

# **Modoc County**

## **Emergency Operations Plan**

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**Modoc County  
Emergency Operations Plan  
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Appendices**

**Section III: Appendices**

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## 1.0 Authorities and Legal References

Disaster response and recovery operations will be conducted as outlined in accordance with the enabling legislation, plans, and agreements listed below:

### 1.1 Federal

- A Guide to Federal Aid Disasters (DAP – 19)
- Army Corp of Engineers Flood Fighting (Public Law 84-99)
- Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2009
- Consolidated Appropriations Act, 2008, Public Law 110-161
- Debris Removal Guidelines for State and Local Officials (FEMA DAP -15)
- Digest of Federal Disaster Assistance (DAP – 21) Robert T. Stafford Act
- Disaster Mitigation Act of 2000, Public Law 106-390
- Emergency Act of 1988 (Public Law 93-288), as amended
- Executive Order (EO) 12148, Federal Emergency Management, dated July 20, 1979, as amended
- Executive Order (EO) 12656, Assignment of Emergency Preparedness Responsibilities dated November 18, 1988
- Executive Order 13166, *Improving Services for Persons with Limited English Proficiency*, August 11, 2000
- Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness*, July 26, 2004
- Federal Civil Defense Act of 1950 (Public Law 920, as amended)
- Federal Communications Corporation (RACES)
- Federal Response Plan (FEMA)
- Homeland Security Act of 2002, 6U.S.C. 101, et seq., as amended
- Homeland Security Presidential Directive 8, Annex I, *National Preparedness*, December 17, 2003
- Homeland Security Presidential Directive 8, Annex I, *National Planning*, February, 2008
- National Security Presidential Directive 51/Homeland Security Presidential Directive 20, *National Continuity Policy*, May 4, 2007
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)

- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295
- Presidential Decision directive (PDD) a67, Enduring Constitutional Government and continuity of Government Operations, dated October 21, 1998
- Presidential Homeland Security Directive – 5, February 28,2003
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- The National Security Act of 1947, dated July 26, 1947, as amended

## **1.2 State**

- CA Hazardous Material Incident Contingency Plan
- CA Oil Spill Contingency Plan
- California Code of Regulations Title 19, Chapter 2, subchapter 3, §2620 Et. Seq.
- California Department of Water Resources Flood Control (California Water Code 128—128)
- California Emergency Plan
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code)
- California Government Code §8558(c0, Chapter 7 of Division 1 of Title 2
- California Government Code§8593.3 Integration Access and Functional Needs
- California Government Code §8607, §-8644 Et. Seq.
- California Government Code Section §8638, Lines of Succession
- California Master Mutual Aid Agreement
- Debris Removal Guidelines for State and Local Officials
- Digest of State Disaster Assistance – California Disaster Assistance Act
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, title 19, Article 3, 2720-2728 of the California Code of Regulations) & (California Health & Safety Code, Division 20, Chapter 6.95, Section 25503.5)
- Orders & Regulations which may be selectively promulgated by the Governor during a State of Emergency
- SEMS Guidelines
- SEMS Regional (CCR – 2400)

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 21 of the California Code of Regulations)

### 1.3 Modoc County Code

#### 1.3.1 Emergency Organization Sections:

- §2.40.010 Purpose of provisions
- §2.40.020 Emergency defined
- §2.40.030 Disaster council – Created – Membership
- §2.40.040 Disaster council – Powers and duties
- §2.40.050 Director and assistant director of emergency services – Offices created
- §2.40.060 Director and assistant director of emergency services – Powers and duties
- §2.40.070 Emergency organization
- §2.40.080 Emergency plan
- §2.40.090 Expenditures
- §2.40.100 Acts constituting misdemeanors designated – Penalty

**§2.40.010 Purpose of provisions.** The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this county in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this county with all other public agencies, corporations, organizations, and affected private persons. (Ord. 136-A §1, 1973)

**§2.40.020 Emergency defined.** As used in this chapter, “emergency” means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the county, requiring the combined forces of other political subdivisions to combat. (Ord. 136-A §2, 1973)

**§2.40.030 Disaster Council – Created – Membership.** The county disaster council is created, and shall consist of the following:

- A. The chairman of the board of supervisors, who shall be chairman;
- B. The director of emergency services, who shall be vice-chairman;
- C. The assistant director of emergency services;

- D. Such chiefs of emergency services as are provided for in a current emergency plan of the county, adopted pursuant to this chapter;
- E. Such representatives of civic, business, labor, veterans, professional or other organizations having an official emergency responsibility, as may be appointed by the Board of Supervisors. (Ord. 136-A §3, 1973)

**§2.40.040 Disaster Council – Powers and duties.** It shall be the duty of the county disaster council, and it is empowered, to develop and recommend for adoption by the board of supervisors, emergency and mutual-aid plans and agreements, and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chairman or, in his absence from the county or in-ability to call such meeting, upon call of the vice-chairman. (Ord. 136-A §4, 1973)

**§2.40.050 Director and assistant director of emergency services – Offices created.**

- A. There is created the office of director of emergency services.
- B. There is created the office of assistant director of emergency services, who shall be appointed by the director.
- C. The board of supervisors may by board order or resolution and in lieu of provisions of subsections A and B of this section, designate the sheriff as director of emergency services pursuant to Article 1.1, Chapter 2, Part 3 of the Government Code (commencing with Section 26620). If the sheriff is so designated, he shall appoint an officer of the sheriff's office as assistant director who shall assume the duties and responsibilities of the director in the latter's absence. (Ord. 136-C, 1989; Ord. 136-B, 1986; Ord. 136-A §5, 1973)

**§2.40.060 Director and assistant director of emergency services – Powers and duties.**

- A. The director of emergency services is empowered to:
  - 1. Request the board of supervisors to proclaim the existence or threatened existence of a "local emergency" if the board of supervisors is in session, or to issue such proclamation if the board of supervisors is not in session. Whenever a local emergency is proclaimed by the director, the board of supervisors shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;
  - 2. Recommend that the chairman of the board of supervisors request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency;
  - 3. Control and direct the effort of the emergency organization of the county for the accomplishment of the purposes of this chapter;
  - 4. Direct cooperation between and coordination of services and staff of the emergency organization of the county, and resolve questions of authority and responsibility that may arise between them;

