

**Lassen County and City of Susanville, California
EMERGENCY OPERATIONS PLAN**



Last Updated March of 2019

Prepared by:



Immediate Action Checklist

Use the following Immediate Action Checklist to initiate Lassen County and the City of Susanville’s response to and support of an emergency incident.

Critical Task	County Actions	City Actions
1. Receive alert of incident. Alerts may be received through 9-1-1 dispatch, responding agencies, on-scene Incident Commander, or the public. <i>(See EF – 2 Communications for more information)</i>		
Alert Emergency Manager.	Emergency Services Chief	Fire Chief
If Emergency Manager is unavailable, alert alternates based on line of succession <i>(see Section 1.8.1)</i> .	CAL FIRE Lassen Modoc Unit Duty Chief, Sheriff	Police Chief
2. Determine need to implement the Emergency Management Organization.		
Determined by Emergency Manager, in coordination with the on-scene Incident Commander, what level of support is needed from the County for the incident. This may range from the County OES Chief being on stand-by to full activation of the Emergency Operations Center.		
Implement County and City Continuity of Operations procedures, as appropriate.		
Identify key personnel who will be needed to support emergency operations, including staffing of the Emergency Operations Center, if activated.		
3. Notify key personnel and response partners. <i>(See Emergency Contact List maintained by Emergency Manager.)</i>		
The Emergency Manager will notify key personnel to staff the Emergency Operations Center based on incident needs.		
Notify appropriate emergency response agencies. Initial notification requests will be made by the Incident Commander through the Sheriff’s Office as the primary 9-1-1 entity, and requests for support will be forwarded to the Susanville Interagency Fire Center to determine the incident’s jurisdiction.		
4. Activate the County Emergency Operations Center as appropriate. <i>(See Section 5.4 of this plan for information on Emergency Operations Center operations.)</i>		
Utilize Incident Command System in managing the Emergency Operations Center.		
Primary Emergency Operations Center Locations	[REDACTED]	
Alternate Emergency Operations Center Locations	[REDACTED]	

Critical Task	County Actions	City Actions
5. Establish communications with the on-scene Incident Commander. <i>(See EF 2 – Communications of this plan for more information on communications systems.)</i>		
Identify primary and back-up means to stay in contact with the on-scene Incident Commander.		
The on-scene Incident Commander may assign a radio frequency that the Emergency Operations Center can use to communicate with those on the scene.		
6. Identify key incident needs, in coordination with the on-scene Incident Commander.		
Consider coordination of the following, as required by the incident: <ul style="list-style-type: none"> ▪ Protective action measures, including evacuation and shelter-in-place ▪ Shelter and housing needs for displaced citizens ▪ Emergency public information and coordination with the media ▪ Provisions for Access and Functional Needs Populations, including unaccompanied children ▪ Provisions for animals in disaster 		
7. Inform the Operational Area, Region, and State of activation and request support as needed.		
<ul style="list-style-type: none"> ▪ California Governor’s Office of Emergency Services Inland Regional Emergency Operation Center (REOC) (Mutual Aid Region III): 916.657-9210 Not always staffed or monitored. ▪ California State Warning Center (generally contacted by State officials): (916) 845-8911 		
8. Declare a Local Proclamation of Disaster, as appropriate. <i>(See Section 1.7 of this plan for information on the disaster proclamation process. See Appendix A for a sample disaster proclamation form.)</i>		
<ul style="list-style-type: none"> ▪ The City should push a request for a State of Emergency to the County, if necessary. ▪ If the incident has overwhelmed or threatens to overwhelm the County’s resources to respond, the County should declare a State of Emergency. ▪ A proclamation may be made by the Emergency Manager or County Sheriff or County Public Health Officer and will be ratified by the Board of Supervisors within seven days. ▪ The proclamation should be submitted to California Governor’s Office of Emergency Services Inland Region Duty Officer and Warning Center. 		

Preface

This Integrated Emergency Operations Plan (EOP) is an all-hazard plan that describes how Lassen County (County) and the City of Susanville (City) will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, Federal, State of California, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, and California Governor's Office of Emergency Services plans.

A primary responsibility of government is response to emergency or disaster conditions in order to maximize the safety of the public and minimize property damage. It is the goal of the State of California that responses to such conditions are conducted in the most organized, efficient, and effective manner possible. Therefore, California Government Code Section 8607(a) requires the use of the Standardized Emergency Management System (SEMS) for managing emergencies involving multiple jurisdictions and agencies as outlined in the California Code of Regulations Section 2400-2450. This EOP is based on the functions and principles of SEMS and identifies how the City and County fit into the overall SEMS structure. SEMS served as the model for the National Incident Management System (NIMS) and National Response Framework, and these systems are designed to be compatible through their use of the Incident Command System. SEMS has since been updated to fully integrate NIMS components into its structure. Therefore, this plan formally adopts the principles of NIMS.

Consisting of a Base Plan, Emergency Function Annexes, and Incident Annexes, this EOP provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how the City, County, and their departments will coordinate their resources and activities with other jurisdictions and agencies (federal, State, local, tribal) and the private sector (community organizations, faith-based organizations, and others).

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Letter of Promulgation

To All Recipients:

Promulgated herewith is the Integrated Emergency Operations Plan (EOP) for Lassen County (County) and the City of Susanville (City). This EOP supersedes any previous EOPs. It provides a framework within which the City and County can plan and perform their emergency functions during a disaster or national emergency.

This EOP is a component of the City’s and County’s comprehensive approach to emergency management that ensures that the City and County are prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the community.

Focused on response and short-term recovery activities, this EOP provides a framework for how the City and County will conduct emergency operations. It identifies key roles and responsibilities, defines the primary and support roles of the City and County, outlines the steps for coordination with response, and establishes a system for incident management. The outlined framework is consistent with the Standardized Emergency Management System and the National Incident Management System.

This EOP has been reviewed by the County Emergency Services Chief and City Fire Chief and approved by the City Council and County Board of Supervisors.

The EOP may be updated and amended when necessary. Agency heads are requested to advise the County Emergency Services Chief of any changes that might result in its improvement or increase its usefulness. Plan updates and amendments made by the County Emergency Services Chief will be transmitted to all addressees on the distribution list.

