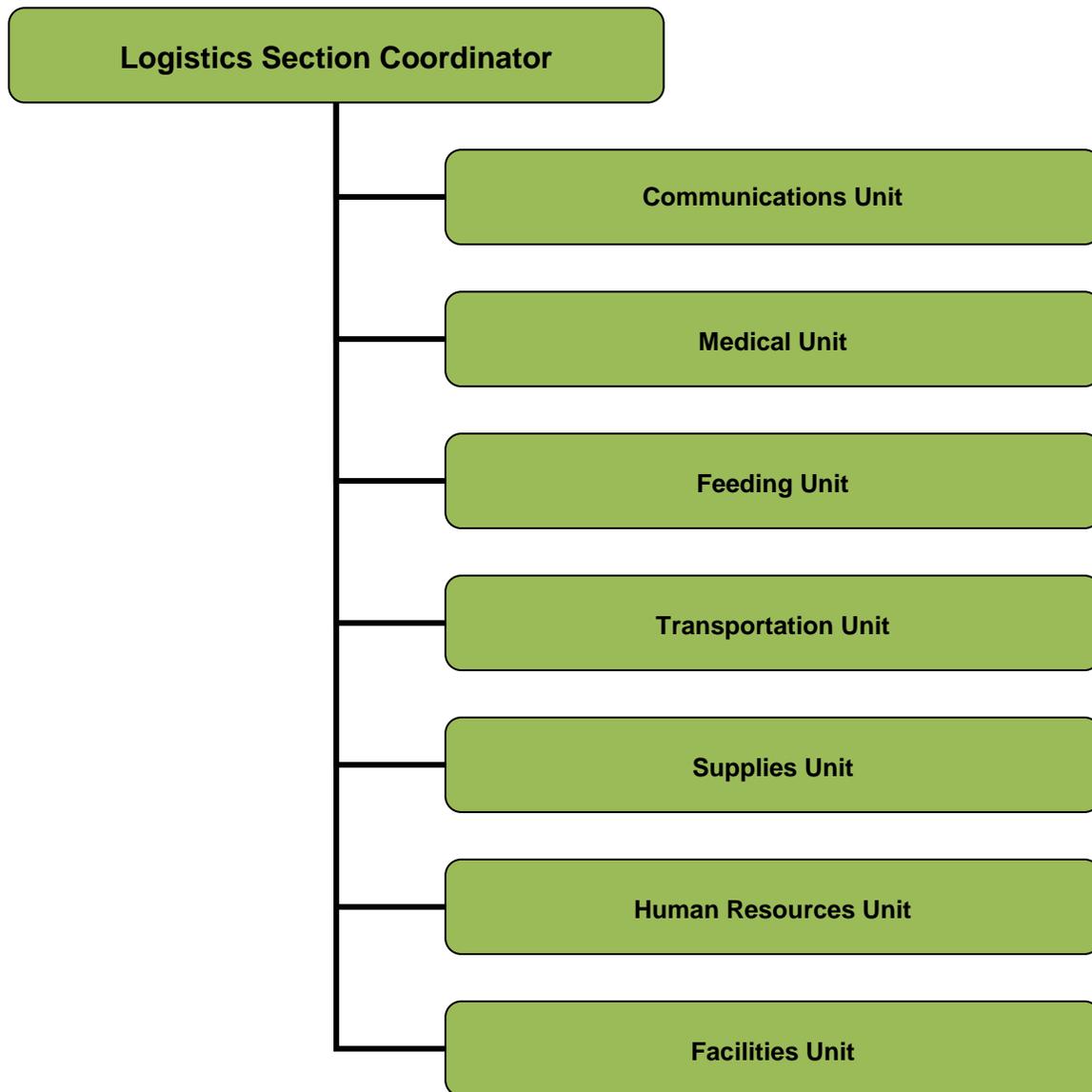
- Develop a plan for operations and support of field operations as requested. Assign specific responsibilities
- Keep the EOC Planning/Intelligence Section Coordinator advised of your position status and activity and on any problem areas that now need or will require solutions
- Act as a resource to members of the EOC staff in matters relative to your technical specialty



EOC LOGISTICS SECTION

Objectives

The EOC Logistics Section's primary responsibility is to provide all necessary personnel, supplies, equipment, support, transportation, and mobilization of resources to support the response effort at the disaster sites, public shelters, EOC, etc. Methods for obtaining and using facilities, equipment, supplies, services, and other resources to support emergency response at all operational sites during emergency/disaster conditions will be according to established Disaster Accounting procedures developed by the Finance/Administration Section in the EOC, unless authorized by the Emergency Services Director or emergency orders of the Board of Supervisors.





Logistics Section Coordinator

GENERAL DUTIES:

- Managing all radio, data and telephone needs of the EOC
- Coordinating transportation needs and issues and the Traffic Plan
- Managing personnel issues and registering volunteers as Disaster Services Workers
- Obtaining all materials, equipment and supplies to support emergency operations
- Coordinating management of facilities used during disaster response and recovery
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section
- Coordinate the provision of logistical support for the EOC
- Manage the collection and disbursement of donations
- Report to the Emergency Services Director on all matters pertaining to Section activities

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

START-UP ACTIONS:

- Confirm that all key EOC Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Communications
 - Information and Computer Systems
 - Medical Unit
 - Food Unit
 - Transportation Unit
 - Supply/Procurement Unit
 - Human Resources Unit
 - Facilities Unit



- Inform the Emergency Services Director and General Staff when your Section is fully operational.

POSITION OPERATIONAL DUTIES:

- Meet with EOC Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to EOC Logistics Section
- Following action planning meetings, ensure that orders for additional resources necessary to meet demands have been placed and are being coordinated within the EOC and field units
- Keep the Mono County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests
- Direct the Communications Unit to develop the EOC Communications Plan to include:
 - All County/OA EOC position telephones, EOC Responder cell phones, and email addresses
 - The Mono County Operational Area EOC contact roster
 - Police, Fire, and other department DOC's contact rosters
 - The Incident Command/Area Command contact roster
 - Radio communications nets for fire, police, and public works assets
 - Contact information for all other relevant agencies
- Coordinate with the Operations and Planning Section Coordinators to develop procedures for prioritizing and validating resource requests
- Review Logistics Section reports including resource requests and the status of all available, committed, and en route resources from the previous Operational Period
- Ensure the Communications Unit updates the EOC Communications Plan at the beginning of each Operational Period
- Attend the Management Section Meeting and communicate the new EOC Objectives to your Section
- Review the Operations Section resource requirements
- Meet with Section Unit Leaders to review resource requests and develop allocation plans
- Ensure that orders for additional resources identified by the Operations Section are verified and included in allocation plans



- Coordinate with the Operations Section to prioritize resource requests, resolve conflicts and coordinate logistics activities during preparation for the planning meetings
- Oversee development of a Resource Assignment Lists – submit to the Planning Section Coordinator prior to the EOC Coordination Plan meeting
- Resolve any open logistics/resource issues from the EOC Coordination Plan meeting
- Oversee Logistics Section contributions to development of the EOC Coordination Plan
- Ensure the Communications, Medical, Food, Transportation, Supply and Facilities Units coordinate with the Planning Section’s Resource Tracking Unit to update all available, committed, and en route resources
- Ensure that all the proper records are maintained for the Finance & Administration Section
- Keep the PIO advised of the volunteer and donations situation. If a need for donations or volunteers is anticipated, coordinate with the PIO to provide the specific content of any broadcast item desired. If the system is saturated with donations or volunteers, advise the PIO and take steps to reduce or redirect the response
- Keep the Mono County Operational Area EOC Logistics Section Coordinator apprised of overall situation and status of resource requests



Communications Unit

GENERAL DUTIES:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services
- Copy and log incoming radio, data and telephone reports on situation reports, major incident reports, resource requests, and general messages.
- Make special assignment of radio, data, and telephone services as directed by the Emergency Services Director.
- Organize, place and oversee the operation of amateur radio services working in support of the EOC.

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Meet with section and branch/group/unit coordinators and provide a briefing on EOC on-site and external communication needs, capabilities and restrictions, and operating procedures for the use of telephones and radio systems
- Coordinate all communications activities
- Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible
- Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that include radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers
- Coordinate with volunteer and private sector organizations to supplement communications needs
- Establish a plan to ensure staffing and repair of communications equipment
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc



- Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests
- Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed
- Coordinate frequency and network activities with Mono County Operational Area
- Provide communications briefings as requested at action planning meetings
- Coordinate needed telephone data lines with the Communications Unit
- Support activities for restoration of computer services



Medical Unit

GENERAL DUTIES:

- Establish the Medical Unit
- Prepare the Medical Plan
- Prepare procedures for major medical emergencies
- Declare major medical emergencies as appropriate
- Respond to requests for medical aid, medical transportation, and medical supplies

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Obtain briefing from Service Branch Director or Logistics Section Chief:
 - Obtain information on any injuries that occurred during initial response operations
 - Name and location of Safety Officer
- Determine level of emergency medical activities performed prior to activation of Medical Unit:
 - Number and location of aid stations
 - Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident
 - Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc
 - Medical supplies needed
- Respond to requests for medical treatment and transportation
- Request/supervise ambulance support. Order through the established Incident chain of command
- Prepare the Medical Plan including procedures for major medical emergency. This plan should be coordinated with the MHOAC within the Operations Section. The Plan should include:
 - Medical Assembly Area
 - Triage Area
 - Ambulance Traffic Route
 - Landing Zone for Life flight (incident and hospital)



- First Aid Station Location(s)
 - Hazard specific information (HAZMAT treatment, etc.)
 - Closest hospitals
 - Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital
-
- Obtain Safety Officer approval for the Medical Plan
 - Coordinate Medical Plan with local hospitals
 - Respond to requests for medical aid
 - Notify the Safety Officer and Logistics Section Chief of all accidents and injuries
 - Respond to requests for medical supplies
 - Prepare medical reports; provide copies to Documentation Unit
 - Submit reports as directed; provide copies to Documentation Unit Leader
 - Provide briefing to relief on current activities and unusual circumstances



Feeding Unit

GENERAL DUTIES:

- Determine food and water requirements
- Determine the method of feeding to best fit each facility or situation
- Obtain necessary equipment and supplies and establish cooking facilities
- Ensure that well-balanced menus are provided
- Order sufficient food and potable water from the Supply Unit
- Maintain an inventory of food and water
- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed
- Supervise caterers, cooks, and other Food Unit personnel as appropriate

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Obtain briefing from Logistics Section Chief or Service Branch Director:
 - Determine potential duration of incident
 - Number and location of personnel to be fed and the last meal provided
 - Proposed time of next meal
- Determine food service requirements for planned and expected operations
- Determine best method of feeding to fit situation and obtain bids if not done prior to incident
- Determine location of working assignment
- Ensure sufficient potable water and beverages for all incident personnel
- Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Coordinator
- Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer
- Supervise administration of food service agreement, if applicable
- Provide copies of receipts, bills to Finance/Administration Section
- Let Supply Unit know when food orders are complete



- Provide briefing to relief on current activities and unusual situations



Transportation Unit

GENERAL DUTIES:

- Develop and implement the Traffic Plan
- Support out-of-service resources
- Notify the Resources Unit of all status changes on support and transportation vehicles
- Arrange for and activate fueling, maintenance, and repair of ground resources
- Maintain Support Vehicle Inventory and transportation vehicles
- Provide transportation services, IAW requests from the Support Branch Director or the Logistics Section Chief
- Collect use information on rented equipment
- Requisition maintenance and repair supplies (e.g., fuel, spare parts)
- Maintain incident roads

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Coordinate with the EOC Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use
- Coordinate use of disaster routes with the Operations Section
- Coordinate with other sections and branches/groups/units to identify transportation priorities
- Establish and implement a Traffic Plan for movement of:
 - Personnel, supplies and equipment to the EOC, field units, shelters and Field Treatment Sites
 - Individuals to medical facilities
 - Emergency workers and volunteers to and from risk area
- Coordinate with the EOC Operations Section on the movement of disabled, elderly persons, and animals as required
- Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed



- As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements



Supplies Unit

GENERAL DUTIES:

- Identify sources of expendable materials and equipment
- Prepare and sign equipment rental agreements
- Process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources.
- Ensure that all records identify scope of work and site specific work location.

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Maintain information regarding resources readily available, resources requests, status of shipments and priority resource requirements
- Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition
- Determine if needed resources are available from County stocks, mutual aid sources or other sources. Arrange for delivery if available
- Determine availability and cost of resources from private vendors
- Issue purchase orders for needed items within limits of authority delegated by Finance Section
- Notify EOC Finance/Administration Coordinator of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork
- If contracts are needed for procuring resources, request that the Purchasing Unit of the EOC Finance/Administration Section develop necessary agreements
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units
- Identify to the EOC Logistics Section Coordinator any significant resource request(s) that cannot be met through local action. Suggest alternative methods to solve the problem if possible
- Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions



- Establish a plan for field and EOC feeding operations. Coordinate with EOC Operations Section to avoid duplication
- Assemble resource documents that will allow for agency, vendor, and contractor contacts; e.g., telephone listings, procurement catalogs, directories, and supply locations
- Provide supplies for the EOC, field operations and other necessary facilities
- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if County stocks do not exist
- Purchase items within limits of delegated authority from Finance/Administration Section and request items exceeding delegated authority from the Finance Section
- Arrange for the delivery of the items requisitioned, contracted for or purchased
- Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc
- Provide updated reports on resource status to Resources Unit
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts
- Arrange for storage, maintenance, and replenishment or replacement of equipment and materials
- Provide and coordinate with EOC Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters
- Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by EOC Operations Section
- Support activities for restoration of utilities to critical facilities
- Ensure the provision of sanitation services to include; portable toilets, hand washing stations, trash containers, etc
- Procure and coordinate water resources for consumption, sanitation, and firefighting
- Coordinate resources with relief agencies (American Red Cross, etc.)
- Obtain and coordinate necessary medical supplies and equipment for special needs persons



- Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments
- Ensure the organization, management, coordination, and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency
- Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations
- In coordination with EOC Operations Section and Mono County Operational Area, maintain essential medical supplies in designated Field Treatment Sites



Human Resources Unit

GENERAL DUTIES:

- Provide personnel resources as requested in support of the EOC and Field Operations.
- Receive and process all incoming requests for personnel and volunteer support
- Register volunteers as Disaster Service Workers per the Mono County Municipal Code
- Identify, recruit, and register volunteers as required.
- Develop an EOC organization chart.
- Administer all personnel matters relating to hiring/releasing non-permanent personnel supporting incident response and recovery.
- Managing travel requests and coordinating travel arrangements for personnel supporting operations either in the field or at the EOC.