5. Represent the county in all dealings with public or private agencies on matters pertaining to emergencies, as defined in this chapter;
6. In the event of the proclamation of a “local emergency” as herein provided, the proclamation of a “state of emergency” by the Governor or the Director of the State Office of Emergency Services, or the existence of a “state of war emergency,” the director is empowered:
  - a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the board of supervisors,
  - b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property, and to bind the county for the fair value thereof and, if required immediately, to commandeer the same for public use,
  - c. To require emergency services of any county officer or employee and, in the event of the proclamation of a “state of emergency” in the county or the existence of a “state of war emergency,” to command the aid of as many citizens of the county as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers,
  - d. To requisition necessary personnel or material of any county department or agency, and
  - e. To execute all of his ordinary power as veteran’s service officer, all the special powers conferred upon him by this chapter, or by resolution or emergency plan pursuant hereto adopted by the board of supervisors, all powers conferred upon him by any statute, by any agreement approved by the board of supervisors, and by any other lawful authority.
- B. The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the board of supervisors.
- C. The assistant director shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of the county, and shall have such other powers and duties as may be assigned by the director. (Ordinance §6, 1973)

**§2.40.070 Emergency organization.** All officers and employees of the county, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may, by agreement or operation of law, including persons impressed into service under the provisions of subsection A6c of Section 2.40.060, be charged with duties incident to the protection of life

and property in this county during such emergency, shall constitute the emergency organization of the county. (Ord. 136-A §7, 1973)

**§2.40.080 Emergency plan.** The county disaster council shall be responsible for the development of the county emergency plan, which plan shall provide for the effective mobilization of all of the resources of the county, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the board of supervisors. (Ord. 136-A §8, 1973)

**§2.40.090 Expenditures.** Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of Modoc County. (Ord. 136-A §9, 1973)

**§2.40.100 Acts constituting misdemeanors designated – Penalty.** It shall be a misdemeanor, punishable by a fine of not to exceed five hundred dollars, or by imprisonment for not to exceed six months, or both, for any person, during an state of war emergency, state of emergency, or local emergency, to:

- A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this chapter;
- B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of the county, or to prevent, hinder or delay the defense or protection thereof;
- C. Wear, carry or display, without authority, any means of identification specified by the emergency agency of the state. (Ord. 136-A §10, 1973)

**Resolutions:**

**96-12           Adopts Standardized Emergency Management System (SEMS)**

**02-48           Designates Director of Emergency Services and Deputy  
Director to apply for and manage federal grants.**

**06-27           Adopts the National Incident Management System (NIMS)**

## 2.0 Continuity of Government

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the County of Modoc, the special districts within the county, and the City of Alturas continue to function as government entities. A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event that incumbents are unable to serve.

### 2.1 Lines of Succession

Section §8635-8644 of the California Government Code provides for the legislative and executive departments of the political subdivision ***during a state of war emergency, a state of emergency, or a local emergency*** to have the power to appoint the following stand-by officers: governing body and chief executive officers.

This article also provides for the succession of officers who head departments responsible for maintaining law and order or for furnishing public services relating to health and safety. The chart below designates succession to assure continued functioning of governments and county departments in the event the governing body, including standby officers, is unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads.

#### Modoc County Lines of Succession in a Declared Emergency

FUNCTION/ DEPARTMENT	TITLE/POSITION
<b>Elected Officials</b>	Appointed by BOS as vacated: State Civil Code §8635-8644
Assessor	Administrative Assistant
	Senior Appraiser
Auditor/Recorder/Clerk	Assistant Auditor
	Auditor Accountant II
	Accounting Technician
Board of Supervisors	Ca. Govt. Code 25060: Governor fills position
District Attorney	Assistant District Attorney
Sheriff/Coroner/Emergency Services Director	Undersheriff
	Deputy Director of Emergency Services
	Sergeants
Treasurer/Tax Collector	Assistant Treasurer
	Assistant Tax Collector
<b>Departments</b>	
Chief Administrative Officer	Assistant County Administrative Officer/Safety Officer

<b>FUNCTION/ DEPARTMENT</b>	<b>TITLE/POSITION</b>
Agriculture Commissioner	Deputy Agriculture Commissioner
Building and Safety Officer	CAO Appoints
CalWorks Program Manager	Support Services Administrator
Environmental Health Director	Sr. Environmental Health Specialist
Health Services Director	Deputy Director Public Health
	Public Health Nurse
	Deputy Director of Behavioral Health
Information Technology Director	Information System Analyst
Library Director	Technical Services Coordinator
Natural Resources Director	CAO Appoints
Planning Director	Associate Planner
Probation Chief	Asst. Chief Probation Officer
Public Works Officer	CAO Appoints
Roads Commissioner	Deputy Road Commissioner Superintendent
Social Services Director	Program Manager - Eligibility
	Fiscal Officer
	Supervising Social Worker
Veteran's Services	CAO Appoints
Watermaster	Asst. Watermaster

## **2.2 Reconstitution of the Governing Body**

Section 8635 et seq., Article 15, Chapter 7, Division 1, Title 2 of the California Government Code establishes a method for reconstituting the governing body. Section 8644 authorizes that, should all members, including all standbys, be unavailable, temporary officers shall be appointed by the chairman of the board of the county in which the political subdivision is located or by the chairman of the board of any other county within 150 miles.

Section 8642 of Article 15 requires local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include determining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services.

Section 23600 of the California Government Code provides that the Board of Supervisors shall designate alternative county seats that may be located outside county boundaries. A resolution designating the alternate county seats must be filed with the Secretary of State and additional seats may be designated subsequent to the original site designations if circumstances warrant.

## **2.3 Alternate Facilities**

In the event of the loss of facilities for government, the Board of Supervisors, in conjunction with the Chief Administrative Officer, will select temporary sites that are suitable for the incident. Possible sites could be located in Adin, Canby, Cedarville, and/or Likely. The Sheriff/Director of Emergency Services has Memorandums of Understanding that identify facilities.