Susanville City Council

Resolution No. _____

Kevin Stafford, Mayor

Joe Franco, Mayor Pro Tem

Brian Moore, Councilmember

Brian Wilson, Councilmember

Mendy Schuster, Councilmember

DATE

Lassen County Board of Supervisors

Resolution No. _____

Chris Gallagher, District 1

David Teeter, District 2 (Vice-Chairman)

Jeff Hemphill, District 3 (Chairman)

Aaron Albaugh, District 4

Tom Hammond, District 5

DATE

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Adoption Resolutions

City and County Resolutions to be inserted once the EOP is adopted.

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EOP Administration

The County Emergency Services Chief will coordinate review, revision, and re-promulgation of this Integrated Emergency Operations Plan every two years or when changes occur, such as lessons learned from exercises or events. Changes to the annexes and appendices, and non-substantive changes to the Base Plan, may be made by the County Emergency Services Chief without formal County Board of Supervisors or City Council approval.

Record of EOP Changes

All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated to and implemented by emergency response personnel.

Date	Change No.	Summary of Change
3/5/2019	001	Update information and bring overall information in line with EOPs throughout the State of California.

EOP Distribution List

Digital copies of this plan will be provided to the following jurisdictions, agencies, and non-governmental organizations electronically. Updates will be provided electronically, when available. Recipients will be responsible for updating their copies of the plan when they receive changes. The County Emergency Services Chief is ultimately responsible for dissemination of all plan changes. Copies of the plan will also be maintained by the County Emergency Services Chief at the Emergency Operations Center and posted online at:

<http://www.lassencounty.org/dept/office-emergency-services/office-emergency-services>

Jurisdiction/Agency/Organization	Title
Lassen County Sheriff’s Department	Sheriff
Lassen County Chief Administrative Officer	Chief Administrative Officer
Lassen County Road Department	Director
Lassen County Health and Social Services	Director
Lassen County Council’s Office	County Council
Lassen County Clerk’s Office	County Clerk
City of Susanville Fire Department	Fire Chief
City of Susanville Police Department	Police Chief
City of Susanville Public Works	Department Head
City of Susanville Sewer District	Department Head
Lassen County I.T. Department	Department Head

EOP Review Assignments

Unless otherwise stated, the County Emergency Services Chief is responsible for coordinating with City and County personnel to update any and all components of the EOP. Changes will be forwarded to the County Emergency Services Chief for incorporation into the plan and dissemination of the changes to the jurisdictions, agencies, and organizations that are identified on the EOP Distribution List. This does not preclude other jurisdictions, agencies, and organizations with an interest in the EOP from providing input to the document; such input is encouraged. It is also encouraged that the plan be reviewed concurrently with the promulgation of other City and County emergency plans and procedures to enhance compatibility and accuracy.

Section/Annex	Responsible Party
Base Plan	Lassen County Emergency Services Chief City Fire Chief
EF 1 Transportation	Lassen County Road Department Director City Public Works Director
EF 2 Communication	Lassen County Emergency Services Chief and Lassen County Sheriff
EF 3 Construction and Engineering	Lassen County Road Department Director City Public Works Director
EF 4 Fire and Rescue	Lassen County Fire Rescue Operational Area Coordinator City Fire Chief
EF 5 Management	Lassen County Emergency Services Chief City Fire Chief
EF 6 Care and Shelter	Lassen County Health and Human Services Director
EF 7 Resources	Lassen County Emergency Services Chief
EF 8 Public Health and Medical	Lassen County Public Health Director
EF 9 Search and Rescue (<i>merged into EF 4 and 13</i>)	n/a
EF 10 Hazardous Materials	Lassen County Environmental Health City Fire Chief
EF 11 Food and Agriculture	Lassen County Agricultural Commissioner
EF 12 Utilities	Lassen County Road Department Director
EF 13 Law Enforcement	Lassen County Sheriff City Police Chief
EF 14 Recovery	Lassen County Emergency Services

Section/Annex	Responsible Party
EF 15 Public Information	Lassen County Emergency Services and Lassen County Sheriff
EF 16 Evacuation (<i>merged into EF 13</i>)	n/a
EF 17 Volunteers and Donation Management	Lassen County Health and Human Services Director
EF 18 Cyber Security (<i>Under development</i>)	n/a
IA 1 Incident Annex	Lassen County Emergency Services Chief

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1 Introduction

Section 1 establishes the framework within which this Emergency Operations Plan exists and how it fits into existing plans. Additionally, the section outlines federal, State of California, Lassen County, and City of Susanville emergency management authorities pertaining to the community's roles and responsibilities.

1.1 General

The City of Susanville (City) and Lassen County (County) have determined that an integrated approach to emergency operations will enhance their ability to respond to and recover from disaster. Therefore, the City and County have developed and adopted by resolution this Integrated Emergency Operations Plan (EOP) to provide guidance and practical tools for conducting joint operations in response to any incident or event affecting their shared boundaries. The City and County emergency management mission is to ensure that the City and County are prepared for a disaster by ensuring coordination of protection, prevention, mitigation, response, and recovery activities that increase the City's and County's capabilities to minimize loss of life and reduce the impacts of disasters on the community.

While the principles described in the EOP can be applied to small, routine responses, the plan is primarily designed to offer guidance for larger or more complex incidents related to a broad spectrum of hazards that exceed the response capability and/or resources of first responders.

No plan can anticipate all the situations and conditions that may arise during emergencies, and on-scene Incident Commanders must have the discretion to act as they see fit based on the specific circumstances of the incident at hand. It is imperative, however, that all jurisdictions and response agencies have a plan that provides general guidance and a common framework for preparing for, responding to, and recovering from emergencies and disasters. This plan promulgates such a framework for the City and County that will bring a combination of technical capabilities and resources, plus the judgment and expertise of its emergency response personnel, department directors, and other key stakeholders, to bear on any incident. This EOP provides the foundation and guidance for use of National Incident Management System (NIMS) and California Standardized Emergency Management System (SEMS) principles necessary to effectively manage incidents within or affecting the City and/or County.

No guarantee of a perfect response system is expressed or implied by this plan, its implementing instructions, or procedures. While the City and County will respond to emergencies to the utmost of their ability, it is possible that some natural or technological disasters will overwhelm their resources. While recognizing this possibility, this plan is designed to help the City and County fulfill their response function to their maximum capacity.

1.1.1 Whole Community Planning

The "Whole Community" planning approach is based on the recognition that it takes all aspects of a community to effectively prepare for, protect against, respond to, recover from, and mitigate

the effects of disasters. This includes all emergency management partners, both traditional and nontraditional, such as volunteer-, faith-, and community-based organizations; the private sector; and the public, including survivors of an incident. Whole community planning also means engaging populations and partners who may not traditionally have been engaged and considering how actions guided by an emergency plan may impact disadvantaged communities.