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency
- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit
- Maintain information regarding:
 - Personnel/volunteers processed
 - Personnel/volunteers allocated and assigned by agency/location
 - Personnel/volunteers on standby
 - Special personnel requests by category not filled
- Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements
- Obtain crisis counseling for emergency workers



- Coordinate feeding, shelter and care of personnel, employees' families, and volunteers with the ARC Los Angeles Region, Food Unit and Facilities Unit
- Activate Child Care Plan for County employees as needed. Coordinate with Facilities Unit for suitable facilities
- Assist and support employees and their families who are also disaster victims
Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs
- Coordinate with the Mono County Operational Area for additional personnel needs
- Ensure the recruitment, registration, mobilization and assignment of volunteers
- Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions
- Issue ID cards to Disaster Service Workers
- Coordinate transportation of personnel and volunteers with the Transportation Unit
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired
- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency
- Obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs
- Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Mono County Operational Area



Facilities Unit

GENERAL DUTIES:

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations
- Coordinate with other EOC branches/groups/units for support required for facilities
- Support activities for restoration of disrupted services and utilities to facilities
- Coordinate with EOC Finance/Administration Section on any claims or fiscal matters relating to facilities' operations
- Close out each facility when no longer needed

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Maintain information in the Unit regarding:
 - Facilities opened and operating
 - Facility managers
 - Supplies and equipment at the various locations
 - Specific operations and capabilities of each location
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc
- Identify communications requirements to the Communications Unit
- Identify equipment, material and supply needs to the Supply Unit
- Identify personnel needs to the Supply (Personnel) Unit
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved
- Identify security requirements to the Law Branch of the EOC Operations Section
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established



- Account for personnel, equipment, supplies and materials provided to each facility
- Coordinate the receipt of incoming resources to facilities
- Ensure that operational capabilities are maintained at facilities
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met
- Ensure that access and other related assistance for residential care and special needs persons are provided in facilities
- Provide facilities for sheltering essential workers, employees' families and volunteers
- Be prepared to provide facilities for animal boarding as required
- Coordinate water resources for consumption, sanitation and firefighting at all facilities



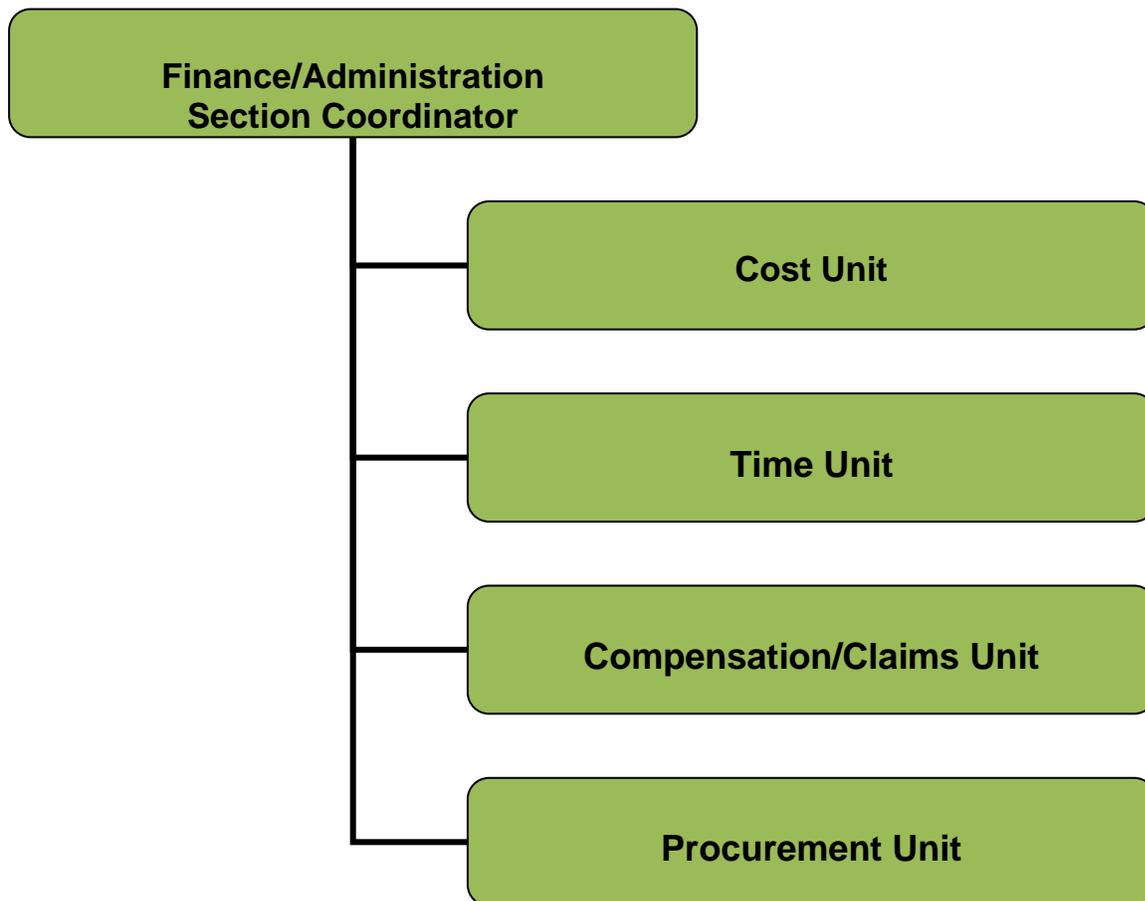
EOC FINANCE/ADMINISTRATION SECTION

Objectives

The EOC Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the County functioning during a disaster/emergency. These systems include:

- Payroll Payments Revenue collection
- Claim processing
- Cost analysis and recovery documentation
- Revenue Collection
- Documentation, timekeeping and tracking

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures. The extent of the disaster/emergency will determine the extent to which the EOC Finance/Administration Section will mobilize.





Finance/Administration Section Coordinator

GENERAL DUTIES:

- Implementing a Disaster Accounting System
- Maintaining financial records of the emergency
- Tracking and recording of all agency staff time
- Processing purchase orders and contracts in coordination with EOC Logistics Section
- Processing worker's compensation claims received at the EOC
- Handling travel and expense claims
- Providing administrative support to the EOC

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Authorize use of the Disaster Accounting System
- Ensure that the payroll process continues
- Ensure that the revenue collection process continues
- Attend planning meetings as required
- Manage all financial aspects of an incident
- Provide financial and cost analysis information as requested
- Gather pertinent information from briefings with responsible agencies
- Develop an operating plan for the Finance/Administration Section; fill, supply, and support needs.
- Meet with Assisting and Cooperating Agency Representatives, as needed
- Maintain daily contact with County Administration on Finance/Administration matters
- Ensure that all mutual aid personnel time records are accurately completed and transmitted to home agencies, according to policy
- Provide financial input to demobilization planning
- Ensure that all obligation documents initiated at the incident are properly prepared and completed



- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident
- Collect your Section personnel and equipment time records as well as records of expendable materials used, and provide copies to the Time and Cost Analysis Units at the end of each operational period
- Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time and Cost Analysis Units at the end of each operational period
- Organize, manage, coordinate and channel the donations of money received during and following the emergency from individual citizens and volunteer groups
- Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff
- Meet with assisting and cooperating agency representatives as required
- Provide input in all planning sessions on finance and cost analysis matters
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed
- Keep the General Staff advised of overall financial situation



Cost Unit

GENERAL DUTIES:

- Provide all cost analysis activity associated with EOC operation
- Obtain and record all cost data for the emergency/disaster
- Ensure the proper identification of all equipment and personnel requiring payment
- Analyze and prepare estimates of EOC costs
- Maintain accurate record of EOC costs
-

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES :

- Collect and record all cost data
- Maintain a fiscal record of all expenditures related to the emergency/disaster
- Maintain cumulative emergency/disaster cost records
- Ensure that all financial obligation documents are accurately prepared
- Prepare use of resources cost estimates
- Maintain accurate information on the actual cost for the use of all assigned resources
- With the Time Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified
- Ensure that all EOC sections maintain proper supporting records and documentation to support claims
- Make recommendations for cost savings to the Finance/Administration Section Coordinator
- Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law
- Prepare all required state and federal documentation as necessary to recover all allowable disaster costs and for audit



- Provide analyses, summaries, and estimates of costs for the EOC
Finance/Administration Section Coordinator, Emergency Services Director, and the
Mono County Operational Area as required
- Receive and allocate payments



Time Unit

GENERAL DUTIES:

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster
- Establish and maintain a file for all personnel working at the emergency/disaster
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific County, Cal EMA, and FEMA time recording policies
- Track, record, and report equipment uses and time
-

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

- Determine specific requirements for the time recording function
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period
- Ensure that all records identify scope of work and site specific work location
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with County policy
- Ensure that all employee identification information is verified to be correct on the time report
- Ensure that time reports are signed
- Maintain separate logs for overtime hours
- Establish and maintain a file for employee time records within the first operational period for each person
- Maintain records security
- Close out time documents prior to personnel leaving emergency assignment
- Keep records on each shift. Operational Period work schedules are determined according to the time it may take to achieve the objectives outlined in the EOC Action Plan
- Coordinate with the Supply (Personnel) Unit of the Logistics Section



- Ensure that all records identify scope of work and site specific work location
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators)



Compensation/Claims Unit

GENERAL DUTIES:

- Accept as agent for Mono County claims resulting from an emergency/disaster
- Collects information for all forms required by Workers Compensation and local agencies
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to Mono County

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, Supply (Personnel) Unit of the Logistics Section, and ICS Field Level Compensation/Claims Unit Leader
- Maintain a log of all injuries occurring during the disaster/emergency
- Develop and maintain a log of potential and existing claims
- Prepare claims relative to damage to County property and notify and file the claims with insurers
- Process claims for travel requests, forms, and expense claims
- Determine if there is a need for Injury and Claims Specialists and order personnel as needed
- Ensure that all Injury and Claims logs and forms are complete and routed to the appropriate department for post EOC processing
- Ensure the investigation of all accidents, if possible
- Ensure that the Supply (Personnel) Unit of the EOC Logistics Section completes claims for any injured personnel or volunteers working at the emergency
- Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards



- Obtain all witness statements pertaining to claims and review for completeness



Procurement Unit

GENERAL DUTIES:

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables
- Maintain records to ensure a complete accounting of supplies procured and monies expended
- Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures.

Conduct all Activation Phase, General Operation Phase, and Deactivation Phase Tasks

POSITION OPERATIONAL DUTIES:

- Meet and coordinate activities with EOC Finance/Administration Coordinator and determine purchasing authority to be delegated to Procurement Unit. Review emergency purchasing and contracting procedures
- Review, verify and process requests from other sections for resources
- Determine if requested types of supplies and material that are available in the jurisdictional warehouses and storerooms, along with inventory levels and if not available determine need to procure the appropriate resources.
- Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet personally (usually telephone) with the requesting party to clarify types and amount of supplies and material, and also verify that the request has not been previously filled through another source.
- In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status, such as:
 - Resources readily available
 - Resource requests
 - Status of shipments
 - Priority resource requirements
- Determine if the procurement item can be provided without cost from another jurisdiction or organization within the jurisdiction.



Appendix A – Glossary of Terms

This list contains definitions of terms commonly used in Emergency Management, the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS)

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

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

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

Agency: An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency and Multi-agency.)

Agency Dispatch: The agency or jurisdictional facility from which resources are assigned to incidents.

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Allocated Resources: Resources dispatched to an incident.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.



Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Available Resources: Incident-based resources which are available for immediate assignment.

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

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

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

Cache: A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC. Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)



Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compacts: Formal working agreements among agencies to obtain mutual aid.

Compensation/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

Complex: Two or more individual incidents located in the same general area that are assigned to a single Incident Commander or to a Unified Command.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, telephone company, etc.).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.



Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center (DOC): A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. Department Operations enters may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

Deputy Incident Commander: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At the EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations 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.

Emergency Management Coordinator: The individual within each jurisdiction that is delegated the day to day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.



Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

Emergency Services Director: The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

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

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

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Field Operations Guide: A pocket-size manual of instructions on the application of the Incident Command System.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and or EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of the Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. At the EOC levels, the position titles are Section Coordinators.



Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

ICEMA: Inland Counties Emergency Medical Agency - the regional EMS agency responsible in statute for disaster medical operations in San Bernardino, Inyo, and Mono Counties.

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. The Incident Command Post may be collocated with the Base. There is only one Base per incident.

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

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

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

Incident Communications Center: The ICS facility designated for use by the Communications Unit and the Message Center.

Incident Management Team: The Incident Commander and appropriate General and Command Staff personnel assigned to an incident.



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

Initial Action or Response: The actions taken by resources which are the first to arrive at an incident or the resources initially committed to an incident.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., Sheriff's Office, health department, etc.). (See Multi-jurisdiction.)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Landing Zone: (See Helispot.)

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Local Government: Means local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resource during an emergency Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.



Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident or EOC Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

MHOAC: Medical Health Operational Area Coordinator; a functional position established by Health and Safety Code &1979.153. In the event of a local, State, or federal declaration of emergency, the MHOAC provides a 24 hour, seven day a week capability to staff public health and medical emergency operations.

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

Multi-Agency or Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multijurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.



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

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning/Intelligence Section: One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists.

Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one PIO per incident. The PIO may have assistants. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

Recorders: Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

Regional Emergency Operations Center (REOC): Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

RDHHS: Regional Disaster Medical Health Specialist - performs the Medical and Health Branch functions in the REOC, providing support and coordination to the MHOAC

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



Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

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

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

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

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation Unit: Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

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

Staging Area: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Staging Area Managers: Individuals within ICS organizational units that are assigned specific managerial responsibilities at Staging Areas.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.



State Operations Center (SOC): An EOC facility operated by the California Emergency Management Agency at the state level in SEMS.

Strategy: The general plan or direction selected to accomplish incident or EOC objectives.

Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: A combination of single resources assembled for a particular tactical need, with common communications and a leader.

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

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

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.



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MONO COUNTY MASS CARE AND SHELTER ANNEX

1.0 Introduction

The function of mass care and shelter is to provide temporary relief to disaster victims by providing emergency care including shelter, food, liquids, health care, information, communication, and other human services. Along with the care and shelter, Mono County and other service providers will support the disaster victims in moving back to a stable situation as soon as possible.