## **2.4 Protection of Vital Records**

In the County of Modoc, each county department is responsible for the preservation and protection of its own vital records. Departments should evaluate their policies and practices to assure that records, within budgetary constraints, are duplicated with backup copies stored off-premises in a secure location.

Vital records are defined as the following:

- those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, articles of incorporation, and historical information
- those records essential for emergency response and recovery operations, including utility system maps, emergency supply and equipment locations, emergency operations plans and procedures, and personnel rosters.
- those records essential to the re-establishment of normal Modoc County government functions to include the constitutions, charters, statutes, ordinances, court records, official proceedings and financial records of Modoc County.

## **2.5 Emergency Organization**

Modoc County Code §2.40.070 states that all officers and employees of the county, together with those volunteer forces enrolled to aid during an emergency, and all groups, organizations and persons who may, by agreement or operation of law, including persons impressed into service under the provisions of subsection A6c of Section 2.40.060, be charged with duties incident to the protection of life and property in this county during such emergency, shall constitute the emergency organization of the county. (Ord. 136-A §7, 1973)

## **2.6 Disaster Service Workers**

**Definition:** Under California Government Code Section 3100: “. . . 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.” Under Labor Code Section 3211.92: “.(b) ‘Disaster service worker’ includes public employees performing disaster work that is outside the course and scope of their regular employment without pay and also includes any unregistered person impressed into service during a state of war emergency, a state emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his/her duties.”

**Registration of Disaster Service Workers:** Disaster service workers (other than county employees) must be properly registered to be covered by workers’ compensation and to allow tracking and documentation during and before an event.

Registration is not complete until the County Auditor, or designee, has properly administered the loyalty oath. No workers' compensation benefit, or reimbursement of expenses incurred, may be paid unless the loyalty oath has been completed.

### **Purpose of Registration:**

Disaster Service Worker volunteers are registered in order to:

- Assist the emergency organization in advance disaster planning
- Assist in the dispatch and management of resources
- Facilitate administration of the loyalty oath, as required by law
- Protect the interest of volunteers who provide direct services to government agencies and;
- Provide documentation required for workers' compensation coverage under the DSW Program

### **Procedures:**

- Individuals or groups must register with the Office of Emergency Services and complete the approved form (Cal EMA DSW Registration Rev. 1/2013)
- Individuals or groups must complete Incident Command System (ICS) 100, 200, & 700
- Depending on volunteer classification, other trainings may be required or recommended; i.e. American Red Cross Shelter Training, Basic First Aid, etc.
- Information from DSW Registration will be entered, and regularly updated, in the OES data base
- The registration is effective for the period the person remains a member with an organization unless the Disaster Council establishes a more limited registration period such as two to five years.
- The active DSW volunteer does not have to retake or re-subscribe to the loyalty oath with each registration renewal; however, if the volunteer withdraws and later re-registers, the loyalty oath must be re-administered (CA Govt. Code. §3102 (c))

### **Classifications for Volunteers**

During registration, volunteers must indicate one, primary volunteer capability. The DSW volunteer classifications are approved by the California Emergency Council and indicate areas of volunteer capabilities. (P. 10)

- |                                 |  |
|---------------------------------|--|
| ▪ Animal Rescue, Care & Shelter | ▪ Community Emergency Response Team Member |
| ▪ Communications                | ▪ Finance & Administrative Staff           |

- Human Services
- Fire
- Laborer
- Law Enforcement
- Logistics
- Medical & Environmental  
Health
- Safety Assessment Inspector
- Search & Rescue
- Utilities

## Records Retention

Documented proof of the oath and registration form for a DSW volunteer is an integral part of an injury claim for worker's compensation. File retention is the same as for any public agency personnel records. The registration form shall be on file in the Office of Emergency Services and entered into the DSW data base.

DSW original documents are public record and subject to disclosure under the Public Records Act (CA Govt. Code, §6250). Records should be retained in an official file, available for review by Cal OES or State Compensation Insurance Fund should the need arise. A copy of the original registration with oath must be submitted with and DSWVP claim. (CA Code of Regs, Title 10, §2573.2 and Govt. Code, §3105)

## Training

DSW volunteers should be trained and prepared for disaster service assignments. DSW volunteers are provided workers compensation insurance coverage while participating in training activities that are pre-approved and documented by the supervising agency. (CA Govt. Code, §2573). While some classifications require very basic training, others require extensive and specialized training. Regardless of the classification, all DSW volunteers should be given basic safety instruction commensurate with the environment for which they are providing service.

All training should be documented: that may include sign in sheets, course outlines, or notes from exercises, but is not limited to those verifications.

## Convergent Volunteers:

Convergent volunteers are not pre-registered volunteers and have not been impressed into service. They are volunteers who come forward spontaneously during the time of a disaster or emergency event, or post disaster to assist without pay or compensation. (P. 7)

Convergent volunteers are used to augment existing organizations. Pre-disaster registered volunteers are typically used before convergent volunteers.

- Convergent volunteers serve at the pleasure of the management of the agency they are assisting.
- The agency may restrict assignments, control the level of participation, or prohibit their use all together.
- The agency's management assumes the responsibility to ensure that convergent volunteers are physically and mentally capable of performing duties to which they will be assigned.
- Management may provide training appropriate to the assignment. An example of training could be; safety instruction in filling and passing sandbags in a flood situation prior to a volunteer being assigned to that job. Another example of training could be; basic safety instructions for the duties. (P. 8)

Basic Procedures for Convergent Volunteers

*\*Registered as Disaster Service Workers (DSW0 for a single event)*

1. Volunteers must register as DSW for a single event; once registration and the loyalty oath is completed, the volunteer is no longer convergent, but considered a registered DSW volunteer for this event.
2. Authorized agency and official with authority to administer loyalty oath must complete registration
3. Assessment of skills and delegation of duties will come from registering official
4. All convergent DSW volunteers will work under supervision
5. Convergent volunteers may become regular DSW volunteers upon completing the ICS 100, 200 & 700 requirements.
6. At the discretion of the registering agency, a convergent volunteer who has registered as a DSW volunteer for a single event, can have the registration extended to a period of up to one calendar year. (CA Gov Code, §3102)

## **3.0 Partner Agencies and Organizations**

### **3.1 Modoc Operational Area Community Districts**

The Modoc Operational Area, as defined in the California Emergency Services Act, consists of the government of the County and all political subdivisions thereof. It coordinates emergency activities and serves as a link in communications between the state's emergency operating centers and local operating centers. In addition to the hospital and fire districts, there are cemetery, resource and conservation, school, park and water districts.