Every person who lives or works in the community shares responsibility for minimizing the impact of disasters on the community. These individual responsibilities include hazard awareness, knowledge of appropriate protective actions, taking proactive steps to mitigate the impact of anticipated hazards, and preparations for personal and family safety, as well as the self-sufficiency of neighborhoods. To the greatest extent possible, the City and County will inform and assist their constituencies, residents, and visitors in carrying out this responsibility by offering preparedness information, public information during an emergency, and critical public services during a disaster.

1.2 Purpose and Scope

1.2.1 Purpose

The primary purpose of the EOP is to outline the City and County's all-hazard approach to emergency operations in order to protect the safety, health, and welfare of their citizens throughout all emergency management mission areas. Through this EOP, the City and County designate SEMS, which is consistent with NIMS, and the Incident Command System (ICS) as the frameworks to conduct all emergency management activities.

1.2.2 Scope

The EOP is implemented whenever the community must respond to an emergency incident or planned event whose size or complexity is beyond that normally handled by routine operations. Such occurrences may include natural, technological, or human-caused disasters and may impact unincorporated areas of Lassen County, the incorporated area of the City of Susanville, or a combination thereof. This plan is intended to guide the City's and County's emergency operations while complementing and informing the emergency response plans and procedures of other local, State of California (State), and federal entities, and private-sector resources such as community- or faith-based organizations.

The primary users of this plan are elected and appointed governmental officials, agency and department heads and their senior staff members, emergency management staff, lead response agencies, and other stakeholders that support emergency operations, such as Voluntary Organizations Active in Disasters, school districts, assisted living facilities, and other nonprofit and for-profit organizations. The public is also welcome to read the EOP for their own information about how the City and County plan to prepare for and manage emergencies.

The EOP provides the framework for emergency operations throughout the community. It does not replace the need for City and County departmental-level standard operating procedures (SOPs) and standard operating guides (SOGs) to perform their EOP responsibilities and assignments. While other governmental and nongovernmental resources are identified in this EOP as having specific roles and responsibilities, those resources are responsible for developing and implementing their own EOP/SOP/SOG.

1.3 Plan Implementation

As promulgated by the City of Susanville Council and Lassen County Board of Supervisors, this EOP is in effect and may be implemented in whole or in part to respond to incidents in or affecting the City and/or County.

An emergency proclamation is not required in order to implement the EOP or activate the Integrated City and County Emergency Operations Center (EOC). The County Emergency Services Chief or City of Susanville Fire Chief (Emergency Managers) may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

1.4 Plan Organization

EOP Base Plan	
<p>The purpose of the Base Plan is to provide a framework for emergency operations and information regarding the City and County’s emergency management structure. It serves as the primary document outlining roles and responsibilities of City and County departments and partners during an incident.</p>	
<p>Emergency Function Annexes</p>	<p>Incident Annex</p>
<p>The EFs focus on critical tasks, capabilities, and resources provided by emergency response agencies for the City and County throughout all phases of an emergency. In the event of an incident for which the City and County’s capabilities and/or resources are limited or exhausted, each annex clearly defines escalation pathways and procedures for requesting resources and seeking additional support from State of California (State) agencies. The EFs, which supplement the information in the Base Plan, are:</p> <ul style="list-style-type: none"> • EF 1 Transportation • EF 2 Communication • EF 3 Construction and Engineering • EF 4 Fire and Rescue • EF 5 Management • EF 6 Care and Shelter • EF 7 Resources • EF 8 Public Health and Medical • EF 9 Search and Rescue (<i>merged into EF 4 and EF 13</i>) • EF 10 Hazardous Materials • EF 11 Food and Agriculture • EF 12 Utilities • EF 13 Law Enforcement • EF 14 Recovery • EF 15 Public Information • EF 16 Evacuation (<i>merged into EF 13</i>) • EF 17 Volunteers and Donation Management • EF 18 Cyber Security (<i>Under development by the State</i>) 	<p>While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. To that end, the Incident Annex supplements the Base Plan to identify critical tasks particular to specific natural, technological, and human-caused hazards identified in the most current Hazard Identification and Vulnerability Assessment.</p>
	<p>Support Annexes</p>
	<p>Support annexes provide detailed guidance related to specific response and recovery activities. These may include damage assessment guidelines, debris management operations, or shelter plans. The City and County do not currently maintain Support Annexes, but these may be added at a later date.</p>

1.5 Relationship to Other Plans

1.5.1 Federal Plans

The following federal plans guide emergency preparedness, response, and recovery at the federal level and provide support and guidance for state and local operations:

- **Presidential Policy Directive 5 and 8.** Describes the Nation’s approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States.
- **National Preparedness Goal.** Describes the Nation’s security and resilience posture through identifying key mission areas and core capabilities that are necessary to deal with great risks, using an integrated, layered, and all-of-Nation approach as its foundation.
- **National Preparedness System.** Provides guidance, programs, processes, and systems that support each component of the National Preparedness System to enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government.
- **National Incident Management System.** Provides a consistent nationwide framework and comprehensive approach to enable government at all levels, the private sector, and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of their cause, size, location, or complexity.
- **National Frameworks.** The following National Planning Frameworks, one for each preparedness mission area, describe how the whole community works together to achieve the National Preparedness Goal:
 - Prevention
 - Protection
 - Mitigation
 - Response
 - Disaster Recovery
- **Federal Interagency Operational Plans.** Describes how the federal government aligns resources and delivers core capabilities in line with each National Framework.
- **National Contingency Plan.** Describes how the federal government organizes to respond to hazardous materials releases.

1.5.2 State Plans

The following State plans guide emergency preparedness, response, and recovery at the State level and provide support and guidance for local operations:

- **California State Emergency Plan.** Describes the fundamental systems, strategies, and policies that California will utilize to guide and support emergency management efforts. The plan also includes 18 Functional Annexes developed by Emergency Function working groups for discipline-specific organizational frameworks.
- **California Fire Plan.** Describes the State’s road map to reduce the risk of wildfire. The plan assesses community risk throughout the state and develops pre-fire management solutions to reduce potential wildfire losses.

- **State Emergency Alert System Plan and Operations Orders.** Mandated by the Federal Communications Commission, this plan outlines the organization and implementation of the State of California Emergency Alert System (EAS). It is the guideline for California State broadcasters, cable television operators, and state and local entities authorized to use EAS, to determine: distribution of the emergency message, mandated and optional monitoring assignments, and participation by the National Weather Service and local and state emergency agencies. In addition, portions of the County fall under the Nevada State Emergency Alert System, supported by the Nevada State Emergency Alert System Plan.