1.1 Purpose

The Mass Care and Shelter Annex provides an overview of mass care and shelter functions, agency roles and responsibilities, and overall guidelines for the care and shelter of people who need care and sheltering services during an emergency situation in incidents with and without warning.

This annex describes the actions, roles, and responsibilities of coordinating and participating organizations in the County in their endeavor to manage the care and shelter process before, during, and after the emergency. This annex addresses only general strategies used for any emergency in general, and the EOC coordination efforts specifically. Specific actions that are taken at the shelter or evacuation sites are described in Red Cross procedural documents and individual agency procedures.

1.2 Situation

This annex is intended to address the mass care and shelter needs of the general population, including those with functional and access needs. This annex is not intended to address the needs of those who are medically fragile (see definition in glossary). People needing medical services and/or full-time caretakers must be sent to a licensed facility that can support them, or to a specialized shelter established just for the medically fragile. For the purposes of this annex, mass care and shelter includes:

- Sheltering: the designation of previously identified or unidentified shelter sites, the temporary construction of shelter facilities (e.g. tents or construction), or the use of facilities outside the County.
- Feeding operations: the feeding of workers and shelter guests through fixed facilities at or near the shelter; the purchase of food from vendors, mobile feeding units; and/or bulk food distributions. Sound nutritional guidelines will be incorporated, and special dietary needs will be honored as possible.
- Emergency first aid: first aid provided for basic care, and supplemental to any serious medical (both physical and mental health) requirements.



- Bulk distribution of emergency items: this includes clothing, basic personal care items, and other essentials for those who may have evacuated without time to gather personal belongings.
- Safe and Well Information: “Safe and Well” is an American Red Cross (ARC) website designed to provide a way for people affected by a disaster to enter information regarding their welfare so family and friends can check their status. Because people self-register, the Red Cross cannot verify the information and is not responsible for any inaccuracies. This information can also be used to aid in reunification of family members within the area who were separated at the time of the event.

Tasks identified in this annex are to be addressed as needed, and are not necessarily contingent on the EOC being activated. When the EOC is activated, the responsibilities for care and shelter coordination will fall to the Care and Shelter Unit in the Operations Section.

This Mono County functional annex aligns with the Emergency Support Function #6 (ESF #6) of the National Response Framework for mass care and the Emergency Function for Mass Care in the California State Emergency Plan. This annex does not address additional aspects of ESF #6, e.g., family reunification, pet care, medical shelter care, donated goods management, voluntary agency assistance, housing; and human services. If these additional services are needed, they will be provided by the operational area with assistance from State, Federal and private/non-profit partners.

1.3 Policy

It is the Policy of Mono County to develop plans and procedures to address mass care and shelter for its citizens and visitors to the County who seek care and shelter services due to an emergency or disaster that requires them to seek such support. Duplication of effort and benefits will be reduced to the extent possible.

Under the Americans with Disabilities Act (ADA), shelter sites must permit people with access and functional needs to be accompanied by their service animals, and medical or necessary equipment, and to have access to all services. Mono County will use local mass care and shelter resources to every extent possible before requesting outside assistance for mutual aid, or from the State.

2.0 Planning Assumptions

- The County Department of Social Services is the agency with primary responsibility for sheltering residents and visitors in the County. The Department of Social Services is responsible for Operational Area Care and Shelter



operations, and will appoint an Operational Area Care and Shelter Coordinator to coordinate County and local resources, request and respond to mutual aid services, and support the ARC Los Angeles Region. The Care and Shelter Coordinator will respond to the EOC when activated.

- Although Mono County has overall responsibility within their jurisdiction, the ARC will be expected to serve as the principle organization responsible for operating Care and Shelter facilities. ARC serves as the lead organization for developing potential shelter sites and training shelter staff in the Mono Operational Area. The Operational Area has adopted the Red Cross Shelter Operations program as the standard for all shelter operations.
- Residential and Day Care Providers must develop plans to relocate their clients to a like- facility that can provide similar care – they may not plan to relocate their clients to a general population shelter. Residential and day care providers in the County are strongly encouraged to develop reciprocal relocation agreements with like facilities in other counties.
- Only 10-30% of the population forced from their homes will seek shelter in any given emergency. The majority will stay with friends/family, move out of the area or stay in hotels.
- There may not be sufficient shelter capacity in the County to meet the needs of a mass evacuation during an emergency or disaster.
- Some evacuees may require specialized medical care that can be found in hospitals, medically fragile shelters, or in other environments that can support medically fragile persons and their caregivers.
- Medically fragile persons are best sheltered at medical facilities, at a medically fragile shelter, or other environments that can support medically fragile persons and their caregivers. Nevertheless, medically fragile persons may present at the general population shelter, and will need care until they can be safely transferred to an appropriate facility.
- Large numbers of medically fragile evacuees may require transportation from shelter sites to medically fragile facilities. Transportation of these individuals will require a major commitment of resources including personnel, transportation assets, medical staff, medical records, pharmaceuticals, medical equipment and supplies, and specialized dietary support.
- Mono Operational Area shelter planning and procedures account for the unique needs of persons with access and functional needs. Auxiliary aids and services such as sign language interpreters and interpreters for languages other than English, Braille materials, and TDD lines will be made available to the evacuees.



All potential shelter sites are effectively ADA compliant. Shelter sites will have auxiliary electrical power supplies. Additional resources can be coordinated via the Operational Area/County EOC.

- In many cases, evacuation centers, as opposed to shelters, will be sufficient. Evacuation centers provide a more limited level of care, but do not provide overnight accommodations and feeding, and thus require significantly less staffing and resources.
- In a case where local shelters are insufficient, the EOC will coordinate with the State concerning the coordination of sufficient shelter destinations for evacuees, and will ensure the jurisdictions receiving evacuees from an impacted area agree to accept these individuals prior to evacuation. Coordination with any Federal support will be through the Operational Area and the State.
- Mono County will follow State policies and guidelines governing household pet in shelters, and will include household pet care and shelter issues into planning.
- The County is aware that pet owners often prefer their household pets to be sheltered in close proximity to the general population shelter.
- Many Mono County residents may choose to camp-out, sleep in parks, or stay close to their property, rather than go to a County-designated shelter. These people may still have needs and expectations for care and other disaster assistance from government.

3.0 Care and Shelter Planning Considerations

Shelters take significant time to identify, activate, establish and have ready to receive guests. Resources may need to be mobilized as much as 48 hours prior to the start of an evacuation to have sufficient capacity in place once the evacuation order is given. There are Interdependencies between shelters and transportation. The transportation assets needed to carry out evacuation are based on the number of people needing evacuation, availability of privately owned transportation, number of evacuees with special mobility and medical needs, the time available to conduct evacuation operations, and the distance to and availability of shelters. If shelters are located too far away, transportation assets may be able to only make one trip. It is critical to identify shelters for the general population and persons with access and functional needs that are as close as safely possible. The designation and distance to household pet shelters or shelters that will accommodate pets is also important.

The special needs of children must be considered and it is important to recognize their needs during evacuations. In a no-notice evacuation, children could be located in large numbers away from their parents, such as in schools, childcare facilities or other



locations. Reunification of children separated from their parents will be an issue during evacuation and planning must be given to accomplishing this.

Persons with Access and Functional Needs: Access and functional needs may include practical and/or functional assistance in communication, mobility, maintaining independence, and medical care.

Sheltering Animals: There will be requirements for the transportation, sheltering and care of animals, including, but are not limited to, the following:

Service Animals: The ADA defines service animals as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Under the ADA regulations, service animals have access to the same facilities as the humans they serve.

Household Pets: The tracking, staging, transportation, care, feeding, and sheltering of household pets can significantly impact the ability to safely shelter the general population. Mono County will consider alternative methods for owner and pet evacuation, such as identifying and providing locations to which household pets may be evacuated; providing logistical support for the care, immunization, and quarantine of household pets; providing specifications for vehicles that can be used to evacuate household pets; coordinating with private industry for household pet evacuations; and, planning for the co-location of pet shelters near general populations when possible.

Victim Decontamination: The County will retain primary responsibility for victim screening and decontamination operations when necessary in response to a HAZMAT (hazardous materials) incident. Appropriate personnel and equipment must be available. Shelter clients must be decontaminated before entering a general shelter.

Medically Fragile Persons: Such persons need a level of care that is not readily available at the general shelter. A comparison of shelter types is provided in the table below.

Comparison of Shelter Types and Population Designations	
Population Description	Shelter Designation
General Population	General Public Shelter



Comparison of Shelter Types and Population Designations	
People with Access and Functional Needs (aka People with Disabilities and the Elderly, Special needs populations, vulnerable populations)	General Public Shelter
Medically Fragile Persons	Medically Fragile Shelter (for those living independently with care givers) or a Like-Facility (for those living in a care facility).
Hospitalized, acute care patients	Operational hospital when surge capacity exists. Surge Alternate Care Facility.

4.0 Roles and Responsibilities

Conducting mass care and shelter operations is a Mono County responsibility, but there are circumstances that may exceed County capabilities, and support may be provided by the State and/or the Federal government. Requests for assistance will be initiated through the Mono Operational Area to the Cal EMA Southern Regional Emergency Operations Center (REOC). Should the REOC be unable to procure the resources, it will push requests forward to the State or Federal coordination centers. Likewise, private entities have an essential role in the successful evacuation.

All agencies/organizations assigned to the Mono EOC Care and Shelter Unit are responsible for designating and training representatives of their agency, and ensuring that appropriate Action Guides and standard operating procedures (SOPs) are developed and maintained. Agencies must also identify staff and maintain notification procedures to ensure appropriately trained agency personnel are available for extended emergency duty in the Operational Area/County EOC, agency DOC, or field command posts, as needed.

4.1 Department of Social Services

Mono County Social Services is the responsible agency for providing emergency shelters for residents and visitors in the event of a disaster. Social Services is responsible for coordinating actions of shelter operations to:

- Identify mass care and shelter assets and services being employed during a disaster.
- Resolve any major problems or gaps which may surface related to mass care and shelter operations and activities.



The Local Offices of the Department of Social Services are open Monday through Friday, from 8:00 AM to 5:00 PM. There are offices at:

<p>Walker 107384 Hwy 395 Walker, CA 530-495-1262</p>	<p>Bridgeport 85 Emigrant Rd Bridgeport, CA 760-932-5600</p>	<p>Mammoth Lakes 452 Old Mammoth Rd Mammoth Lakes, CA 760-924-1770</p>
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The following list of pre-designated shelters in Mono County will be used as required. All shelter facilities will be evaluated for safety prior to be opened as a shelter.

Benton Community Center 58869 Highway 120 Benton, CA	June Lake Community Center 90 W Granite June Lake, CA	Topaz Convention Center 1979 Highway 395 Gardnerville, NV
Bridgeport Memorial Hall 73 N School St Bridgeport, CA	Mammoth High School 365 Sierra Park Rd Mammoth Lakes, CA	Lee Vining Community Center 296 Mattley Ave Lee Vining, CA
Chalfant Community Center 123 Valley Road Chalfant, CA	Walker Community Center 442 Mule Deer Walker, CA	Mammoth Lutheran Church 379 Old Mammoth Rd Mammoth Lakes, CA
Crowley Lake Community Center 58 Pearson Road Crowley Lake, CA	Topaz Community Center Douglas County Nevada Topaz Ranch Estates, NV	Round Valley Elementary School-Rovana 300 N Round Valley Rd Bishop, CA

The Director of Social Services, or a designee, is the Operational Area/County EOC representative during a disaster and coordinates personnel and resources appropriate to the disaster situation. Specifically, the representative serves as the Care and Shelter Unit Leader in the Operations Section of the Operational Area/County EOC. The Leader gathers mass care and shelter information, and coordinates efforts to provide sufficient support. Support in this effort comes from the ARC and other volunteer organizations.

The Care and Shelter Unit also processes requests from local governments for state mass care and shelter assistance; coordinates potential response actions of the member agencies and organizations. As the primary agency for mass care and shelter events, Social Services will provide assistance in the coordination in the following areas as warranted:

1. On-site assistance to disaster workers and victims
2. Disaster counseling
3. Individual and mass feeding
4. Nursing care
5. Provision of and operation of emergency shelter facilities



6. Assistance in the registration and identification of victims and emergency workers
7. Assistance in administration and supervision of disaster relief operations
8. Distribution sites for provisions of basic needs such as food, water, clothing, etc.

4.2 ARC Los Angeles Region, Mono County

In the case of sheltering, the US Congress has designated the American Red Cross (ARC) as a direct partner with local government in helping to fulfill government's legal responsibility of providing care and shelter for its citizens in a disaster. The partnership between Mono County and the ARC requires cooperative efforts during the preparedness phase to clarify roles and responsibilities. The County may also work in cooperation with other volunteer disaster assistance organizations to provide shelter, care and other disaster relief. Mono County is within the Los Angeles Region of the American Red Cross. The emergency assistance phone number is (855) 891-7325.

ARC's ongoing preparedness activities include identifying and surveying shelter facilities. They will work with school districts and other government agencies to compile and maintain an up-to-date list of designated shelters. They will ensure that Agreements are in Place; for example, it is helpful to have Memorandums of Understanding (MOU) with designated shelter sites to clarify terms of use. The ARC also trains volunteers and professional staff in shelter operations and disaster preparedness education.

During an emergency event, the ARC provides staff and resources for the following tasks at the shelter sites:

- Emergency shelter
- Fixed and mobile feeding
- Emergency first aid
- Behavioral health support
- Disaster welfare inquiry support
- Vouchers for clothing and basic home furnishings
- Family reunification

It may take two or more days before the ARC is fully operational to support all of the complete services on a County-wide basis following a major disaster. For this reason, it is essential to begin preparing for shelter operations whenever there is an imminent threat of an incident, and not wait until the event actually occurs.

ARC manages the Safe and Well system, a locator system for persons affected by a disaster, which provides information about disaster clients to family members outside the disaster area.



During an emergency event, the ARC provides individual disaster assistance to clients that are not in shelters. This includes assistance with emergency food, rent, minor home repairs, clothing, critical medicines, and other essentials of life. In a major disaster where there is widespread damage, the national resources of the ARC may not fully mobilize until a few days after the event. Until such time that the ARC arrives, the County will coordinate the supply of personnel and resources to manage shelter operations.