Adin Fire Protection District

Alturas Rural Fire Protection District

California Pines Community Service District

Canby Fire Protection District

Cedarville Fire Protection District

City of Alturas

Davis Creek Fire Protection District

Eagleville Fire Protection District

Lake City Fire Protection District

Last Frontier Health Care District

Lookout Fire Protection District

Surprise Valley Health Care District

Willow Ranch Fire Protection District

### **3.2 Modoc County Disaster Council**

Modoc County established a Disaster Council as provided in County Code 2.40.030 (Modoc County Ord. # 136-A). The Chair of the Council is the Chair of the Board of Supervisors. The Vice-Chair is the Director of Emergency Services. The Code also provides for "such chiefs of emergency services as are provided for in a current emergency plan of the county" and for "such representatives of civic, business, labor, veterans, professional or other organizations having on official emergency responsibility, as may be appointed by the board of supervisors" (Ord. # 136 A § 3, 1973). The Council is charged with developing emergency plans, mutual aid agreements, and ordinances, resolutions, rules, and regulations to implement the plans and agreements.

#### **The Disaster Council should include:**

- Agriculture Commissioner
- Assistant Sheriff
- Auditor
- City of Alturas Representative
- County Administrative Officer
- County Counsel
- County Planner
- Deputy Director of Emergency Services
- Medical Community Representative
- Environmental Health Department Representative

- Fire Chiefs' Association Representative
- Mental Health Department Representative
- Public Health Department Representative
- Public Health Officer
- Public Works Director/Road Commissioner
- Sheriff/Director of Emergency Services
- Social Services Representative
- Superintendent of Schools
- Treasurer/Tax Collector
- Utilities Representative

**Representatives of other organizations may include:**

- American Red Cross
- Electrical power industry representative
- High Plateau Humane Society
- Modoc Auxiliary Communications Service
- Modoc County Local Area Advisors
- Sheriff's Posse
- Telecommunications industry representative

**The Council may request participation of others as needed.**

### **3.3 Fire Protection Districts**

Modoc County has 12 fire departments serving its residents. These departments function under the auspices of the City of Alturas, California Pines Community Service District, or 11 fire protection districts; three of which operate jointly in Modoc and a neighboring county. Nearly all fire fighters are volunteers.

Generally, departments are responsible for all structural firefighting within their district boundaries. Additionally, they are responsible for wildland fires within the Local Responsibility Areas of their districts. Wildland responsibility within State Responsibility Area falls to the California Department of Forestry and Fire Protection (CalFire). Federal protection areas are the responsibility of U.S. Forest Service or the Bureau of Land Management (BLM). These agencies assign initial attack responsibility through an agreement defining direct protection areas that cross jurisdictional boundaries to improve efficiency. The federal agencies will stand between structures and wildland fires but they do not conduct structural firefighting.

Portions of the County are not within fire protection districts: some outlying Forest Service stations and lookouts, one CDF station, the Devil's Garden Conservation Camp, the community of Tionesta, ranches in Stone Coal Valley, and the California Quarantine Station on Highway 139 have no department responsible for structural firefighting. Wildland fire agencies do their best to cover some of those. Adjacent fire departments will respond to others.

Mutual aid agreements between departments and agencies help assure adequate protection. Even so, response times are slow due to the distances involved. Many departments are inadequately funded and, consequently, less well equipped and trained than departments in more populous areas.

Under SEMS, the local jurisdiction retains command of response, calls for mutual aid resources as needed, and calls upon the Modoc County Office of Emergency Services if an event reaches beyond the abilities of the normal mutual aid system to handle. The local jurisdiction continues to command the incident. Outside requests for assistance and incoming resources funnel through the County Emergency Operations Center.

### **3.4 Emergency Medical Services**

Five ambulance services cover portions of Modoc County: Surprise Valley Health Care; Modoc Medical in Alturas; Mayers Memorial Hospital out of Fall River Mills, Basin Ambulance out of Merrill, Oregon; and Lakeview Medical Center out of Lakeview, Oregon. Most fire departments operate non-transport medical aid units.

Modoc Medical Center and Surprise Valley Health Care have limited facilities and ability to deal with major injuries. Major illnesses/injury cases often must be sent to regional hospitals in Redding, Klamath Falls, Reno, or Sacramento for definitive care. Air ambulances services are used frequently, but are subject to weather and resource availability restrictions.

### **3.5 Community Volunteer Organizations**

#### **3.5.1 Modoc County Sheriff's Posse**

The Modoc County Sheriff's Posse is a volunteer group ~~of specialized deputies~~ that operate at the discretion of the Sheriff. They are available for search and rescue and possibly other situations requiring a large number of people such as a large-scale evacuation. Many have specialized training in various fields including law enforcement and emergency services. Posse members active in local fire departments may not be available to the Sheriff during some incidents.

#### **3.5.2 Rescue Teams**

Modoc County's resources for search and rescue (SAR) are limited although normally adequate to meet the need. Neighboring counties, with more frequent need for SAR, maintain extensive, well-trained units that are available through the OES Region Fire and Rescue Coordinator and the mutual aid system. Specialized rescue capabilities within the County are limited. Specialized resources are available through the mutual aid system.

#### **3.5.3 Auxiliary Communications**

Within Modoc County there are various volunteer groups of amateur radio operators, also called hams, which at various times have been formalized in local groups, depending on the membership. They are closely associated with similar groups across the state. Most are licensed amateur radio operators and may provide backup communications in many forms. They participate in radio nets with other groups in northern California, Oregon, and Nevada. Some members have completed the American Radio Relay League (ARRL) Red Card which allows operators to utilize federally supplied equipment for use in emergencies. These operators have been trained in protocols for emergency communications and have federal approval.