The California Governor's Office of Emergency Services (Cal OES) Plans, Publications, and Documents are available on the agency's Planning and Preparedness website.

(<http://www.calema.ca.gov/PlanningandPreparedness/Pages/Documents%20and%20Publications.aspx>)

1.5.3 City and County Plans

The EOP is part of a suite of plans that address various elements of the County's emergency management program. While the EOP is focused on response and short-term recovery, other plans address the County's approach to mitigation, continuity, and other aspects of emergency management. These plans work in concert with the EOP, and are outlined below:

- **Lassen County General Plan.** Under California law, all counties must prepare a general plan that guides the community's land use and development activities. The General Plan includes a Safety section that establishes policies and programs to protect the community from risks associated with seismic, geologic, flood, and fire hazards.
- **Lassen County Multi-Jurisdictional Hazard Mitigation Plan (2017).** Creates a framework for risk-based decision making to reduce deaths and injuries, property damage, and the economic impact from future disasters. Mitigation plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. Hazard mitigation is sustained action taken to reduce or eliminate long-term risk to people and their property from hazards.
- **The City nor County have formalized a comprehensive Continuity of Operations (COOP) plan to date.** However, the County does maintain a Continuity of Government Plan. A COOP plan details the processes for performing administrative and operational functions during emergencies that may disrupt normal business activities. This plan identifies essential functions of local government, private-sector businesses, and community services and delineates procedures to support their continuation. COOP plan elements may include, but are not limited to:
 - Identification and prioritization of essential functions
 - Establishment of orders of succession for key positions
 - Establishment of delegations of authority for making policy determination and other decisions
 - Identification of alternate facilities, alternate uses for existing facilities, and, as appropriate, virtual office options such as telework
 - Development of interoperable communications systems
 - Protection of vital records needed to support essential functions.

- Management of human capital
 - Development of a Test, Training, and Exercise Program for continuity situations
 - Devolution of Control planning
 - Reconstitution and resumption of normal operations.
- **Lassen County Health and Social Services (HHS) Emergency Plans.** HHS maintains a suite of emergency plans that support the County during an emergency, including:
- Child Welfare Services Disaster Response Plan (Children’s Services)
 - Lassen County Public Health Emergency Response Plan (Public Health)
 - Care and Shelter Plan (Regional Services)
 - Disaster CalFresh Plan (CalFresh is the State of California version of the federal Supplemental Nutrition Assistance Program [SNAP])
 - Health and Human Services Agency Continuity of Operations Plan
- **Lassen County Hazardous Materials Response Plan.** The Lassen County Environmental Health Department maintains this plan, which describes the County’s pre-incident planning and preparedness for hazardous materials releases. It clarifies the roles and responsibilities of federal, State, and local agencies during a hazardous materials incident. It describes the County’s hazardous materials incident response program, training, communications, and post-incident recovery procedures.
- **Coroner’s Mass Fatality Plan.** The Lassen County Sheriff’s Office maintains this plan, which describes the County’s approach to response to an incident that results in multiple fatalities, including body recovery, temporary morgue operations, and family assistance.

1.5.4 Support Agency Plans

The County and City are supported by a number of partner agencies. To the greatest extent possible, the County and City encourage support agencies to design their plans to complement this EOP.

1.5.5 Regional Emergency Plans

The City and County partner in a number of regional planning efforts, including:

- Lassen-Modoc Unit Strategic Fire Plan (2018)
- Cal OES Region III Multiple Casualty Incident Plans
 - California Mutual Aid Region III MCI Plan (Manual 1) Multi-Casualty Incident Field Operations (2013)
 - California Mutual Aid Region III MCI Plan (Manual 2) Multi-Casualty Incident Patient Distribution (2013)
- California Mutual Aid Region III Regional CHEMPACK Plan (2009)
- Upper Sacramento River Geographic Response Plan (2005)

1.6 Authorities

1.6.1 Legal Authorities

In the context of this EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the

property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, California Code of Regulations (CCR) Title 19, Division 2, Chapter 1, which establishes the SEMS Regulations and the authority for the County to establish an emergency management organization (EMO). This includes appointment of a County Emergency Services Chief, who will be responsible for the organization, administration, and operation of the EMO.

The EMO will, at a minimum:

- Coordinate planning activities necessary to prepare and maintain the EOP.
- Manage and maintain the EOC, from which officials can coordinate emergency and disaster response activities.
- Establish an Incident Command structure consistent with SEMS for management of incidents by all local emergency service agencies.
- Coordinate with operational area, local, regional, and State agencies, as well as other private, nonprofit, volunteer, and faith-based organizations, to integrate effective practices in emergency preparedness and response in a manner consistent with SEMS.

Through promulgation of this plan, Lassen County Office of Emergency Services (OES) has been identified as the lead agency in the County EMO and City of Susanville Fire Department in the City EMO.

The City and County EMOs are consistent with State SEMS and federal NIMS, and procedures supporting SEMS and NIMS implementation and training for the County will be developed and formalized by the Emergency Managers.

See Appendix H for federal, State, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