4.3 Sheriff's Office of Emergency Services

The Mono County Sheriff's Office of Emergency Services (OES) leads the preparedness efforts via shelter plan development, training for the EOC staff, and providing for exercises and other training events.

In an imminent or actual disaster, OES receives and verifies situation reports from a variety of sources and identifies/estimates needs for mass care services, and in turn identifies the potential resources for providing mass care and requests assistance from support agencies.

OES staff members serve as the EOC Coordinator, and as such will support the efforts of the Care and Shelter Unit as requested. For smaller events, or in cases where the EOC is in early activation, OES will initially coordinate with involved support agencies regarding specific mass care site(s) locations that will be used and indicate what route(s) are to be used. OES, as EOC Coordinator, will provide public information on mass care sites, services provided, available routes, and transportation options. They will maintain coordination and communication between the EOC and support agencies. The EOC Coordinator will communicate with State of California Emergency Management Agency (Cal EMA), and keep them apprised of the situation and request additional resources as needed.

4.4 Mono County Health and Human Services, Public Health Department

The general shelter is not designed for medically fragile persons. In coordination with the Operational Area/County EOC, Public Health may need to coordinate resources to support medically fragile persons in the general shelter on a temporary basis, and coordinate their safe transportation to a medical facility or a medically fragile shelter.

This includes emergency medical dispatch, and the coordination of ambulance services. If a Medically Fragile Shelter is established, the Public Health Division will coordinate staff and resources in support of the shelter operations. This includes the coordination of the procurement, allocation and distribution of medical personnel (e.g., public health nurses), supplies, equipment and other resources, as necessary.

Public health support may be needed to prevent the spread of communicable disease and disaster-related illnesses within the shelter.



4.5 Mono County Health and Human Services, Mental Health Department

Mental Health staff resources are typically needed following a disaster and in support of clients in the shelters. Mental Health will make counselors available to shelter facilities to provide mental health services. They will also coordinate resources for the continuation of care, treatment and housing for those clients currently residing within the Mental Health systems that are impacted by the disaster.

4.6 Mono County Social Services, Adult Protective Services

Adult Protective Services (APS) is responsible for preventing or remedying neglect, abuse or exploitation of adults who are unable to protect their own interests because of age or disability. APS should take part in shelter preparedness to ensure best practices for caring for elderly. Sheltered citizens may need advocacy during a disaster.

4.7 Mono County Social Services, Children's Protective Services

Children's Protective Services (CPS) is responsible to provide services for children who are victims of physical abuse, sexual abuse and/or neglect or lack family care (such as without family supervision post disaster). CPS should take part in shelter preparedness to ensure best practices for caring for children. CPS may also need to be involved with providing shelter services during a disaster.

4.8 Mono County Social Services, In-Home Supportive Services

In-Home Supportive Services (IHSS) provides in-home care services to low income elderly, blind and disabled persons. IHSS representative should take part in shelter preparedness to ensure best practices of care for their clients. IHSS caretakers will need to be prepared to accompany their clients to the shelter, and have a plan for ongoing support of the clients.

4.9 Mono County Health and Human Services, Environmental Health Department

In the shelter environment, Environmental Health coordinates sanitation services with regard to food handling, mass feeding, medical and human waste disposal, and other emergency related facilities. They are also responsible to determine the safety of the water supply and the safe use of portable water. They identify, control, and eradicate harmful conditions in the environment.

4.10 Sheriff's Office

The Sheriff's Office assists with coordination of security and law enforcement resources that must be maintained in evacuation, shelter and feeding operation sites within the Operational Area. They may also provide communications services and equipment to shelter facility operators such as hand-held radios and emergency telephones.



4.11 Animal Control

Animal Control coordinates the sheltering of pets during a sheltering event. The ideal location is at the same facility or general area as the general shelter. Animal Control also provides temporary shelter for stray animals including small animals, large farm animals, and exotic animals.

5.0 Non-governmental and Volunteer Organizations

5.1 Local Volunteers and Organizations

Local volunteers from churches, civic groups and other organizations may assist with:

- Selecting and operating mass care facilities.
- Providing food, equipment and supplies to support mass care facilities.
- Providing an orderly transition from mass care to separate family living.
- Providing the basic necessities of life to persons unable to provide for themselves as a result of a disaster, and obtaining temporary housing and other aid for displaced persons.
- Provide counseling and emotional support to shelter clients.

5.2 Schools and School Districts

Schools assist in providing resources such as facilities, food, equipment, and supplies to support mass care facilities. School sites are used only as a last resort, given the typically short duration they are available, and the need to close shelter operations so the facility can be returned to school services.

5.3 Business and Industry

The EOC Facilities Unit of the Logistics Section will coordinate resource requirements from local businesses to meet emergency requirements. Key businesses include hotels, motels, restaurants, warehouses, property management firms, et.al. The priority needs are for facilities for sheltering, storing, and distributing supplies.

6.0 Mono County Fire and EMS Services

The local Fire District is the service provider that ensures the availability of necessary fire prevention equipment for shelters and provides fire watch support to enhance fire safety of buildings/facilities. Fire District personnel can also assist in the determination, control and abatement of health and safety hazards at shelters. Mono County Paramedic Fire Rescue will provide emergency medical and paramedic services at all - shelter locations.



7.0 State and Federal Resources

7.1 Regional Emergency Operations Center

The Cal EMA Southern Region Emergency Operations Center (REOC) acts as a coordination point in the event of a major emergency or disaster. The REOC collects, interprets, and distributes information related to the disaster. It is the liaison point for requests, coordination and prioritization of resource requests from the Operational Area to the State. The REOC is the gateway to the state's assets that are available to support local government in an emergency.

7.2 California Emergency Management Agency

The California Emergency Management Agency (Cal EMA) coordinates overall state agency response to disasters in support of local government. The office is responsible for assuring the State's readiness to mitigate, respond to and recover from natural, manmade, and war- caused emergencies, and for assisting local governments in their emergency preparedness, response and recovery efforts.

7.3 California Department of Social Services

The Director of the California Department of Social Services (CDSS) will serve as the State Director of Care and Shelter and will have the overall responsibility for coordinating state- wide Care and Shelter operations and support requests. The CDSS will serve as the lead agency in coordinating State Agency Care and Shelter response to support local operations; provide departmental personnel and other resources to function in Disaster Assistance Centers (DACs) upon request of the Director of the Cal EMA; coordinate the capabilities of County Social Services Departments (or similar agencies) to respond to the disaster (for mutual aid); and recommend inter-regional transfer of evacuees or resources to equalize distribution of the evacuee case loads.

7.4 Federal Emergency Management Agency

The Federal Emergency Management Agency (FEMA) activates the Federal Emergency Support Function (ESF) #6 – Mass Care, Housing, and Human Services in support of the California Care and Shelter response and local efforts to meet the mass care needs of victims of a disaster. FEMA is designated as the primary agency to coordinate ESF #6 and ARC Los Angeles Region is a supporting agency. Following an emergency, FEMA deploys an Emergency Response Team – National (ERT-N) to the State EOC. The ERT-N is composed of professionals who serve as the initial disaster management team providing assistance to an affected region to coordinate the full range of Federal response and recovery operations in a large, complex event.



8.0 Concept of Operations

8.1 Pre-response and Initial Actions

The Mono County Health & Social Services Department chairs the Care and Shelter sub-Committee of the Disaster Council, which coordinates shelter planning and development of shelter resources.

The Los Angeles Region of the American Red Cross (310-445-9900) identifies, surveys, and maintains a list of contacts for potential shelter sites. The Red Cross also develops and trains its volunteers and government employees to serve as shelter staff. Prior to any event, shelter locations will not be publicized in case those locations are damaged or are not selected for use as shelters.

Transportation vendors and resources will be made aware of their responsibilities for support with moving general population, and especially People with Access and Functional Needs (PAFN), to/from shelter locations in an emergency.

The County will make attempts to alert people, especially PAFNs, in the general population and in licensed care facilities to begin taking actions necessary when an imminent threat is recognized. This may include preparing for evacuation or for sheltering-in-place, depending on the threat specifics. All the alert and warning system available to the County should be used, and the TDD system specifically for those with hearing limitations.

8.2 Care and Shelter Coordination

8.2.1 General Population Shelters

The County Department of Health & Social Services and/or the County Office of Emergency Services, as well as any of the municipalities in the operational area, will open General Population shelters as needed. Social Services and OES will coordinate with ARC Los Angeles Region to coordinate volunteers, food services, cots, blankets and other supplies to the shelter sites.

General population shelters must be ready to server people with access and functional needs. While ARC and other shelter volunteers are trained to support PAFN in general, additional support may be requested from the shelter site as the level of need becomes apparent. The EOC (or Social Services DOC) will be activated to support the needs of the shelter via specialized staffing and resource requests.

Shelter staff members will include those trained to triage incoming clients. Those needing more care than can be provided in the shelter will be transferred to a medically fragile shelter or a medical facility; the EOC (or Social Services DOC) will coordinate transportation resources. In some cases, clients may need to be supported as best they can by available shelter workers until alternative transportation and facilities come available.



8.2.2 Shelters for Medically Fragile

Medically fragile persons are those that cannot survive without a caregiver for an extended period. Those that live in a care facility are best sheltered in place (if possible), or else transferred to a like facility(s) in a safe area. If unable to relocate their clients to a like facility, caregivers may evacuate their clients to an established medically fragile shelter. Caregivers will support their clients at the shelter with personnel and special equipment.

8.3 Public Information Regarding Shelters

Shelter locations will be announced to the public via the media and emergency communications systems once the shelter sites have been activated.

8.4 EOC and Social Services DOC Coordination of Services

Shelter support and evacuee transportation will be coordinated by the Operations Section of the County or Operational Area EOC responsible for the shelter. Regional Medically Fragile Shelters will be coordinated with the California Office of Emergency Services, Southern Region and the California Department of Health. Throughout the emergency, the OA EOC will continue to coordinate with shelter operations organizations (e.g., ARC, privately operated shelters, etc.) through the ARC to track the status and operation of shelters and individuals in those shelters. Shelter populations may fluctuate until they begin to permanently decline, depending on the emergency specifics. The Care and Shelter Unit will continue to coordinate until shelter needs no longer require the support; they will also continue to utilize its standing agreements with volunteer organizations to find support for people with disabilities and the elderly (PWDE) in shelters.

9.0 Shelter Support for People with Access and Functional Needs

9.1 American Red Cross

PAFNs in the shelters will be supported by the Red Cross shelter team. Trained staff will conduct a functional assessment of PAFN as they arrive at public shelters. This assessment will evaluate the functional needs of the client, and ensure that their needs can be supported within the general shelter. The shelter triage unit may also direct PAFNs to alternate location (e.g. a medically care facility or medically fragile shelter) should their needs supersede the support capabilities of the shelter. In some cases a Personal Assistant (PA) is needed to support PAFN in the shelter. If PAs are needed, the EOC (or Social Services DOC) will coordinate these resources to the shelter.

9.2 Functional Assessment Service Support Team

If PAFN mass care needs supersede the locally available staffing resources, a request for mutual aid can be made for Functional Assessment Service Support Team (FAST)



resources once a local emergency has been declared. FAST is typically incorporated as part of the shelter team, with the overall goal to support PAFN to maintain their independence in the shelter. As such, FAST assist with initial intake at shelters, and may continue to serve in shelters as needed. The FAST Leader helps determine if Personal Assistants (PAs) are needed to support PAFNs in the shelter. If PAs are needed, the EOC (or Social Services DOC) will coordinate resources to the shelter.

The Mono OA EOC may transfer FAST members to other shelters as needed. FAST members may become Personal Assistants temporarily if they are qualified to fulfill that role until other PA caregivers arrive. Key activities of the FAST include:

- Accessibility to the facility and auxiliary aids services within the shelter
Alternative forms of communications (TTD/TTY, pictographs, large print)
- Reception registration and identification
- Triage of PAFNs shelter clients including physical and mental health needs
- Prescription medication management assistance
- Provision for in-shelter service animals
- The ARC tracks the status of shelter operations and the populations staying in shelters. The OA EOC Care and Shelter Unit activates the Social Services shelter support for PAFNs from its list of qualified individuals and directs them to shelters as needed.

9.3 Non-Profit Agency Support

Local non-profit organizations may be activated both to supply resources to the shelters, and to act as a conduit to find local resources as requests are received from the shelters. Sheltering support requests for PAFNs that cannot be met locally by ARC or other sources will be directed to the Operational Area EOC Care and Shelter Unit as a mutual aid request to be sent to the REOC.

10.0 Post Response/Shelter Closure

Once the initiating emergency has ended, returning the shelter site to its original purpose is a first priority. Volunteers will need to be released, bedding resources must be cleaned and returned to ready status, and expendable resources must be restocked. Shelter clients will begin transition back to their homes or, in some cases, to long term alternates. Those who arrived in their personal vehicles will be able to leave as soon as possible. Others will need transportation to their home, a mass transit terminal, or an alternate facility, and this will be coordinated via the EOC. A reasonable schedule will be established to transition the shelter facility back to its original state, and all shelter clients must be moved. For clients that have severe hardship (e.g., those who have lost their homes and/or are in severe financial hardship), the EOC will support their receiving additional services outside of the shelter environment. If the disaster was significant,



Federal and State disaster relief agencies will become heavily involved in providing financial aid to disaster victims. Disaster Assistance Centers will be set up to coordinate the delivery of these services. County officials and private agencies still have responsibility for phasing out the mass care facilities and assisting displaced persons in obtaining temporary housing and other aid. The sooner they can be moved back to normalcy in their homes or care facility, the better.