Local operators may have ties to both ARES in the private sector and RACES in the government realm. ARES is the Amateur Radio Emergency Services, a public service organization operated by the American Radio Relay League. RACES, the Radio Amateur Civil Emergency Service, are a volunteer communications group administered by a government civil defense agency during times of extraordinary need. RACES operates under strict regulations of the Federal Communications Commission.

#### **3.5.4 Decontamination Team**

The Modoc County Decontamination Team is a county-wide resource. There is a Decontamination Memorandum of Understanding with local agencies for decontamination services. It is an auxiliary function that is part of the Shasta Cascade Hazardous Materials Response Team (SCHMRT) Memorandum of Understanding. SCHMRT provides regional mutual aid for hazardous materials incidents. Each hospital also has decontamination capabilities.

#### **3.5.5 American Red Cross**

American Red Cross provides a wide range of services. They serve as a resource for training in first aid and sheltering. They are a resource for the Care and Shelter Annex. During EOC activation for an event requesting ARC services, an agency representative would be present in the EOC as a liaison to coordinate efforts.

#### **3.5.6 High Plateau Humane Society**

High Plateau Humane Society (HPHS) is dedicated to helping to coordinate animal rescue and shelter efforts in the event of an emergency. HPHS has a Memorandum of Understanding with Modoc OES for sheltering of animals in an emergency. This agreement will be activated through the Emergency Operations Center in coordination with the Animal Control Officer

#### **3.5.7 Modoc County Local Area Advisors (MCLAA)**

The **Modoc County Local Area Advisors (MCLAA)** are recommended by the Director of Emergency Services. They are appointed and serve at the pleasure of the Modoc County Board of Supervisors (BOS) on behalf of the Citizens of Modoc County. The MCLAA is available to assist local Ranger Districts and Incident Management Teams (IMT) in providing local knowledge, landscape overviews, historical perspectives, social dynamics, political realities and ramifications, economic implications, and local area citizens' concerns of an incident's effects on Modoc County and the population of impacted communities. The MCLAA will remain independent of the IMT.

#### **3.5.8 US Forest Service and Bureau of Land Management**

Working with other federal, state, and local agencies, user groups, and organizations that want to be involved in public land management is critical to meeting the needs of present and future generations. In cooperation with local jurisdictions, the US Forest Service and

the Bureau of Land Management provide beneficial opportunities to work together toward common resource management goals.

Collaboration is an essential component of managing resources across jurisdictional boundaries. Communities, landowners, corporations, non-profit organizations, and citizens play an important role in helping to develop long-range management plans and implement conservation and stewardship projects. In an emergency, such as wildfires, it is crucial to response and mitigation that community stakeholders have input and act as a resource for federal and state response.

### **3.6 Community-Based Organizations**

In Modoc County, personal preparedness and community preparedness are essential elements. Many organizations, both public and private, exist in the County that can assist in various capacities during an emergency, including churches, TEACH (a local private, non-profit human services organization), Modoc Transportation Agency, youth groups, and other, largely non-profit, groups. Pre-event coordination with these groups can enhance their ability to be of service and the County's ability to meet needs during a crisis. Pre-event coordination with these groups can enhance their ability to be of service and the County's ability to meet needs during a crisis. The Office of Emergency Services, Rural Neighborhood Watch, and Animal Control will continue to do outreach to community groups to aid in preparation for an emergency.

## 4.0 Emergency Forms

### 4.1 Emergency Proclamation Template

**LOCAL EMERGENCY PROCLAMATION  
MODOC COUNTY  
RESOLUTION CONFIRMING EXISTENCE  
OF A LOCAL EMERGENCY**

**WHEREAS**, Section 2.40.060 of the Modoc County Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when Modoc County is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session; and;

**WHEREAS**, the Director of Emergency Services of the County of Modoc does hereby find:

1. That conditions of extreme peril to the safety of persons and property have arisen within said County, caused by \*\*\*\*\*; which began on the \_\_\_\_\_th day of \_\_\_\_\_, 20\_\_\_\_. These conditions are, or are likely to be beyond the control of the services, personnel, equipment, and facilities of Modoc County; and
2. That the Board of Supervisors of the County of Modoc is not in session;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that a local emergency now exists throughout Modoc County.

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of stated local emergency, the powers, functions, and duties of the emergency organization of Modoc County shall be those prescribed by state law, by ordinances, and resolutions of Modoc County and; That this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the governing body of Modoc County.

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Sheriff/Coroner/  
Director of Emergency Services  
County of Modoc

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Health Officer  
County of Modoc

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Deputy Director of Emergency Services  
County of Modoc

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Undersheriff  
County of Modoc

**RATIFIED** by the Board of Supervisors of the County of Modoc on \_\_\_\_\_  
by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: \_\_\_\_\_  
Chairman of the Board of Supervisors

Attest: \_\_\_\_\_  
Clerk, Board of Supervisors

## 4.2. Disaster Service Worker Registration Form

### LOCAL AND STATE INFORMATION

Loyalty Oath under Code of Civil Procedure §2015.5 & Title 19, Div.2, Chap.2, Sub-Chap.3, §2573.1

<b>ATTACH PHOTOGRAPH HERE</b>	<i>This block completed ONLY by Accredited Disaster Council, designated government agency or jurisdiction.</i>	
	CLASSIFICATION: _____	SPECIALTY: _____
	REGISTERING AGENCY OR JURISDICTION: _____	
	SIGNATURE OF AUTHORIZED PERSON: _____	TITLE: _____
	REGISTRATION DATE: _____	RENEWAL DATES: _____
	EXPIRATION DATE: * _____	DSW CARD ISSUED?: NO? YES? #: _____
	PROCESSED BY: _____	DATE: _____ TO CENTRAL FILES: _____

NAME: LAST FIRST MI			SSN:		
ADDRESS:		CITY:	STATE	ZIP:	
COUNTY:		HOME PHONE:	WORK PHONE:		
PAGER:		E-MAIL:	DATE OF BIRTH: (optional)		
DRIVER LICENSE NUMBER: (if applicable)		DRIVER LICENSE CLASSIFICATION: A? B? C?	LICENSE EXPIRATION DATE:		
PROFESSIONAL LICENSE: (if applicable)		OTHER DRIVING PRIVILEGES:	LICENSE EXPIRATION DATE:		
FCC LICENSE: (if applicable)		LICENSE EXPIRATION DATE:			
IN CASE OF EMERGENCY, CONTACT:			EMERGENCY PHONE:		
PHYSICAL IDENTIFICATION:	HAIR:	EYES:	HEIGHT:	WEIGHT: (optional)	BLOOD TYPE: (optional)
COMMENTS:					

### Government Code §3108-3109:

Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he or she knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison for two, three, or four years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony, and is punishable by imprisonment in the state prison.