1.6.2 Mutual Aid and Intergovernmental Agreements

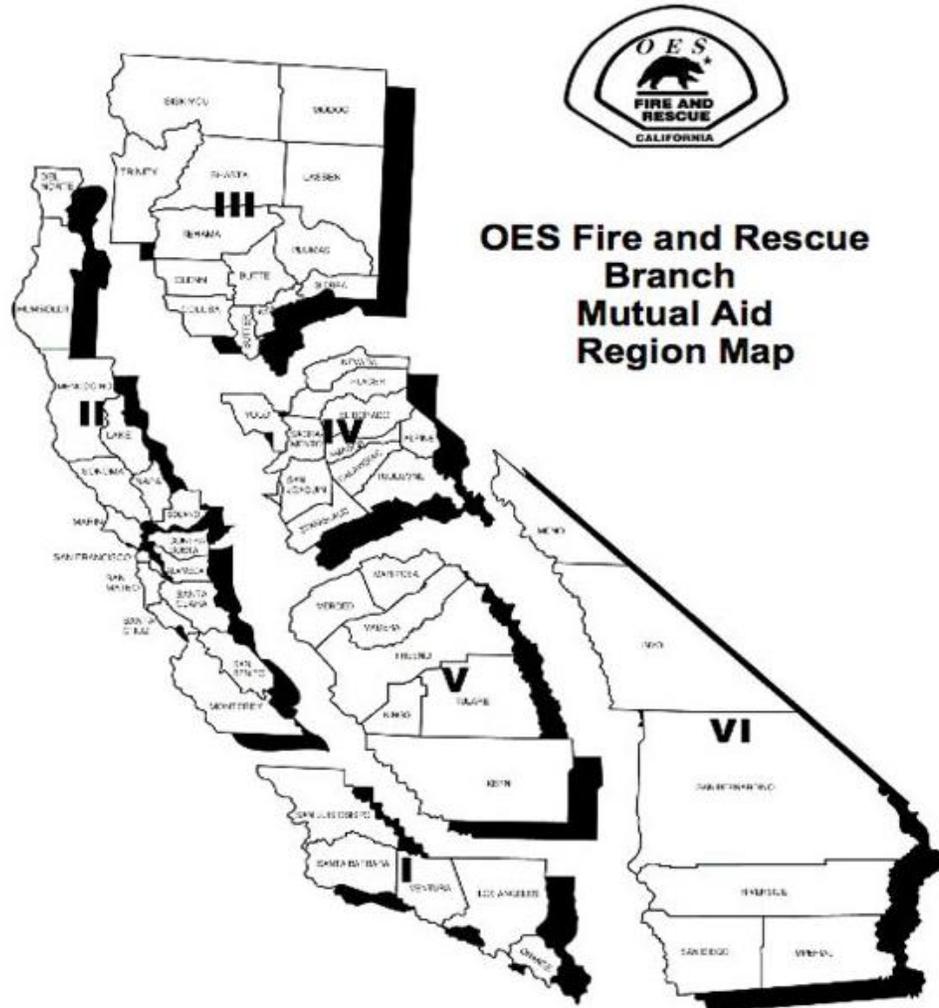
1.6.2.1 CAL FIRE Intergovernmental Agreement

As of January 2011, CAL FIRE, via contract, has assumed responsibility for the Lassen County OES. The Lassen County OES provides emergency management and planning for the County and is led by the County Emergency Services Director and Chief.

1.6.2.2 Mutual Aid Agreements

The California Civil Defense Master Mutual Aid Agreement was established in 1950 to guarantee provision of resources during an emergency. The agreement requires that each signatory provide aid to the others during an emergency without expectation of reimbursement. California is divided into six mutual aid regions, which allows for more effective coordination of mutual aid. All signatories' emergency plans must include plans to mobilize resources for mutual aid.

The County is located within Mutual Aid Region III of the Inland Region. Mutual aid requests are made by the County Emergency Services Chief and processed by pre-identified mutual aid coordinators and follow discipline-specific chains from the field to the local government, from the local government to the Operational Area, from the Operational Area to the Region, and from the Region to the State, as specified in the State of California Emergency Plan.



See Appendix D for existing mutual aid agreements.

Copies of these documents can be accessed through the County Emergency Services Chief. During an emergency situation, a local proclamation may be necessary to activate these agreements and allocate appropriate resources.

1.6.2.3 Emergency Management Assistance Compact

Neighboring states may come to the aid of Californian jurisdictions through the Emergency Management Assistance Compact (EMAC). EMAC assistance requests will be made at the state level.

1.7 Emergency Powers

1.7.1 General

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, and (3) State of War Emergency. Additionally, the California Health and Safety Code provides for the proclamation of a (4) Local Health Emergency (Health and Safety Code 101080 et seq.). Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and other assistance to the impacted jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the Red Cross or State agencies.

The proclamation of a Local Emergency provides the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency.
- Promulgate or suspend local orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request State agencies and other jurisdictions to provide mutual aid.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Conduct emergency operations with broadened immunities from legal liability for performance, or failure to perform.
- Request cost reimbursement from the State.

Note: All requests for a proclamation of Local Emergency by the City must be submitted to the County prior to submission to the State.

The City Attorney, County Counsel, or outside counsel may review and advise City and County Officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.

1.7.2 Disaster Proclamation Process

1.7.2.1 City of Susanville Proclamation Process

The City may declare an emergency for a number of reasons, such as authorizing additional budget authority, implementing emergency measures, or accessing County, State, or federal disaster assistance. A Local Emergency may be proclaimed by the County Emergency Services Chief, City Fire Chief, or Susanville City Council. A proclaimed Local Emergency must be ratified by the Susanville City Council within seven days, or it will expire.

When a proclamation is made, the City will submit the proclamation to the County Emergency Services Chief

The governing body must review the need to continue the proclamation at least every 60 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the City, resulting from natural, technological, or human causes.

1.7.2.2 Operational Area (Lassen County) Proclamation Process

Proclamations of a Local Emergency are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the County, resulting from natural, technological, or human caused situations. The County may declare an emergency for any of several reasons, such as designating additional budget authority, implementing emergency measures, or accessing State or federal disaster assistance. A Local Emergency may be proclaimed by the Emergency Services Chief or County Sheriff. To proclaim a State of Emergency, the County Emergency Services Director or Chief will call either a regular or a special meeting of the Board of Supervisors to request a proclamation of emergency or immediately declare an emergency in writing. A Local Emergency Proclamation must be ratified by the Board of Supervisors within seven days, or it will expire.

The Board of Supervisors must review the need to continue the proclamation at least every 60 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

For “an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent,” the Lassen County Health Officer may declare a local health emergency in the jurisdiction or any area thereof affected by the threat to the public health.

1.7.2.3 Proclamation Content

A proclamation may:

- Describe the nature of the emergency.
- Designate the geographic boundaries of the area where the emergency exists, as well as the portion of the affected area lying within County boundaries.
- Estimate the number of individuals at risk, injured, or killed.
- Describe the actual or likely damage caused by the emergency.
- State the type of assistance or resources required to respond to the emergency.
- Estimate the length of time during which the designated area will remain in an emergency status.
- State the specific regulations or emergency measures imposed because of the proclamation of emergency.

The proclamation of emergency will be written based on the best information available at the time. It may be amended, based upon additional information or changes in the situation. The City Attorney or County Counsel may be consulted to review the proclamation for legality or

sufficiency of emergency measures and emergency powers invoked within the document. If State or federal assistance is needed, the proclamation must also state that all appropriate and available local resources have been expended, are nearing depletion, or are projected to be inadequate and that mutual aid agreements have been initiated, as well as contain a specific request for the type(s) of assistance required.