APPENDIX A: ACRONYMS

ADA	Americans with Disabilities Act
APS	Adult Protective Services
ARC	American Red Cross
ASL	American Sign Language
Cal EMA	California Emergency Management Agency
CBO	Community Based Organization
CDSS	California Department of Social Services
CPS	Child Protective Services
DAC	Disaster Assistance Center
DME	Durable Medical Equipment
DOC	Department Operations Center
DSW	Disaster Service Worker
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERT-N	Emergency Response Team - National
ESF	Essential Support Function
FAST	Functional Access Service Support Team
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
IHSS	In-Home Supportive Services
JIC	Joint Information Center
ILC	Independent Living Center
MOU	Memorandum of Understanding
NGO	Non-Government Organization
NIMS	National Incident Management System
OA	Operational Area
OES	Office of Emergency Services
PA	Personal Assistant
PAFN	People with Access and Functional Needs
PIO	Public Information Officer
PWDE	People with Disabilities and the Elderly
REOC	Regional Emergency Operations Center
SEMS	Standard Emergency Management System
SOP	Standard Operating Procedure



APPENDIX B: DEFINITIONS

<p>People with Access and Functional Needs</p>	<p>A function-based definition, instead of the "special needs" label, reflects the capabilities of the individual, not the condition, label or medical diagnosis. Individuals in need of additional response assistance may include those who:</p> <ul style="list-style-type: none">• Have disabilities (e.g., with sight, speech, hearing, intellectual comprehensive, or cognitive abilities).• Live alone or have limited community support.• Do not live in institutionalized settings (and thus are not in a community that provides its own emergency planning).• Are elderly.• Are unaccompanied children.• Are from diverse cultures.• Are transportation disadvantaged (e.g., do not own vehicle, cannot drive vehicle, or need specialized vehicle to be transported).• Use wheelchairs, power wheelchairs, motorized scooters and are capable of transferring themselves.• Have mild to moderate muscular diseases with a stable or assisted gait.• Have a special diet.• Have artificial limbs or prostheses.• Use mechanical devices such as pacemakers, implanted defibrillators or insulin pumps.• Have visual, hearing or speech impairments or whose first language is not English.• Have managed, non-acute behavioral or mental health illnesses.
<p>Medically Fragile Persons</p>	<p>People that need medical care support in daily activities; this support typically includes a caregiver, and include durable medical equipment. Such persons may have dementia, Alzheimer's, a psychiatric condition, or a contagious disease. Such individuals need trained caretakers and are better cared for at a designated care facility or a medically fragile shelter until they can be transferred to a facility. Hospital out-patients fall into this category. Those who fit this description include:</p>



	<ul style="list-style-type: none">• People with medical conditions that require professional observation, assessment and maintenance, such as:<ul style="list-style-type: none">▪ routine injections▪ IV therapy▪ wound care▪ in-dwelling drainage or feeding tubes▪ respiratory therapy or assistance with oxygen▪ dependent upon electrical medical devices▪ insulin-dependence needing blood sugar monitoring and injections• People with chronic conditions who require assistance with activities of daily living and need a caregiver present. For example: a person whose mental status requires continuous monitoring and a secure environment, or an incontinent person that requires catheterization or bowel care.• People with regular need for medications and/or regular vital sign readings that are unable to do so without professional assistance.• Someone who requires the level of care beyond the basic first aid level provided at the general population shelter.
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MASS EVACUATION ANNEX

1.0 Purpose

The Mono County Mass Evacuation Annex provides an overview of mass evacuation functions, roles and responsibilities, guidelines and overall support for the coordination of local, State, and Federal agencies in the evacuation of large numbers of people. Emergencies or disasters in Mono County may require the mass evacuation of people and animals from hazardous areas to locations of safety and lower risk. Most evacuations will be local in scope, and actions will be initiated following a decision by the County Sheriff-Coroner, or Mammoth Lakes Chief of Police. In such cases, the evacuation will be coordinated and administered by local government officials. During any local government administered evacuation not requiring activation of the State Operations Center (SOC), State assistance may be provided by various State agencies under normal statutory authority through coordination by the California Emergency Management Agency (Cal EMA).

1.1 Situation

Mono County is located in the east central portion of California to the east of the Sierra Nevada between Yosemite National Park and Nevada. The CA Department of Finance projected 2011 population was 14,309. The county seat is Bridgeport. The only incorporated town in the county is Mammoth Lakes, which is located at the foot of Mammoth Mountain. The county has a total area of 3,131.80 square miles, of which 3,044.40 square miles (97.21%) is land and 87.40 square miles (2.79%) is water, primarily lakes, rivers, and streams. The elevation in Mono County ranges from approximately 6,500 to 11,053 feet above mean sea level at the summit of Mammoth Mountain.

The major highways in Mono County are U.S. Routes 6 and 395, and State Routes 108, 120, 167, 182, and 270. Public transportation is provided by the Eastern Sierra Transit Authority operates intercity bus service along U.S. 395, as well as local services in Mammoth Lakes. Service extends south to Lancaster, California (Los Angeles County) and north to Reno, Nevada. The Yosemite Area Regional Transit System (YARTS) also runs along U.S. 395 from Mammoth Lakes to Lee Vining before entering Yosemite National Park. General aviation airports in Mono County include Bryant Field near Bridgeport, Mammoth Yosemite Airport and Lee Vining Airport. Mammoth Yosemite Airport has commercial air service to Los Angeles International Airport on a seasonal (December to April) basis.

Mammoth Mountain in the town of Mammoth Lakes is one of the largest ski areas in the U.S. In summer, the ski runs become mountain biking trails at one of the most extreme mountain biking experiences in the U.S. June Mountain, near the town of June Lake, is a favorite of snowboarders, families and backcountry skiers. Cross-country skiing, snowshoeing, ice-climbing, backcountry skiing, snow-play, dog sledding and



snowmobiling are other popular winter activities. Mono County and the Eastern Sierra are considered to be prime fly and bait fishing territory, due to its clear water and numerous lakes and streams. Hiking, horseback riding and wilderness pack trips, backpacking, cycling, motor touring, off-roading, camping, orienteering, golfing, kayaking, water-skiing, jet-skiing, rock-climbing and bouldering are popular summer activities.

Mono County hosts approximately 1.5 million visitors a year, according to a Department of Economic Development & Special Projects report titled Economic & Fiscal Impacts and Visitor Profile of Mono County Tourism in 2008, January 2009. Of these visitors, 70.7% are from California, while 10.8% are international tourists. 64% of tourists had previously visited Mono County in the past three years. Visitors from Central California and Southern California were more likely to be repeat visitors at 83% and 76%, respectively. 78% of visitors are considered “leisure” visitors, with the majority of them, 82%, visiting in winter. Of all tourists, 94% visited Mono County for outdoor recreation.

1.2 Assumptions

- All responses will be made in accordance with SEMS and NIMS guidelines and requirements.
- The decision to evacuate or shelter-in-place will normally be made at the incident (SEMS Field Level) depending on the nature of the incident and in accordance with existing plans and protocols.
- The incident may cause significant disruption to the area’s critical transportation infrastructure, hampering evacuation operations.
- Mass evacuations will take into consideration the varying capabilities of the County or local jurisdiction and assisting and cooperating agencies within the Operational Area.
- Adequate lead time (up to 72 hours) may be required to activate plans prior to the time an evacuation is likely to be ordered. Resources may need to be mobilized as much as 48 hours prior to the start of evacuations to have sufficient capacity in place once the evacuation order is given.
- State, tribal, and local governments recognize there is substantial need to coordinate with Federal support agencies on population movement, and will ensure the Governor(s) of State(s) receiving evacuees from an impacted area agree to accept these individuals prior to evacuation.
- There are limitations and variables in weather forecasting, tracking and warnings making it extremely difficult to commit costly resources days ahead of a potentially disastrous storm.
- An accurate assessment of the need to initiate the mass evacuation process will include the following factors:
 - The ability of the County to effectively evacuate within its jurisdiction using its own resources, including routes, resources, and sheltering.



- The need to coordinate the evacuation operations with one or more jurisdictions or state and federal agencies, requiring a regional response.
- The determination of the percent of the population that will not have personal means of evacuation.
- The determination of the percent of the population that will have access and functional needs and may require additional support or assistance.
- Some events requiring evacuation will have little to no warning.
- Mono County will incorporate household pet issues into evacuations recognizing that most households have at least one household pet and many individuals will not evacuate without their pets.

This annex may be implemented when the jurisdiction is required to evacuate, or when the jurisdiction is receiving evacuees from another jurisdiction.

2.0 Areas of Responsibility

2.1 Local Government Responsibility

The local government has primary responsibility and authority for evacuation planning and for the transportation, sheltering, public safety, and security of persons and non-Federal property within their respective jurisdictions. The unique challenges during a mass evacuation could require the local government to request additional assistance from the State, from other States, or from the Federal Government. If the jurisdiction's own resources are insufficient or inappropriate to respond to the evacuation situation, a request will be made through Cal EMA Regional Office for assistance pursuant to mutual aid and assistance compacts. Local governments are also given responsibilities to protect the health and safety of their citizens including and to provide first responders.

2.2 State Responsibility

The specific roles of State governments in evacuations can vary, but in general, State laws provide the Governor authority to declare an emergency and assume extra powers and responsibilities to protect the health and safety of the citizens of the State. These specific powers relating to an evacuation include:

- Create, amend, or rescind rules or directives to provide the necessities of life or supplies and equipment.
- Direct State and local law enforcement officers, to include State/Title 32 National Guard units.
- Prescribe evacuation routes, transportation modes, and destinations.
- Control ingress and egress to the disaster area and the occupancy of premises in the disaster area.
- Order, direct, compel, or recommend an evacuation.



3.0 Concept of Operations

Mass evacuations should be conducted in a logical progression from the initial stages of an incident through reentry. The sequence of progression includes, Operational Concepts, Evacuation Assessment, Public Alert and Warning, Evacuation Operations, Post Evacuation Support, and Reentry of Evacuees. Additionally, a mass evacuation requires particular attention to the coordination at each level between the evacuating jurisdictions; the receiving jurisdictions; and the assisting jurisdictions.

3.1 Operational Concepts

This Evacuation Annex supports the Mono County Emergency Operations Plan by providing basic protocols and dictating general roles and responsibilities in activation to an emergency that includes a mass evacuation. The Annex also describes how resources will be coordinated within the county. The overall objectives of emergency evacuation actions include:

- Expedite the movement of people from hazardous areas
- Institute access control measures to prevent unauthorized people from entering vacated, or partially vacated, areas
- Provide for evacuation to appropriate evacuation points, reception processing sites, and shelters
- Provide adequate means of transportation for people with access and functional needs
- Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other agreements
- Control evacuation traffic
- Account for the needs of individuals with household pets, livestock, service animals during an evacuation
- Provide initial evacuation warnings/notifications, ongoing information, and reentry communications to the public through the Joint Information Center
- Assure the safe reentry of the evacuated people

3.2 Evacuation Hazards

Mono County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards that may require an evacuation include earthquakes, avalanche, flooding, volcanic eruption, wildfires, and dam failure. There are also manmade threats that could cause the need to evacuate such as a hazardous materials release or gas pipe explosion, mass casualty transportation incident, public health emergency and terrorism. Section 2 of the EOP summarizes these hazards in greater detail.



3.3 Vulnerability Rating

A vulnerability rating of the threats to Mono County is shown below. Criterion used to complete the assessment was determined from information in the MEA:

- List the natural and man-made hazards facing the county
- Determine the probability of occurrence: likely, possible, or unlikely. Determine the threat to lives and property: high, average, or low
- Determine the disaster rating; multiply probability x threat factor.

DISASTER THREAT	PROBABILITY OF OCCURRENCE			THREAT FACTOR			DISASTER RATING (Probability x Danger)
	Likely (3)	Possible (2)	Unlikely (1)	High (3)	Average (2)	Low (1)	
Seismic Hazards	3			3			9
Wildland and Structural Fires	3				2		6
Volcanic Hazards		2		3			6
Flooding, Storm, or Dam Failure		2			2		4
Avalanche Hazard	3					1	3
Mass Casualty Transportation Incident		2				1	2
Hazardous Materials Release		2				1	2
Public Health Emergencies		2				1	2
Terrorism			1			1	1

3.4 Evacuation Assessment

The decision on whether to activate the EOC and respond to an emergency at any level is contingent on understanding the potential threat and conducting a situational assessment. The key tasks that must be completed are to collect and evaluate the existing data, assess the potential threat, plan for ongoing monitoring and evaluation of the threat, and begin media reporting and rumor control. The situation assessment will be conducted by key personnel from county departments depending on the type of potential threat.

Examples of threats that could grow in severity to the point of requiring evacuations of populations include:



- Weather reports that include flood watches or warnings, and/or storms that may bring large amounts of rain
- Credible long-term predictions of earthquakes with aftershocks or volcanic eruptions
- Wildland fire that is moving in the direction of populated areas
- Avalanche warnings (Code Red)
- Dam failure advisories
- Long-term or hazardous materials releases or incidents that are worsening, or affecting downwind populations
- Warning of terrorist attack

Additional activities may take place following the situation assessment but before the evacuation:

- Coordinate information with local, regional, state or federal entities as needed.
- Begin media advisories to address threat and correct rumors.
- Emergency Services Director notifies EOC staff of timetable and staffing needs for potential activation of the EOC.

Evacuations are decided on a case-by-case basis, although there are situations that may provoke the County's decision to evacuate. An evacuation will likely cause turmoil within a community and potential economic loss, separation of family members, possible injuries, and in the worst case, loss of life.

Some threats that would cause an evacuation can be easily predicted, but there are others where there is little or no warning and immediate evacuation and activation of emergency services is critical. Evacuations begin and are managed at the lowest level possible. For example, the Town of Mammoth Lakes will have the initial responsibility for evacuations within their jurisdiction, but if the incident escalates beyond the capability of the Town, then the County will implement evacuation measures and the County EOC will be activated at the appropriate level.

Evacuation operations in the field will be managed and conducted by the Sheriff's Department and other affected law enforcement agencies, whether local, state, or federal. The Sheriff's Department may be supported by key departments and agencies such as Animal Control, Fire Protection Districts, Health Department, Public Works, Social Services, Caltrans, the CA Highway Patrol, National Park Service, U.S. Forest Service, and the Mammoth Mountain Resort, depending on the type of incident, location, population and area of evacuation.



3.5 Authority for Evacuation Order

Although the decision to alert the public of a hazardous incident and to evacuate an affected area can be made by the fire department, the authority necessary to carry out these actions usually rests with law enforcement. California law authorizes peace officers to restrict access to any area where a menace to public health or safety exists due to a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster. Refusal to comply is a misdemeanor. (Penal Code 409.5) In Mono County, the Sheriff-Coroner; Mammoth Lakes Chief of Police; California Highway Patrol, an officer or employee of the Department of Forestry and Fire Protection designated a peace officer ((g) of Section 830.2); an officer or employee of the Department of Fish and Game designated a peace officer ((e) of Section 830.2); and the local Public Health Officer, if the calamity creates an immediate menace to the public health, can give the order to close areas to the public and inferably to order an evacuation.