### LOYALTY OATH OR AFFIRMATION (GOVERNMENT CODE §3102)

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend  
the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury that the foregoing is true and correct.

DATE SIGNATURE IF UNDER 18 YEARS OLD, SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF OFFICIAL AUTHORIZED TO ADMINISTER LOYALTY OATH

#### 4.3 Delegation of Authority

### COUNTY OF MODOC DELEGATION OF AUTHORITY FORM

I \_\_\_\_\_,  
Print Name of Person Authorizing

\_\_\_\_\_, delegate to \_\_\_\_\_  
Position Print Name of Delegate

the authority to make decisions, approve and sign on my behalf, in the position of

\_\_\_\_\_.

Effective date: \_\_\_\_\_.  
(Not to exceed 7 days duration.)

\_\_\_\_\_  
Signature of Person Delegating the Authority

\_\_\_\_\_  
Signature of Person Who Has Been Designated

#### **4.4 Memorandum of Understanding for Facilities**

### **MEMORANDUM OF UNDERSTANDING FACILITIES & EQUIPMENT**

With an anticipation of possible evacuation, care and shelter needs, facilities that could meet those needs are being identified. Agreements specify use requirements, equipment needs, and reimbursement costs are specified. Facilities with memorandums are both public and private and are in all areas of the county as well as adjacent counties (as needed). This below is not inclusive as it changes for a variety of reasons; however, those facilities are listed below, with MOUs on file:

- Adin Community Center
- Cal Pines Community Service District: Fire Stations #1 & #2
- Canby Fire Protection District: Fire Station
- Cedarville Senior Center
- Davis Creek Fire Protection District: Fire Station
- Eagleville Fire Protection District: Fire Station
- Faith Baptist Church
- Fall River Unified School District
- Fort Bidwell Tribal Community Building
- Four Corner's Market
- High Plateau Humane Society
- Holiday Market
- Last Frontier Health Care District
- Lake City Fire Protection District: Fire Station
- Lookout Fire Protection District: Fire Station
- Merrill Park District
- Modoc District Fair
- Modoc Farm Supply
- Modoc Joint Unified School District: Alturas Elementary, Modoc Middle and High Schools
- Modoc Transportation Agency
- Modoc Veterinary Center
- Quail Mountain Inc./Pepsi
- Sacred Heart Parish
- Sage Stage/Modoc Transportation Agency: Vehicles
- Seab's True Value
- Strong Family Health: Conference Room
- Surprise Valley Joint Unified School District: Elementary and High School
- Tulelake Fair District
- Tulelake Unified School District

## MOU Template

### MODOC COUNTY EMERGENCY SERVICES MEMORANDUM OF UNDERSTANDING (MOU) FOR USE OF FACILITIES, PERSONNEL, AND EQUIPMENT IN THE EVENT OF A LOCALLY DECLARED EMERGENCY

**Legal Authority:** Modoc County Code §2.40 et seq.

**Modoc County Office of Emergency Services and \_\_\_\_\_ agree that:**

In the event of a declared state of emergency, resources from the local, state, federal, and private sector will be mobilized and deployed to mitigate the emergency. Depending on the nature of the event, the use of various facilities, support staff, and/or equipment under the control of \_\_\_\_\_ may be necessary or beneficial in order to protect life and property.

**Modoc County Office of Emergency Services and \_\_\_\_\_ enter into this agreement as follows:**

**Facility Space:** \_\_\_\_\_ agrees to allow the use of \_\_\_\_\_ located at \_\_\_\_\_, Alturas, CA 96101, for functions necessary to protect life and property in the event of a declared emergency.

**Use of the Facility:** The request to use the facility will occur as soon as possible by Modoc County Office of Emergency Services. Generally, this request will be made through the Emergency Operations Center.

**Modification or Suspension of Normal Facility Business Activities:** \_\_\_\_\_ agrees to alter or suspend normal operations if necessary to support the emergency use of the facilities, staff and/or equipment during the operational period of the emergency.

**Use of Other Resources:** \_\_\_\_\_ agrees to authorize the use of equipment and staff associated with the facility. This may include, but is not limited to, equipment such as kitchens, furniture, custodial staff and supplies, etc. Facility resources and associated systems will only be used under the supervision or direction of facility staff.

**Costs:**  
Modoc County Office of Emergency Services (OES) agrees to payment for costs incurred for:

**Facility rental Rates:**  
Name of facility @ \_\_\_\_\_ per day

\*Rental rate for other facilities will be based on fair market value

**Equipment use** @ fair market rental rates prevalent at time of use, including fuel/consumables.

**Staff labor costs** @ actual loaded costs.

Modoc County Office of Emergency Services explicitly agrees to pay all reasonable costs associated with restoring facilities and equipment to their pre-use state. If necessary, this shall include repairs, decontamination, cleaning or replacement. These costs shall be based on actual costs for mitigation, and are over and above any rental fees.

**Liability:** Modoc County Office of Emergency Services agrees to indemnify and hold harmless \_\_\_\_\_ from any claims or liability arising from the use of the facility, or equipment. \_\_\_\_\_ agrees to provide workman's compensation insurance for any employees working under the terms of this agreement.

**Contact Information:** \_\_\_\_\_ will provide Modoc County Office of Emergency Services with the appropriate facility 24 hour/7 day contact information, and update this information as necessary.