1.7.3 EOC Support

If the EOC is activated, EOC Command and General Staff have the following responsibilities in the proclamation process:

- **EOC Director:** Present the package to City Council and/or County Board of Supervisors.
- **Operations:** Identify necessary resources and outline any special powers needed to respond to the emergency. Assist in the Initial Damage Assessment (IDA).
- **Planning:** Provide situation and resource summaries; conduct a windshield survey, IDA, and Preliminary Damage Assessment (PDA).
- **Logistics:** Compile resource requests.
- **Finance:** Track incident costs, assist in the PDA, and coordinate damage survey activities.

If the EOC is not activated, the tasks identified above will be performed by the City Fire Chief and County Emergency Services Chief, respectively.

See Appendix A for sample Proclamation of Emergency forms.

1.7.4 State Assistance

1.7.4.1 State Emergency Proclamation

When emergency conditions exceed or have the potential to exceed local resources and capabilities, local government may request the Governor to proclaim a State of Emergency or the Cal OES Secretary to issue a concurrence under the California Disaster Assistance Act (Title 19 CCR Chapter 6). The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within 10 days of the event. In addition to providing access to reimbursement for eligible disaster-related response and recovery expenditures, a Governor's proclamation can facilitate other actions, such as waiver of State regulations impacting response or recovery operations.

The request for a Cal OES Director's concurrence or a Governor's proclamation should include a copy of the proclamation document and an Initial Damage Estimate that estimates the severity and extent of the damage caused by the emergency. An Initial Damage Estimate may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.

The request and the Initial Damage Estimate are reviewed by the Cal OES Region, and a recommendation is made to the Governor through the Secretary of Cal OES.

The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of Cal OES. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. *Refer to the State Emergency Plan for more information related to the powers of the Governor.*

A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California is threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capability and capabilities of the local authorities. This situation is unusual, however.

1.7.4.2 Request to State for Reimbursement of Disaster-Related Costs

Under the California Disaster Assistance Act (CDAA), local governments can request cost reimbursement from the State for disaster-related recovery costs following a declared emergency and a Cal OES Director's Concurrence or a Governor's Proclamation. The County must submit a Project Application (Cal OES 126 CDAA Form) to Cal OES within 60 days of the date of a County emergency proclamation.

1.7.5 Federal Assistance

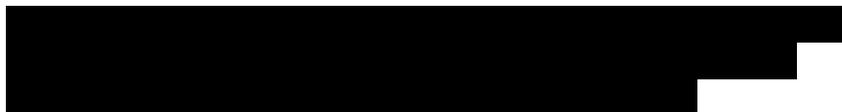
The Federal Emergency Management Agency (FEMA) provides resources, coordination, planning, training, and funding to support State and local jurisdictions when requested by the Governor.

In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested. Cal OES coordinates all requests for federal assistance through the State Emergency Coordination Center. FEMA coordinates the Governor's Presidential request for assistance in accordance with the National Response Framework.

1.8 Continuity of Government

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

The following locations are temporary seats of Lassen County government in the event emergency conditions prohibit the use of the primary location:



- Records required to restore day-to-day county operations - Records in this category include:
 - Constitutions and charters.
 - Statutes.
 - Ordinances.
 - Resolutions.
 - Court records.
 - Official proceedings.
 - Financial records.
- Records necessary for the protection of rights and interests of individuals and government. Records in this category include:
 - Vital statistics recorded by the County Clerk-Recorder.
 - Land and tax records.
 - License registers.
 - Articles of incorporation.

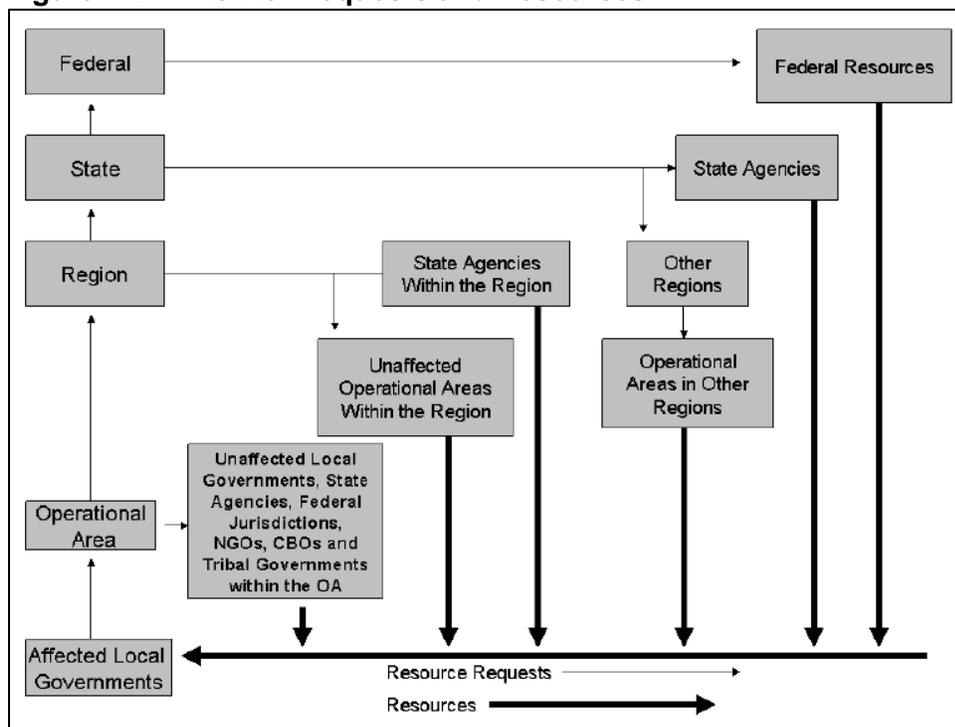
1.9 Administration and Logistics

1.9.1 Request, Allocation, and Distribution of Resources

Resource requests may be submitted by the EOC or County OES according to provisions outlined under SEMS. SEMS additionally allows for discipline-specific mutual aid systems whereby additional resource requests may be submitted by local government functional coordinators to Operational Area coordinators. For example, a City Fire Chief may submit a request for resources to the Operational Area Fire & Rescue Coordinator.

The County Emergency Services Chief is responsible for the direction and control of the County's resources during an emergency. All assistance requests are to be made through the County OES via the Operational Area EOC, if activated. The County OES processes subsequent assistance requests to the Cal OES Region, and the Region processes subsequent assistance requests to the State.