Advisory Evacuation

An Advisory Evacuation Notice is issued when conditions exist which indicate a Mandatory Evacuation order may be given in the near future. The threat to lives is not yet imminent, but due to the potential for rapidly changing conditions to develop into a serious threat, the public is advised to prepare for the issue of a Mandatory Evacuation order. Residents are advised to leave the area. (Those with special evacuation needs, such as care facilities or those with special transportation needs are particularly encouraged to leave as soon as possible after the Advisory Evacuation is issued.) Businesses are advised to take whatever precautions they deem necessary for protecting equipment and/or inventory. Access to the area under an Advisory Evacuation is unrestricted. Advisory Evacuations may also be issued when a Mandatory Evacuation order has been lifted in an area but the conditions in the area remain subject to rapid change and could again become serious.

Mandatory Evacuation

A Mandatory Evacuation is ordered when conditions exist that seriously imperil or endanger the lives of those in a defined area. The danger is imminent. All non-essential persons are ordered to immediately leave the area via the described evacuation routes. Generally, residents will not be forcibly removed from their own property; however, those found to be on the property of another, or on a public roadway, may be subject to arrest or removal from the area. Once out of the area, people (including residents) will not be permitted to return until conditions permit. Any non-essential persons found by officials traveling through, or loitering in, the area will be escorted out and not permitted to re-enter the area. Those interfering with the disaster response are subject to arrest. In the case of an actual evacuation, notification would be made as to which highway(s) to use. Once an evacuation order is given, it is critical that the public information system provide clear instruction through all available alert and warning systems and mechanisms.



3.6 Public Alert and Warning

3.6.1 Alert and Warning Systems

No one system exists that can quickly alert and warn every citizen of an evacuation emergency. Effective public alert and warning will be accomplished only through the use of multiple systems. Most people will evacuate if given clear directions and warnings, but there are some that will refuse to evacuate no matter how dangerous the situation. Public alert and warning is necessary to increase public awareness of an impending threat, and to provide clear instructions should an emergency situation require the need for evacuation. In fact, the vital first step of a successful evacuation in Sacramento County is contingent on timely public alerting that allows the public the opportunity to safely move to non-impacted areas.

Mono County takes part in the following alert and warning systems:

- Code Red (a community notification system)
- Emergency Alert System
- California Health Alert Network – an electronic alerting and notification system
- Antelope Valley Information System / Crowley Area Information System
- Fire Protection Districts siren alert systems
- Television and radio messaging – Mammoth Lakes

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the population within their jurisdiction. Government officials accomplish this using various warning systems and devices that can originate or disseminate information from a central location that is staffed 24 hours a day, typically the dispatch center.

The Emergency Alert System is designed for the broadcast media to disseminate emergency public information.

In Mono County, the EAS is administered under the authority of the Sheriff of Mono County. Any official requesting an EAS warning or message will request such through the Sheriff's Office Watch Commander. Messages in Mono County will be disseminated through the Sheriff's Communications Center. The message must be a voice message that can be prerecorded.

The Local Primary (LP1) station is Mono County Sheriff's Office (153.860 MHz). The LP1 will monitor:

- a. KKOH 780 kHz Reno NV
- b. NWS 162.575 MHz Reno NV (Conway Summit)
- c. KMMT 102.3 MHz Mammoth Lakes, CA



d. KIBS 100.7 MHz Bishop, CA

The LP2 station for Mono County is KMMT 102.3 MHz. The LP2 station will monitor:

- a. KIBS 100.7 MHz Bishop, CA
- b. Mono Co SO 153.860 MHz Bridgeport, CA
- c. NWS 162.575 MHz Reno NV (Conway Summit)

Both fire and sheriff vehicles are equipped with loudspeaker systems. The loudspeakers are useful in making announcements for public alerts, for directing traffic, and in warning people not to enter areas. The vehicle loudspeakers are the best way to give instant directions to the public that may not be near a radio or TV during late night hours when most people are sleeping and wouldn't see EAS alerts, or away from their phones (for Code Red alerts), or during power outages.

In the case of emergencies these vehicles can drive through a neighborhood and make announcements to evacuate, shelter-in-place, or report to a designated area; they can also make an all-clear announcement once the emergency is over. These vehicles are under the control of the Incident Commander (IC) of the incident. The IC should coordinate messages and activities with the EOC and the JIC. All vehicles must transmit the same message via the loudspeakers to avoid confusion. Messages must be direct and simple. The Public Information Officer (PIO) will ensure that evacuation information is disseminated to the media on a timely basis. Instructions to the public such as traffic routes to be allowed, location of temporary reception centers, as well as situation updates will be issued as that information becomes available.

3.6.2 Alerting and Warning People with Access and Functional Needs (PAFN)

Specialized alert and warning systems are in place to address the PAFN population. The Mono County Social Services Department, along with the Health Department, will lead the PAFN alert and warning, working in coordination with other PAFN supporting agencies, programs and organizations such as IHSS, Mental Health Crisis, school superintendants and local community businesses. Many of the PAFN entities have current client lists with detailed information regarding needs, locations and contact information.

Depending on the situation, numerous forms of alert and warning may be required to reach the entire population, including those without hearing, eyesight or speak a different language. The types of important information to deliver to access and functional needs populations include the location of shelters and food, availability of transportation, and health care locations and availability. Considerations for these specific populations will be addressed prior to a disaster event and communicated to the affected populations.



The challenge is to be sure these persons receive the emergency information and have the time and support they need to evacuate. Early proactive evacuation is the key. Furthermore, pre-emergency planning with persons who may have special needs, as with all citizens, is critical should the need for an evacuation arise. When there is a need for alert and warning information to be disseminated to the public, immediate considerations for the PAFN population include:

- Evaluate the disaster affected or potentially affected area to determine the population demographics.
- Coordinate with the County Public Information Officer (PIO) to disseminate appropriate information.
- Coordinate PIO information with the PAFN Unit Leader in the County EOC (who is from the County Department of Health and Human Services) to ensure all populations are considered.
- Utilize all available public information dissemination methods for deaf,
- blind, foreign language and all other PAFN populations including:
 - TDD/TDY (for foreign language translation)
 - Mental Health client list
 - In Home Support Services (IHSS) client list
 - Superintendent of schools

3.7 Evacuation Operations

3.7.1 Evacuation Area Definition

The definition of the area to be evacuated will be determined by those officials recommending the evacuation based on the advice of appropriate advisory agencies. In all cases, the hazard situation will be continually monitored in case changing circumstances, such as a wind shift, require redefinition of the actual potentially affected area. The command authority will ensure that the evacuation area is defined in terms clearly understandable by the general public and that this information is provided to the Public Information Officer for rapid dissemination. Any evacuation affecting multi-jurisdictional areas or a large segment of the population will be coordinated through the Mono County Operational Area.

3.7.2 Public Notification

Persons to be evacuated should be given as much warning time as possible.

Pre-evacuation Warning: On slow-moving events, pre-evacuation notice should be given to affected residents if it appears that hazardous conditions may warrant such action. Residents should be advised that they might have to evacuate on thirty (30) minutes notice or less.



Evacuation Warning: All warning modes will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of law enforcement and fire emergency vehicles moving through the affected area with sirens and public address is usually effective. However, if used, this procedure should be communicated to the public in advance to preclude public confusion concerning the use of these vehicles. When used, vehicles should be employed in pairs. The first will get the attention of the people; the second will deliver the evacuation message.

Door-to-door notification should be considered, particularly in sparsely populated areas. Residential and health care institutions will be notified directly by the EOC or on-scene authorities. Law enforcement personnel will sweep the evacuated area to ensure all persons have been advised and have responded. Persons who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been provided for; then, time permitting, further efforts will be made to persuade those who chose not to evacuate.

3.7.3 Special Facilities

Facilities which are expected to require special planning, and resources to carry out evacuations include hospitals, day-care centers, institutions for the handicapped or disabled, assisted living facilities, and nursing homes. All facilities of this type within the area to be evacuated will be warned of the emergency situation.

3.7.4 Movement

It is anticipated that the primary evacuation mode will be private vehicles. Actual evacuation movement efforts will be conducted by the law enforcement agencies involved. The Planning Section will select evacuation routes at the time of the evacuation decision. Movement instructions will be part of the warning and subsequent public information releases. If possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Law enforcement communications will coordinate use of wrecker services needed to clear disabled vehicles. Public Works will provide traffic control devices such as signs and barricades.

3.7.5 Access Control

In an evacuation, the problems of access control and area security become extremely important. Access control points will need to be established on roadways to control access to the area at risk. This not only delineates the evacuation route, but reduces the number of people that may be exposed to hazards. Law enforcement agencies will establish a perimeter control to provide security and protection of property left behind. Fire Department personnel will take measures to ensure continued fire protection.

The access control points can be manned or unmanned when personnel shortages occur. Law enforcement officers normally perform their duties at the manned points and public works normally drops off barrier material at the unmanned sites. When selecting the specific access control points, they should be prioritized to activate the control



points on major corridors first. Disaster Area Access Permits will be used to limit sightseers.

3.7.6 Transportation Requirements

The transportation function is responsible for ensuring the evacuation of all affected populations by providing resources to transport those individuals and households that do not have the means to self-evacuate, and ensuring sufficient transportation assets, including accessible transportation assets, are available. Under the Americans With Disabilities Act, transportation providers must permit passengers with disabilities to be accompanied by their service animals.

Under the Americans With Disabilities Act, transportation providers must permit passengers with disabilities to be accompanied by their service animals. Schools, medical facilities and care facilities will undertake evacuations using their own resources, and not rely on governmental or public resources (e.g., ambulances or Paratransit). The facilities are responsible for transportation of the persons in their care. These facilities must not rely on the County for transportation assistance

Transportation agencies play a significant role in evacuation planning and operations. The State department of transportation, in coordination with the highway patrol or State police, may institute measures to limit or control the flow of traffic on Federal and State highways to expedite the evacuation from the affected area. Operators of buses from transit agencies and school districts may be used to transport evacuees who are without access to personal vehicles. Any means of tracking evacuation measures, such as Intelligent Transportation Systems technologies, portable cameras, and traffic count detectors, can provide critical feedback on evacuation operations. Variable message signs can be deployed quickly to guide evacuees, and through emergency radio broadcasts State and local transportation agencies can provide updated information to evacuees and officials to facilitate the evacuation. Information for the public should be made available in English and in alternate languages and formats as may be required for the local population.

Fuel

The fuel function is responsible for ensuring that adequate fuel supplies (primarily gasoline and diesel fuels) are available in an evacuation. Considerations include availability of fuel for individuals who are self-evacuating, availability of fuels for government-supplied transportation vehicles, and provision of fuel to emergency response vehicles along evacuation routes.

3.7.7 Evacuation Routes and Capacities

Primary evacuation routes in Mono County include U.S. Highway 395, which runs north-south. U.S. Highway 395 provides the route to Carson County and Reno, Nevada, to the north and to San Bernardino and Los Angeles to the south. U.S. Highway 6 crosses the southwest portion of the county, from U.S. Highway 395 to central Nevada. State Highways 120 and 108 run east to west over the Sierra Nevada, providing access to the



California Central Valley and the coast. These major routes along with access roads to community areas, and internal community street systems could be subject to closure by avalanches, landslides, snow, fog, and flooding prohibiting travel. The developed areas of Wheeler Crest, Lundy Lake, Virginia Lakes and Twin Lakes all have only one access route.

Transportation and Shelter Interdependencies

There are interdependencies between transportation of evacuees and the establishment of shelters. Transportation means for a mass evacuation is based on the numbers of people needing evacuation, availability of privately owned transportation, numbers of evacuees with special mobility and medical needs, the time available to conduct operations, and the distance to (and availability of) shelters. If shelters are located too far from embarkation points, transportation assets (buses and aircraft) cannot be recycled and may only make one trip during the operation. As a result, the distance traveled may reduce capacity to evacuate exponentially. It is critical to identify and pre-designate general and special needs population shelters as close to the embarkation points as safely possible. The designation and distance to household pet shelters or shelters that will accommodate pets are equally important to the success of an evacuation.

3.7.8 Environmental Contamination

Evacuation efforts may be impacted when they are taken in response to a large-scale hazardous materials (HAZMAT) incident. Evacuation decision makers should consult with available officials as appropriate regarding the location of embarkation sites and evacuation routes. In the event of victim contamination, Mono County will retain primary responsibility for victim screening and decontamination operations when necessary in response to a HAZMAT incident. Appropriate personnel and equipment must be available. Without appropriate decontamination and proof of decontamination, neighboring States/jurisdictions may resist accepting evacuees/patients that are contaminated.

3.7.9 Communications

Information Technology will:

Oversee the design, implementation, training, maintenance, and restoration of voice (radio and telephone) and data (Local Area and Wide Area computer networks) communication systems, to support emergency operations.

Oversee the design, implementation, training, maintenance, and restoration of automated applications and associated data, to support emergency operations
Serve as automated data processing (ADP) computer support for all hardware and software.

Inter-jurisdictional and inter-agency coordination will be conducted using available communications equipment and infrastructure.



4.0 Post Evacuation Support

Between the period of evacuating the affected population and reentry of the population to the area and their homes, or continuing to long-term sheltering, the population needs to be supported and cared for. Accommodations must be made for citizens with access and functional needs, including assistance in mobility, communication, maintaining independence, and medical care.

4.1 Family Reunification

It is critically important to recognize the special needs of children during mass evacuations. In an evacuation with no notice, children could be gathered in large numbers from schools, childcare facilities, summer camps, hospitals, or other locations, away from their parents. Reunification of children to their parents is a critical issue that must be given consideration immediately after an evacuation. It is important to implement a tracking system, much like that used for patient tracking, to reunite unaccompanied minors with their parents or guardians. Children that are not reunited with a parent or guardian will need to be referred to Child Protective Services.

4.2 Care and Sheltering

Mono County's Department of Social Services is the primary agency for coordinating the care and shelter of people during an evacuation event. The Red Cross will assist Social Services and work in coordination with the County to provide essential support to operate shelters. People with disabilities are not necessarily in the vulnerable populations / special needs category, as many disabled are completely self-sufficient and/or prepared to evacuate. Many people who are otherwise self-sufficient may have special needs due to short-term issues, such as physical or mental health issues, temporary resource shortage (e.g., fuel, transportation), et. al.

- Approximately 80% of the evacuating populations will find their own accommodations, whether through hotel lodging or by staying with friends and family.
- Approximately 20% of the evacuating populations will need some level of care and shelter until they can return to their home, find shelter with friends or family, or find alternative sheltering.
- A list of shelters exists that outlines sheltering resources. Each shelter has a basic operating plan to support its maintenance as a shelter.
- Evacuees will be provided with public information in the shelter concerning the emergency.
- There may not be sufficient in-county sheltering to meet the needs of an evacuation. A catastrophic incident may require evacuations out of the county, and shelters in adjacent and near-by counties may be requested to support Mono County.