**Duration of Agreement:** The initial term of this MOU is two years from the date of execution.

**Amendments:** This agreement may be amended at any time by signature approval of the signatories or their authorized agents.

**Termination of Agreement:** Any Party may withdraw at any time from this MOU, by sending written notice to the other party.

**Capacity to Enter into Agreement:** The persons executing this MOU on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this MOU on behalf of the entity for which they sign.

\_\_\_\_\_  
Partnership Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Modoc County Office of Emergency Services

\_\_\_\_\_  
Date

**To authorize facility use, call:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
After-hours/emergency phone number

**To open facility, call:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
After-hours/emergency phone number

**Alternate contact to open facility, call:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
After-hours/emergency phone number

## 5.0 GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Emergency Management and is consistent with terms used in the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

### A

**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.

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

**After Action Report:** A report covering response actions, application of SEMS, modifications to plans and procedures, training need, 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 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, Cooperating Agency and Multi-agency.)

**Agency Assistance:** Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

**Agency Dispatch:** The agency or jurisdictional facility from which resources are allocated 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 who has 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.

**American Red Cross:** A non-governmental volunteer organization (NGO) agency that provides disaster relief to individuals and families.

**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.

## **B**

**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.

**Base Flood Elevation (BFE):** The elevation for which there is a one-percent chance in any given year that flood levels will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

**Branch:** The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organized 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.). Branches are also used in the same sequences at the SEMS EOC Levels.

**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.

## **C**

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

**California Emergency Council:** The official advisory body to the Governor on all matters pertaining to statewide emergency preparedness.

**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 the incident personnel.

**Care and Shelter:** A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

**Casualty Collection Points (CCP):** A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc. Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

**Catastrophic Disaster:** Although there is no commonly accepted definition of a catastrophic disaster the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

**Catastrophic Disaster Response Group (CDRG):** The national-level group of representatives from the Federal department and agencies. The CDRG serves as a centralized coordinating group which supports the on-scene Federal response and recovery efforts. Its members have access to the appropriate policy-makers in their respective parent organizations to facilitate decisions on problems and policy issues.

**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).

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

**Civil Air Patrol:** A civilian auxiliary of the United States Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

**Civil Unrest:** Any incident intended to disrupt community affairs that requires police intervention to maintain public safety including riots and mass demonstrations as well as terrorist attacks.

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

**Code of Federal Regulations (CFR):** "49 CFR" refers to Title 49, the primary volume regarding hazmat transportation regulations.

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

**Command Post:** (See Incident Command Post)

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

**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/s, 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.

**Community Right-to-Know:** Legislation requiring the communicating of chemical information to local agencies or the public.

**Compact:** Formal working agreements among agencies to obtain mutual aid.

**Compensation Unit/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 which is assigned to a single Incident Commander or to a Unified Command.

**Comprehensive Emergency Management (CEM):** An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disaster (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

**Continuity of Government (COG):** All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including lines of succession for key decision makers.

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

**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.

## **D**

**Damage Assessment:** The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

**Dam Failure:** Part or complete collapse of a dam causing downstream flooding.

**Declaration:** The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

**Declaration Process:** When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

**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:** An EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

**Deputy Incident Commander (Section Chief or Branch Director):** 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.

**Designated Area:** Any emergency or major disaster affected portion of a State that has been determined eligible for Federal assistance.

**Designation:** The action by the Associate Director, SLPSD, to determine the type of assistance to be authorized under the Stafford Act for a particular declaration; and the action by the FEMA Regional director to determine specifically what counties, or county equivalents, are eligible for such assistance.

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

**Disaster Application Center:** A facility jointly established by the Federal and State Coordinating Officers within or adjacent to an disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

**Disaster Assistance Program:** A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

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

**Disaster Recovery Manager (DRM):** The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

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

**Disaster Support Area (DSA):** A pre-designated facility anticipated to be at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-rang aircraft, to adequate medical care facilities.

**Disaster Welfare Inquiry (DWI):** A service that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster

caused dislocation or disruption of normal communications facilities precludes normal communications.

**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 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.

**Dose:** Accumulated or total exposure to gamma radiation, commonly expressed in REM.

**Dosimeter:** An instrument for measuring and registering total accumulated exposure to gamma radiation.

## **E**

**Earthquake Advisory:** A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

**Economic Stabilization:** The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

**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 Alert System:** A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

**Emergency Management (Direction and Control):** The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency

Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Emergency 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 Management Director (Emergency Services Director):** The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

**Emergency Management Preparedness Grant:** Authorized under Section 201 of the Stafford Act. Annual matching awards are provided to States to improve or update their disaster assistance plans and capabilities.

**Emergency Medical Services:** Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

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

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

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

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

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

**Emergency Public Information System:** The network of information officers and their staffs who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

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

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

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

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

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

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

**Exercise:** Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

**Exercise Scenario:** Background detail (domestic, international, political, military) against which an exercise is conducted.

**Expedient Shelter:** Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

## **F**

**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.

**Federal Agency (Federal Definition):** Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

**Federal Coordinating Officer (FCO):** The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

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

**Federal Disaster Relief Act:** Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

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

**Federal Hazard Mitigation Officer (FHMO):** The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

**Federal Insurance Administration (FIA):** The government unit, a part of FEMA, that administers the National Flood Insurance Program.

**FEMA-State Agreement:** A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional director, or designee, and the Governor.

**Field Coordination Center:** A temporary facility established by the Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional manager and is supported by mobile communications and personnel provided by OES and other state agencies.

**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.

**Flood Hazard Boundary Map (FHBM):** The official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA, using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

**Flood Insurance:** The insurance coverage provided under the National Flood Insurance Program.

**Flood Insurance Rate Map (FIRM):** The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium

zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

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

## G

**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:

- Operations Section Chief
- Planning/Intelligence Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

**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.

## H

**Hazard:** Any source of danger or element of risk to people or property.

**Hazard Area:** A geographically defined area in which a specific hazard presents a potential threat to life and property.

**Hazardous Material:** A substance or combination of substances which, because of quantity, concentration, physical chemical, radiological, explosive, or infectious characteristics, poses a substantial presents or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

**Hazardous Material Incident (Stationary):** Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials well as all sites that treat, store, and dispose of hazardous material.