Figure 1-2 Flow of Requests and Resources



Key:

CBO Community-Based Organization

NGO Nongovernmental Organization

OA Operational Area

Source: State of California Emergency Plan, 2009

See EF 7 – Resources for detailed information regarding available resources and coordination procedures established for the County.

1.9.2 Financial Management

During an emergency, the City and County are likely to find it necessary to redirect their funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the City Council and Board of Supervisors. If an incident in the County requires major redirection of City and County fiscal resources, the general procedures below will be followed:

- The City Council or Board of Supervisors will meet in emergency session to decide how to respond to the emergency funding needs.
- The County Emergency Services Chief will declare a State of Emergency, and the Board of Supervisors will ratify it within seven days.
- If a quorum of council members or supervisors cannot be reached, and if a prompt decision will protect lives, County resources and facilities, or private property, the County Administrative Officer (or designee) may act on emergency funding requests. The Board of Supervisors will be advised of such actions as soon as practical.
- To facilitate tracking of financial resources committed to the incident, and to provide the necessary documentation, a discrete charge code for all incident-related personnel time, losses, and purchases will be established by the Finance Section.

Expenditure reports should be submitted to the County Auditor's Office or City Finance Director and managed through the Auditor to identify budgetary shortfalls. The Auditor or City Finance Director, will also support procurement issues and financial issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests. During activation of the EOC, financial management will be handled by the Finance Section, which will be staffed by the Finance Department.

1.9.3 Legal Support and Liability Issues

The City attorney provides legal support for the City specific emergency management organization, whereas, the County Counsel provides legal support for the County's emergency management organization.

Responsibilities related to legal services include:

- Advising City and County Officials regarding the emergency powers of local government and necessary procedures for invocation of measures to:
 - Implement wage, price, and rent controls
 - Establish rationing of critical resources
 - Establish curfews
 - Restrict or deny access
 - Specify routes of egress
 - Limit or restrict use of water or other utilities
 - Remove debris from publicly or privately owned property
- Reviewing and advising City and County officials in determining how the City and County can pursue critical objectives while minimizing potential exposure.
- Preparing and recommending local legislation to implement emergency powers when required.
- Advising City and County officials and department heads regarding record keeping requirements and other documentation necessary for exercising emergency powers.

Liability issues and potential concerns among government agencies, private entities, and other response partners and across jurisdictions are addressed in existing mutual aid agreements and other formal memoranda established for the County and its surrounding areas.

1.9.4 Reporting and Documentation

Proper documentation and reporting during an emergency is critical for the County to receive reimbursement for emergency expenditures and to maintain a historical record of the incident. Staff will maintain thorough and accurate documentation throughout the course of an incident or event. Incident documentation should include:

- Incident Action Plans (IAPs)
- Incident and damage assessment reports
- Incident Command logs
- Cost recovery forms
- Incident critiques and After Action Reports (AARs)

All documentation related to the emergency management program will be maintained in accordance with the California Public Records Act (California Government Code §§ 6250 through 6276.48).

1.9.5 Disaster Services Worker Program

The State of California Disaster Service Worker (DSW) Program includes all public employees impressed into service by a person having authority to command the aid of citizens in the execution of his or her duties during a state of war, state of emergency, local health emergency, or local emergency. As public employees, County and City employees are DSWs and have taken and subscribed to the Loyalty Oath upon employment.

1.10 Safety of Employees and Family

All department heads (or designees) are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should only be utilized if emergency assistance is needed. Agencies and departments with developed COOP plans will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow the required procedures established by each agency and department.

Safety precautions and personal protective equipment decisions will be specific to the type of incident and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

It is the responsibility of all County and City employees to prepare themselves for disaster service duties by ensuring that they and their families are ready for an emergency. County and City employees should familiarize themselves with County, City and department policies regarding DSWs. While all County and City department employees can be expected to contribute to the emergency response and recovery efforts of the community, employees' first responsibility is to their own and their families' safety. If an employee is at home, they may be called in to work. Each employee is expected to develop family emergency plans to facilitate family safety and self-sufficiency, which in turn will enable employees to assume their responsibilities to the County/City and its citizens as rapidly as possible.

2

Situation and Planning Assumptions

Section 2 of this EOP provides the context for the City and County's emergency management program and lays the foundation for a risk-driven plan. It profiles the Community's risk environment, identifies specific planning considerations, and describes the predicate assumptions underlying this plan.

2.1 Situation

The City and County is exposed to many hazards that have the potential to disrupt the community, cause damage, and create casualties. Natural hazards to which the County may be exposed include droughts, floods, wildfires, and winter storms. The threat of a technological or human-caused chemical, biological, radiological, nuclear, or explosive incident is present as well. Other disaster situations could develop from hazardous material accidents, health-related incidents, conflagrations, major transportation accidents, or acts of terrorism.

2.1.1 Community Profile

The Lassen County community profile, including geography and climate, demographics and housing, education, transportation, and community events, is identified in the following sections. Information contained in this community profile was provided by the U.S. Census Bureau, American Fact Finder, and the County.

2.1.1.1 Geography and Climate

The County comprises a total area of 4,720 square miles between the Sierra Nevada and Cascade mountain ranges, and just west of the Great Basin. The climate is generally noted for its cold winters and hot, dry summers. The hilly terrain, combined with this climate, can lead to difficulty in receiving support from outside areas.

2.1.1.2 Demographics

Historically, 80% of the burden following a disaster has fallen on the public, with a disproportionate amount of that shouldered by vulnerable populations. For emergency planning purposes, children, elderly adults, the disabled, people whose primary language is not English, and low income residents are considered vulnerable populations. Demographic information for the County is provided below.

Based on the 2010 census, the population of the County was 34,895. Table 2-1 presents the County's population, distinguished between the incorporated cities and unincorporated areas of the County. Of the total population, approximately 15% is under the age of 18, and 8% under 9. Approximately 11% of the total population is 65 years or older.

2. Situation and Assumptions

According to the 2008–2012 American Community Survey 5-year estimates for the County, approximately 18.2% of the population within the County speak a language other than English at home, and 13.9% of the total civilian non-institutionalized population is considered to be disabled. Approximately 17.1% of the total population within the County had incomes below the poverty level.

Lassen County	Populations
City of Susanville	17,947
Westwood	1,647
Janesville	1,408
Johnstonville	1,024
Susanville Indian Rancheria	549
Unincorporated and Other	12,320
Total	34,895

The County is home to three prisons: High Desert State Prison (maximum security with capacity for 2,324 persons), California Correctional Center (minimum security with capacity for 3,883 persons), Federal Corrections Institution Herlong, and the Lassen County Jail.