- Depending on the area and impact of the incident, many of the county's shelters may also be affected by the incident and will not be available.

4.3 Animal Evacuations

The requirements for transporting and arranging for shelter and care of animals when they need to be relocated from their homes are of significant importance. There are special evacuation requirements for each category of animals within the NRF:

Service Animals: The ADA defines service animals as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Under the ADA regulations, service animals have access to the same facilities as the humans they serve.

Household Pets: Planning for and accommodating household pets as a component of mass evacuations is critical. History demonstrates that many residents will refuse to evacuate or resist rescue if they are forced to leave their household pets behind. Therefore, without advance planning, the tracking, embarkation, transportation, care, feeding, and sheltering of household pets can significantly impact the ability to safely evacuate the general population.

Pets will typically be kept in areas adjacent to the shelters of their owners. Some designated shelters have pre-designated pet areas. Companion animals will be kept in shelters with their owners.

If necessary, DHS/FEMA, in coordination with State, tribal, and local governments, will assist in identifying and providing locations to which household pets may be evacuated; providing logistical support for the care, immunization, and quarantine of household pets; providing specifications for vehicles that can be used to evacuate household pets; and coordinating with private industry for household pet evacuations.

4.4 Medical and Health Support for Evacuees

The responsibility for the initial public health response to an emergency event rests with local government. The Department of Health and Human Services, Public Health Department has the primary responsibility for:

- Preserving life and minimizing risk to health.
- Establishing existence, distribution, and determinants of a public health threat. Maintaining a disease surveillance program, initiating appropriate public health interventions and preventive measures.
- Initiating record keeping and tracking systems.



- In the event of a large-scale evacuation, coordinating the triage of evacuees prior to their boarding mass transit vehicles in order to determine the most appropriate destination.
- Coordinating release of health-related information to the public, government officials, and emergency response personnel.
- Restore/maintain essential public health and medical services.
- In coordination with other appropriate agencies and/or departments, determining when environments have been rendered safe.
- Providing medical care in area shelters.

In certain circumstances Medical Shelters can be established for evacuees with medical care needs. Medical shelters are short-term shelters of last resort for those persons who have evacuated from their communities with medical conditions that can be supported in a medical shelter, and who cannot make other provisions to have their needs met during an evacuation or displacement. These shelters should be closed within seven to ten days if possible. Caring for medical evacuees is a local responsibility supported by local public health, regional and state agencies, local emergency management, and voluntary organizations. The level of services and care provided in medical shelters are meant to sustain the health and well-being of medical evacuees during the response phase of a disaster, and are not intended to provide acute and/or invasive-level care. Individuals who receive care at an institution (hospitals, nursing homes, or intermediate care facilities) should be evacuated by facility-to-facility transfer.

5.0 Reentry of Evacuees

The EOC Director will initiate reentry into evacuated areas based on the input from the Incident Commander, and in consultation with the EOC Operations Chief. Before reentry the area must be confirmed to be safe and secure. An assessment must be completed to verify that citizens can return to the evacuated area.

Once an evacuated has been lifted and the area has been established as safe for reentry, persons who have evacuated will be allowed to return to their homes. Reentry points will be staffed by law enforcement who will limit entrance to residents and those with official business in the area. Volunteers will have a role in providing services and assistance to returning evacuees during this reentry and recovery phase. Those in shelters will have access to mass transit resources to support their transportation needs back to their homes.

Reoccupation of an evacuated area requires the same consideration, coordination, and control of the actions undertaken in the original evacuation. The Emergency Services Director or Incident Commander will make the re-entry decision/order after the threat has passed and Fire, Law Enforcement, Public Works, and/or Building Division personnel have inspected, for safety, the evacuated area. Some specific re-entry considerations are:



- Ensure that the threat, which caused the evacuation, is over;
- Ensure that homes have been inspected to determine if they are safe to re-occupy;
- Determine the number of persons in shelters who will have to be transported back to their homes;
- If homes have been damaged, determine the long-term housing requirements;
- Coordinate traffic control and movement back to the area; and
- Inform the public, through the PIO, of proper re-entry actions, particularly precautions they should take with regard to reactivating utilities.
- In addition, issue proper cleanup instructions, if necessary.

Persons who enter into an evacuated or restricted area in violation of an evacuation order may be arrested for Failure to Obey a Law Enforcement Officer.

6.0 Organization and Assignment of Responsibilities

Mass evacuations, like all emergency operations in the State of California, occur within the context and under the authority of the mandated plans and response systems that describe coordination within and between multiple levels of government response. Operations will follow the framework of SEMS, NIMS, and ICS adhering to the six organizational levels: field response, local government, operational area, region, state, and federal. The Mass Evacuation Annex assigns general responsibilities for emergency functions and actions to carry out an evacuation. The following departments and associated responsibilities are not exclusive or inclusive and additional tasks may be assigned.

6.1 Law Enforcement

- Mobilize law enforcement personnel and materiel resources to fulfill the law enforcement mission
- Prepare emergency control plans and train personnel in emergency control functions
- Coordinate with other law enforcement entities
- Manage and control selected evacuation routes
- Maintain law and order during evacuation
- Control traffic along the evacuation routes
- Control and limit access to the scene of the incident
- Assist in selection of evacuation routes and return routes
- Manage evacuation of prison facilities



6.2 Fire Suppression and Rescue

- Direct fire suppression and rescue personnel
- Direct the use and control of all explosives and hazardous materials and demolition of buildings or structures
- Supervise and control all petroleum, chemicals, and related pipelines
- Retain administrative authority for supervision of personnel and equipment provided by other divisions or jurisdictions
- Direct all emergency medical resources at the emergency, and transport casualties to definitive care facilities

6.3 Transportation Departments

- Mobilize personnel and material resources to fulfill the mission of the department
- Support coordination of planning for evacuation routing, signage, barricades, and towing
- Provide for the movement of people and supplies
- Establish public transportation facilities

6.4 General/Fleet Service Agencies

- Provide fuel for fire and police vehicles, emergency generators and non-emergency vehicles (unless police and fire manage their own vehicle fleet fueling operations)
- Maintain fuel sites for response operations
- Maintain a list of fuel vendors and fuel sites
- Maintain agreements with outside agencies for the emergency provision of fuel

6.5 Public Works Departments

- Maintain and repair infrastructure
- Remove waste and debris and provide support to search and rescue operations
- Plot infrastructure maps
- Install appropriate signage, traffic control devices, and barricades
- Assist in decontamination
- Restore vital facilities and in-facility utilities

6.6 Utility Agencies and Companies

- Assess condition and services of water, electric, gas, telephone, and cable
- Ensure the area can be evacuated and re-entered in a safe manner
- Re-establish service to affected areas and restore vital utilities



6.7 Community Development Department; Building and Planning Divisions

- Provide damage assessments and conduct engineering investigations
- Identify imminent and potential hazards and coordinate the demolition of buildings identified as present, imminent, extreme, and immediate hazards
- Investigate and determine the extent of damage to buildings and structures, advising other agencies and individuals regarding the condition of buildings or sites, and on the use of temporary bracing, shoring, barricading, and other safety measures
- Supervise mutual aid engineers, inspection staff, and mutual aid building inspectors / certified volunteers from other city/county departments

6.8 Public Health Department

- Evacuation operation of functional needs and hospital populations
- Public health information and advice
- Assessment and evaluation of evacuees
- Crisis counseling
- Decontamination
- Operation of first aid stations

6.9 Social Services Department

- Supports shelter staff needs
- Assists with access and functional needs populations
- Department of Children and Family Services (DCFS)
- Assists unaccompanied minors
- Kinship care services

6.10 Economic Development & Special Projects

- Manage and distribute donations of large quantities of resources in the Operational Area through coordination with the affected communities
- Restore infrastructure and facilitate economic recovery in Mono County

6.11 American Red Cross

- Providing food (including for emergency personnel), shelter, emergency first aid, disaster welfare information, and bulk distribution of emergency relief items
- Support public health and medical services by providing blood, mental health services, and disaster health services, among other support functions
- Provide assistance in locating missing people, and help those affected by disaster to access other available resources



- Provide recovery assistance, including donations management, mobile feeding, applicant registration, as well as counseling and language interpretation for non-English speaking persons.

6.12 Schools and School Districts

- Serve as short-term sheltering locations
- Provide response staging sites
- Coordinate with school districts and boards
- Coordinate evacuations of schools
- Provide transportation assistance
- Provide shelter assistance



PUBLIC HEALTH ANNEX

1.0 Medical Emergencies

Incidents with public health and medical impact often require the coordinated involvement of emergency medical services, public health, environmental health, and private health care providers. Key incident characteristics must be quickly determined and communicated in order to establish a common operating picture that informs response priorities, e.g., a bus rollover resulting in mass casualties at a single site requires a markedly different response than an evolving infectious disease outbreak that has regional or statewide impact for an extended period.

1.1 Incident Types

A Sudden Incident with Casualties is a mass casualty incident (MCI) or event (MCE) that generates priorities for immediate on-scene triage (utilizing START (Simple Triage and Rapid Treatment) protocols), and transport and medical care for acute injuries. Typical characteristics of this type of event are short duration, a finite number of patients commonly limited to specific or definable sites, time-critical patient injuries (e.g., traumatic injuries, inhalation injuries) and a limited risk for dramatically escalating patient numbers beyond initial casualties. This medical surge might overwhelm the local EMS system and/or healthcare facilities, and require the opening of Field Treatment Sites (FTS) for 24-48 hours while arranging for final patient destinations. An example in this category is a bomb explosion or multi-vehicle accident.

A Sudden Incident with Casualties and Associated Hazardous Materials and Persistent Public Health Threat can present complicated response requirements for Public Health and Medical System entities necessitating a measured and coordinated response effort. This is a mass casualty event that generates priorities for scene, responder and community safety, patient decontamination, triage, treatment and transport all within the context of a persistent threat that must be contained and mitigated. Typical characteristics of this type of event are short duration with a finite or unknown number of initial patients limited to a specific site that may increase in size (geographical area) and number of casualties if the hazardous material release is not quickly contained. Public health threats may persist after initial casualties have been managed and transported from the scene(s). Examples in this category include a chemical weapon release or industrial accident.

An Evolving Incident with Casualties may evolve slowly over time and produce an escalating number of casualties and/or health impact. Typically these incidents are not site specific, may not be generated by a definable incident, and may be long-term in duration. These incidents may require sustained response efforts from many Public Health and Medical System entities, with special focus given to health



care surge capacity, surveillance, threat identification, containment and mitigation. Examples include release of bioterrorism agents, clandestine radiological exposure or communicable diseases such as pandemic influenza.

An *Incident without Casualties* may occur which does not immediately produce casualties but has the potential to impact public health and produce casualties. An example is contamination of food or water supply or an event involving bioterrorism agents or hazardous materials.

1.2 Unusual Event and Emergency System Activation

An *Unusual Event* may be self-limiting or a precursor to emergency system activation. Broadly defined, an unusual event significantly threatens or impacts public health, environmental health or emergency medical services. The specific criteria for an unusual event include any one of the following:

- The incident significantly impacts public health or safety (or significant impact is anticipated);
- The incident leads to disruption of the Public Health and Medical System (or disruption is anticipated);
- Resources are needed beyond the capabilities of Mono County or those available through pre-existing agreements, memoranda or contracts, e.g., day-to-day assistance, automatic aid, Memoranda of Understanding, and other types of emergency assistance agreements;
- The incident produces media attention or is politically sensitive;
- The incident leads to a Regional or State request for information; and
- Any time increased information flow from Mono County to the State will assist in the management or mitigation of the incident's impact.

Emergency System Activation occurs when Mono County activates any aspect of its Health Department Operations Center Plan (DOC) or when an event leads to activation of its Emergency Operations Plan (Mono County EOP).

2.0 Health and Medical Incident Level

The *Health and Medical Incident Level* is based on the need for health and/or medical resources to effectively manage the incident. There are three categories based on the level of unmet need:

Level 1

Requires resources or distribution of patients within Mono County only or as available from other Operational Areas through pre-established emergency assistance agreements (including day-to-day agreements, memoranda of understanding or other agreements/contracts).



Level 2	Requires resources from Operational Areas within Region 6 beyond pre-established emergency assistance agreements (including day-to-day agreements, memoranda of understanding or other agreements/contracts), and may include the need for distribution of patients to other Operational Areas.
Level 3	Requires resources or distribution of patients beyond Region 6. This may include resources from other Mutual Aid Regions, State or federal resources.

2.1 Level 1 Health and Medical Incident

A Level 1 Health and Medical Incident can be adequately mitigated using available health and/or medical resources from within Mono County or by accessing resources from neighboring Operational Areas through pre-established day-to-day agreements (formal and informal).

During Level 1 Incidents, a variety of response partners may be involved depending on the nature of the incident, including local Emergency Medical Services providers, Mono County Health Department, Mono County Environmental Health Department, and other Public Health and Medical System participants. The Medical and Health Operational Area Coordinator (MHOAC) Program should be notified of Level 1 Health and Medical Incidents, including the need for accessing resources through pre-existing agreements and day-to-day relationships, and assist in their acquisition as necessary.

Level 1 Health and Medical Incidents may be classified as unusual events, or may require emergency system activation, including activation of DOCs or EOCs, in Mono County. This would include incidents where the initial scope appears to be limited to public health or medical matters, without other simultaneous emergency such as fire, flood, or hazardous materials incident, AND, external support can be managed utilizing existing staff. Situations could also occur in which only the Medical and Public Health Branch of the EOC would be opened, in which the initial scope is directly related to some non-health/medical incident, such as fire or flood or hazardous materials incident, AND, the public health/medical role is limited.

2.2 Level 2 Health and Medical Incident

A Level 2 Health and Medical Incident requires health and/or medical resources from other Operational Areas within Region 6 beyond pre-existing agreements, and may include the need for distribution of patients to other Operational Areas. During a Level 2 Health and Medical Incident, health and medical resource requests should be coordinated by the MHOAC Program.

Level 2 Health and Medical Incidents may require emergency system activation, including activation of DOCs AND EOCs, in Mono County and Region 6. Level 2 Health and Medical Incidents will typically require assistance from the RDMHC/S program within Region 6.