**Hazardous Material Incident (Transportation):** Any spill during transport of material that is potentially a risk to health and safety

**Hazard Mitigation:** A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

**Hazard Mitigation Assistance Program:** Authorized under Section 404 of the Stafford Act. It provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

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

**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.

**Hierarchy of Command:** (See Chain of Command)

## I

**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:** "Incident Action Plan" is the plan prepared at an Incident Command Post and in the EOC containing the emergency response objectives reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

**Incident Base:** Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") 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 function 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 Communication Center:** The location of 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.

**Individual Assistance (IA):** Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

**Initial Action:** The Actions taken by resources which are the first to arrive at an incident.

**Initial Response:** Resources initially committed to an incident.

**Intermediate-Term Prediction:** A prediction of an earthquake that is expected within a period of a few weeks to a few years.

## **J**

**Joint Information Center (JIC):** The physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. In the case of a Unified Command, those contributing to joint public information management do not lose their individual identities or responsibilities. Rather, each entity contributes to the overall unified message.

**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., police department, health department, etc.) (See Multi-jurisdiction.)

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

## **L**

**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.

**Lifelines:** A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

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

**Local Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

**Local Government:** Means local agencies defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA,2900(y).

**Local Government Advisory Committee (LGAC):** Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of OES Executive Management.

**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.

**Long-Term Earthquake Potential:** There is no specific time frame; it can refer to decades, centuries or millennia.

**Long-Term Prediction:** A prediction of an earthquake that is expected within a few years up to a few decades.

## M

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

**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.

**Marshaling Area:** An area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

**Mass Care Facility:** A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

**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 resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

**Media:** All means of providing information and instructions to the public, including radio, television, social media, and newspapers.

**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 is collocated or placed adjacent to it. It receives records, and routes information to appropriate locations at an incident or within an EOC.

**Mitigation:** Pre-event planning and actions which aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management).

**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.

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

**Medical Self-Help:** The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

**Multi-Agency Coordination:** The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the sharing and allocations of critical resources.

**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 multi-jurisdiction 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.

**Multi-purpose Staging Area (MSA):** A pre-designated location such as a County/District Fairgrounds having a large parking areas and shelter for equipment and operator, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery or emergency.

**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.

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

## N

**National Emergency Training Center (NETC):** FEMA's campus in Emmitsburg, Maryland, composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

**National Incident Management System (NIMS):** Developed and administered by the Secretary of Homeland Security at the direction of Homeland Security Presidential Directive – 5 issued February 28, 2003. NIMS provides a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity. It is also intended to improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

**National Flood Insurance Program (NFIP):** The Federal program, created by an act of Congress in 1968 that makes flood insurance available in communities that enact satisfactory floodplain management regulations.

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

**Nuclear Incident (Fixed Facility):** Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity which threatens the health and safety of nearby populations.

## O

**Office of Emergency Services:** At the State level refers to the Governor's Office of Emergency Services. At the Operational Area level refers to the County Office of Emergency Services. At the local level refers to a City or governmental agency Office of Emergency Services.

**One Hundred (100)-Year Flood:** The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

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

**Operational Area Coordinator:** The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

**Operational Area Satellite Information System (OASIS):** A statewide emergency management system based on the operational area concept. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the statewide emergency management system.

**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. This Section is 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, Team, 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.

## P

**Plan:** As used by OES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

**Planning Meeting:** This is 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 Section:** (Also referred to as 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. Other units may be added at the EOC level.

**Planning Zone:** A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

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

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

**Public Assistance (PA):** Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

**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 Public Information Officer per incident. The Public Information Officer may have assistants. This position is also referred to as Public Affairs Officer in some disciplines. 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.

## R

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

**Radiological Protection:** The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

**Radiological Officer (RO):** An individual assigned to a Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

**Radiological Monitor:** An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instrument.

**Reception Area:** An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

**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.

**Recovery:** Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

**Regional Director (RD):** A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

**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.

**Remedial Movement:** The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

**Remedial Operations:** Actions taken after the onset of an emergency situation to offset or alleviate its effects.

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

**Rescue Group:** Two or more rescue teams responding as a unified group under supervision of a designated group leader.

**Rescue Team:** Four or more personnel organized to work as a unit; one member is designated team leader.

**Resources:** Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resource area 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 resources needs.

**Response:** Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the Federal Response Plan using a partial activation of selected EOC or full activation of all EOC to meet the needs of the situation.

## S

**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.

**Search:** Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

**Search Dog Team:** A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

**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.

**Self-Help:** A concept describing self-reliance and sufficiency within an adverse environment and limited or no external assistance.

**Sensitive Facilities:** Facilities in reception areas that will not normally be used as lodging facilities for relocation. The facilities area either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelter.

**Service:** An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it

may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

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

**Shelter Complex:** A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, and/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about ½ mile.

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

**Short-Term Prediction:** A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term-prediction can be further described as follows:

**Alert--**Three days to a few weeks

**Imminent Alert--**Now to three days

**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 of a ratio of 1:3-7. 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.

**Stafford Act:** Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

**Staging Areas:** 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 special managerial responsibilities at Staging Areas. (Also Camp Manager.)

**Standard Operating Procedures (SOPs):** A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

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

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

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

**State Emergency Organization:** The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

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

**State of Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

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

**State Operations Center (SOC):** An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

**Stay-Put:** A resident in a hazardous or potentially hazardous area who refuses to relocate during a directed relocation, or who is too ill or infirm to be evacuated.

**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.

## T

**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.

**Team:** (See Single Resource.)

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

**Technological Hazard:** Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

**The Petris Bill #1841:** As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

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

**Tort:** An act that harms another. It occurs when a person commits an act, without right, and as a result another is harmed.

**Traffic Control Points (TCP):** Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

**Triage:** A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

**Tsunami:** Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.

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

## U

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command area multi-jurisdictional. (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 Section 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.

**Urban Fire:** Any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional, or other properties in developed areas.

**Urban Rescue:** The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

## V

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

## W

**Wildfire:** Any instance of uncontrolled burning in grasslands, brush, or woodlands.

**Winter Storm (Severe):** This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.