2.3 Level 3 Health and Medical Incident

During a Level 3 Health and Medical Incident, the need for health and/or medical resources exceeds the response capabilities of Mono County and Region 6. This determination is made from an assessment of health and/or medical resources relative to current and expected demands. As with Level 2 Health and Medical Incidents, requests for health and/or medical resources are coordinated by the MHOAC Program. In accordance with the Standardized Emergency Management System (SEMS), Level 3 Health and Medical Incidents will lead to activation of DOCs/EOCs in Mono County, Region 6, and State of California.

If there is a clear need for significant out-of-region resources, or if communication with the affected area(s) is unavailable, State and/or federal government response agencies may begin mobilizing and positioning resources while awaiting local requests.

3.0 Health and Medical System Status

While the designation of Health and Medical Incident Level (1, 2 or 3) describes the need for resources, it may not reflect the impact of an emergency on the overall health and medical operations within Mono County.

Similar to the Health and Medical Incident Level, it is important to use established guidelines to monitor and communicate the impact of an emergency on health and medical operations within Mono County. See below for a color-coded system describing conditions along a continuum from normal daily operations to major disaster. This color-coded system can be used to describe the overall status of the Public Health and Medical System or the status of a particular aspect of the Health and Medical System, e.g., health care facility status. The Health and Medical Situation Report allows a color-coded status designation for all major reportable categories.

Health and Medical System Status	Condition
Green	<p>No assistance is required.</p> <p>The local system is operational and in usual day-to-day status.</p>
Yellow	<p>No assistance is required.</p> <p>The local system is operational and managing the incident using Mono County resources or pre-existing agreements.</p>
Orange	<p>No assistance is required.</p> <p>The local medical-health system is providing modified services using Mono County resources or pre-existing agreements. "Modified" services are defined as a change in the expected normal day-to-day</p>



Health and Medical System Status	Condition
	activities/services, e.g., alternate space usage within a hospital. Requests for program flexes from regulatory agencies may be needed.
Red	Assistance is required from within Region 6.
	The local medical-health system is providing limited services. "Limited" services are defined as a partial cessation of normal day-to-day activities resulting in inadequate or restricted service.
Black	Major assistance is required from beyond Region 6.
	The local medical-health system is impaired and unable to provide expected services. "Impaired" is defined as the inability to provide expected services.
Gray	Unknown.



Chart 1: Information Flow During Unusual Events

- ◄ - - - - ► Information flow in compliance with regulatory, statutory and program requirements.
- ◄ — — — — ► Notification and Health and Medical Situation Report.
- ◄ - · - · - ► Direct notification of Cal EMA State Warning Center in compliance with statutory and regulatory requirements (e.g., HazMat spills and releases).

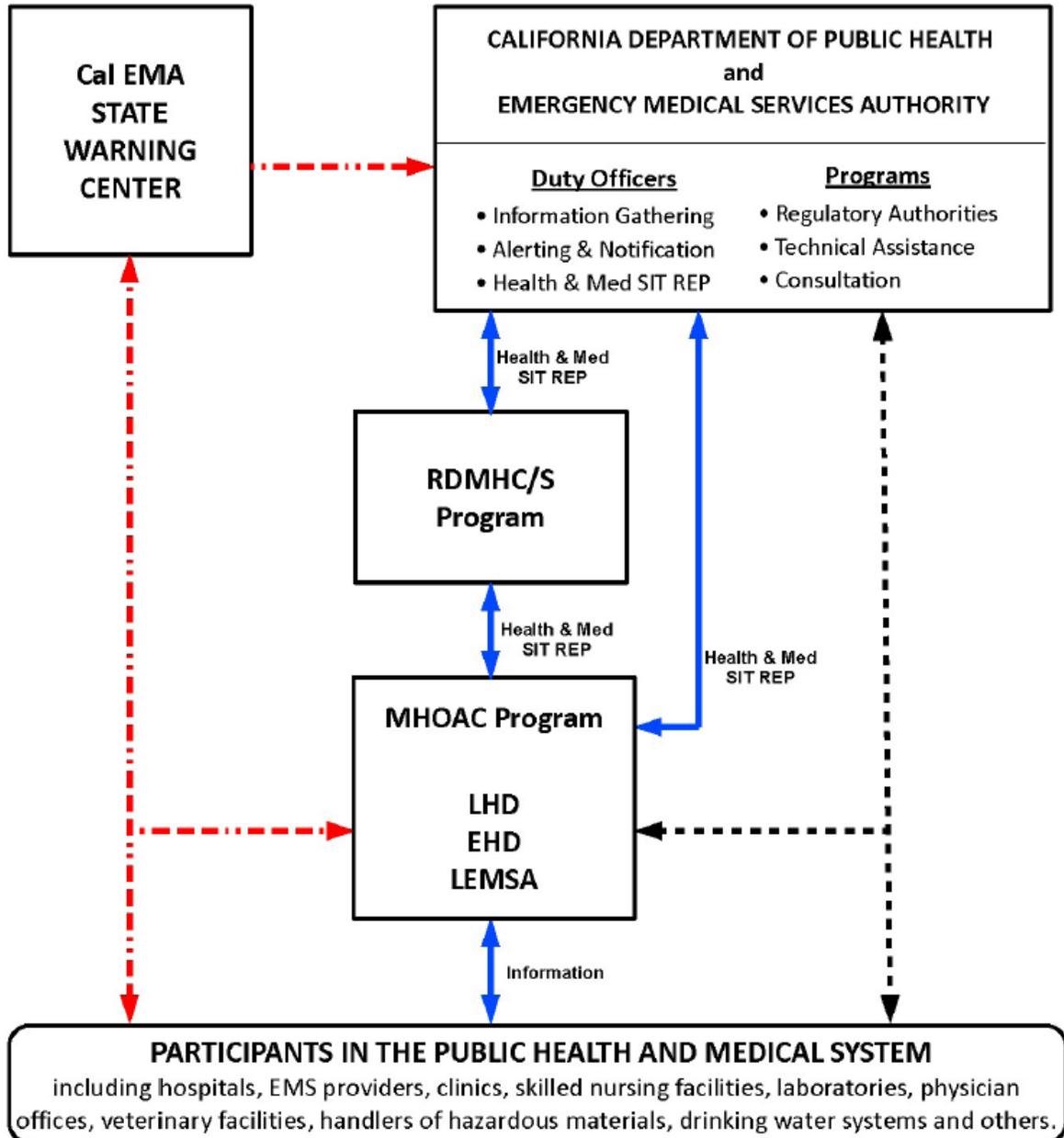




Chart 2: Information Flow During Emergency System Activation

- ◄-----► Information flow in compliance with regulatory, statutory and program requirements.
- ↔ Notification and Health and Medical Situation Report.
- ↔ Emergency Management Incident Reporting, inclusive of Health & Med Situation Report

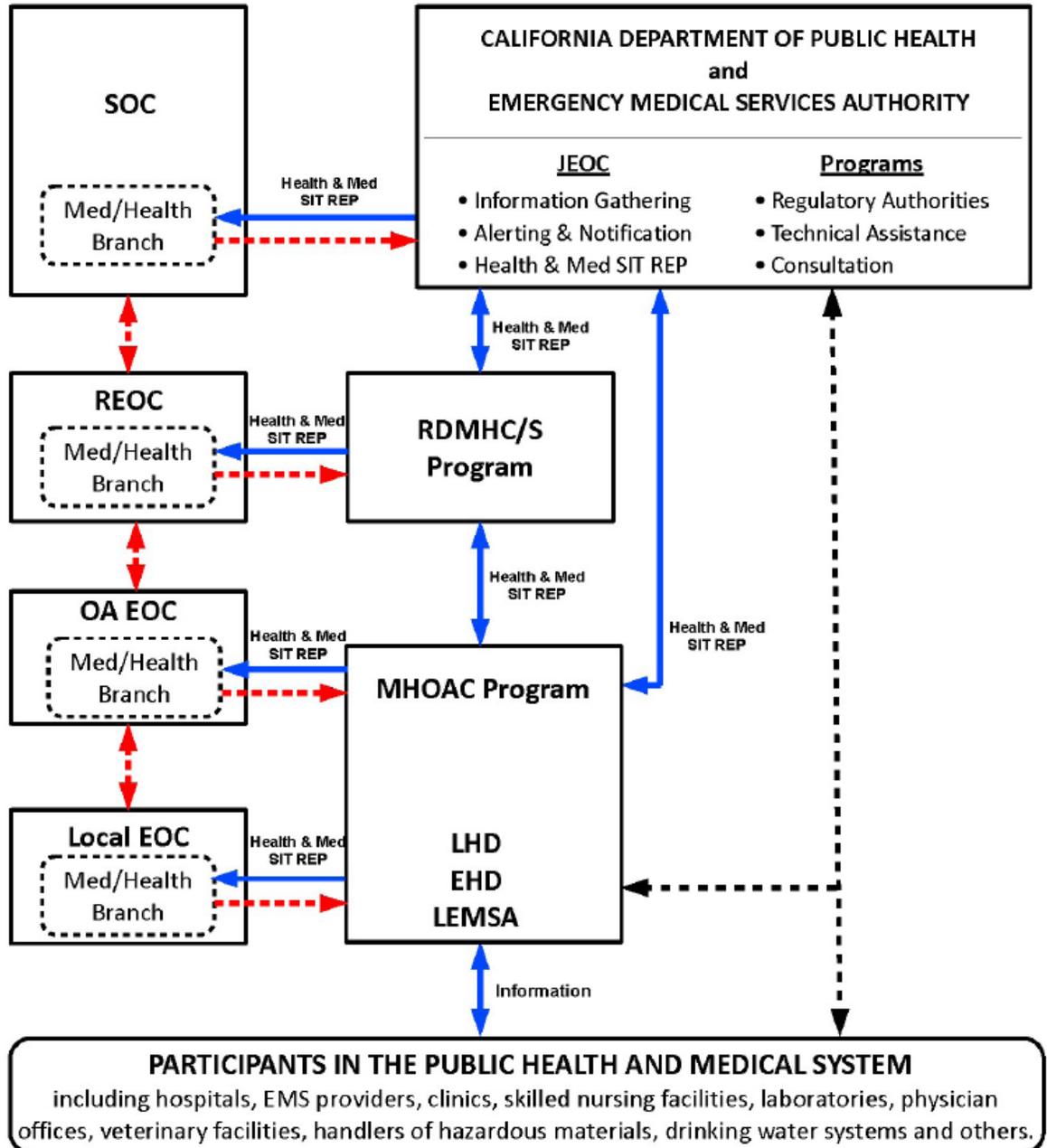
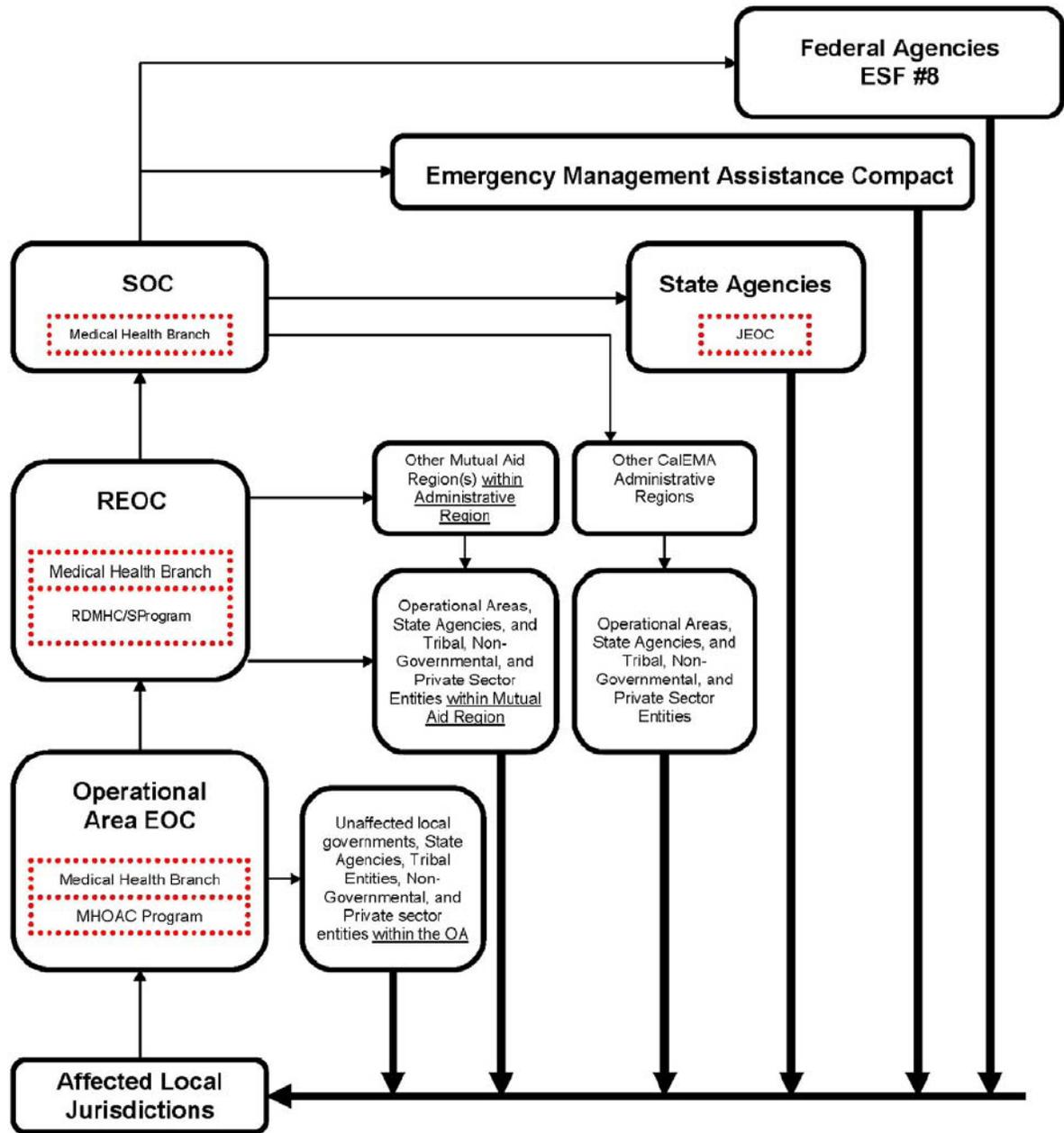




Chart 3: Flow of Resource Requests and Assistance During Emergencies





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