2.1.1.3 Economy

The County’s economy was once based in timber, but now most jobs are based within the public sector. The High Desert State Prison and California Correctional Center employ the greatest number of people in the area, followed by other federal, state, and local governmental agencies.

2.1.1.4 Education

Public education in the County is served by the following school districts

- Big Valley School District
- Susanville School District
- Fort Sage Unified
- Janesville Union Elementary
- Johnstonville Elementary
- Lassen County Office of Education
- Lassen Union High School
- Ravendale-Termo Elementary
- Richmond Elementary
- Shaffer Union Elementary
- Westwood Unified
- Long Valley Charter
- Mt Lassen Charter

2. Situation and Assumptions

Lassen Community College is also located in Susanville.

2.1.1.5 Transportation

U.S. Route 395 is the primary transportation corridor into the County from the east and north, while State Route 36 is the primary transportation route from the west.

The Transit Service Agency contracts with a service provider to run the Lassen Rural Bus, which provides service in and around Susanville and other more rural destinations, including Westwood and Doyle.

The following airports are located in Lassen County.

Susanville Municipal Airport (FAA Identifier - SVE) is a city-owned, 130-acre, general aviation public use airport located approximately six miles southeast of the central business district of Susanville. Elevation is 4,149 feet above mean sea level.^[1] It has two runways measuring 4,051 by 75 feet (asphalt/grooved) and 2,180 by 60 feet (dirt); and two helipads: 120 by 120 feet (asphalt) and 65 by 65 feet (asphalt). This is a public, general aviation airport located in the City of Susanville.

The following are public, general aviation airports located outside of the City of Susanville:

Southard Field Airport (Bieber) (FAA Identifier – O55) having a runway measuring 2980 by 35 feet (asphalt), with an elevation of 4163 feet above mean sea level.

Herlong Airport (FAA Identifier – H37) having a runway measuring 3260 by 40 feet (asphalt), with an elevation of 4062 feet above mean sea level.

Ravendale Airport (FAA identifier – O39) having a runway measuring 2920 by 30 feet (asphalt), with an elevation of 5306 feet above mean sea level.

Spaulding Airport (FAA identifier – 1Q2) having a runway measuring 4600 by 50 feet (asphalt), with an elevation of 5115.8 feet above mean sea level.

The following are private, permission required prior to landing, airports/heliports:

Banner-Lassen Community Hospital Heliport (FAA Identifier – 99CN) is a concrete 86 by 50 feet helipad that is owned by Banner Lassen Medical Center, Susanville, CA

Amedee Airport (FAA Identifier – AHC) runway measuring 10,000 by 150 feet (asphalt) is owned by the US Army and located at Sierra Army Depot.

2.1.1.6 Community Events

This plan is also a tool to use for planned events that might tax the community's ability to respond or recover. Large community events can result in large congregations of people or an influx in visitors that can create traffic problems, result in a surge of people trying to access

^[1] Mean sea level (MSL): the average height of the ocean surface; i.e. halfway between high tide and low tide. MSL is used in aviation to measure altitude at flight levels.

2. Situation and Assumptions

medical services, or result in incidents of civil unrest. Pre-planning for community events is critical to minimizing their potential impacts on the City and County’s ability to conduct emergency response operations. Additionally, planned events are ideal opportunities to practice the concepts presented in this plan, including activation of the EOC, implementation of ICS, and coordination of public information.

2.1.2 Threat/Hazard Identification

The County may be subject to a variety of natural, technological, and human-caused hazards and threats. Table 2-4 identifies the hazard/threat most likely to impact the County based on the community’s vulnerability and the resulting potential impacts of the hazard or threat as identified in the 2010 *Lassen County Multi-Jurisdictional Hazard Mitigation Plan*.

Natural <i>Results from acts of nature.</i>	Technological <i>Results from accidents or failures of systems and structures.</i>	Human-Caused / Adversarial Threats <i>Result from intentional actions of an adversary</i>
<ul style="list-style-type: none"> • Wildfire • Windstorm • Severe storm • Drought • Flood • Earthquake • Volcano 	<ul style="list-style-type: none"> • Power failure • Dam failure • Hazardous materials incident • Pandemic 	<ul style="list-style-type: none"> • Chemical, biological, radiological, nuclear, and explosive (CBRNE)

See the Lassen County Multi-Jurisdictional Hazard Mitigation Plan (2018) for more information regarding hazards for the area.

2.1.3 Hazard Analysis

The hazard analysis identifies the relative risk posed to the County by each hazard and threat described above, in order to ensure that high priority hazards are addressed in the County’s hazard mitigation planning, emergency response, and recovery procedures. A formal hazard assessment is included in the County’s most recent Hazard Mitigation Plan.

2.1.4 Capability Assessment

The availability of the County’s physical and staff resources may limit its capability to conduct short- and long-term response actions on an independent basis. County response capabilities are also limited during periods when essential staff are on vacation, sick, or under furlough due to budgetary constraints.

The County has not defined its core capabilities in accordance with the National Preparedness Goal or undertaken a formal capabilities assessment to date. Should an assessment be conducted in the future, it will help emergency responders evaluate, coordinate, and enhance the cohesiveness of their emergency response plans. A community capability assessment is a low

2. Situation and Assumptions

impact systematic approach to evaluate the County’s emergency plan and capability to respond to hazards.

Figure 2-2 Core Capabilities List

PREVENTION	PROTECTION	MITIGATION	RESPONSE	RECOVERY
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing		Community Resilience	Infrastructure Systems	
Interdiction and Disruption		Long-Term Vulnerability Reduction	Critical Transportation	Economic Recovery
Screening, Search and Detection		Risk and Disaster Resilience Assessment	Environmental Response/Health and Safety	Health and Social Services
Forensics and Attribution	Access Control and Identity Verification	Threats and Hazard Identification	Fatality Management Services	Housing
	Cybersecurity		Fire Management and Suppression	Infrastructure Systems
	Physical Protective Measures		Mass Care Services	Natural and Cultural Resources
	Risk Management for Protection Programs and Activities		Mass Search and Rescue Operations	
	Supply Chain Integrity and Security		On-Scene Security and Protection	
			Operational Communications	
			Public Health, Healthcare, and Emergency Medical Services	
			Situational Assessment	

2.1.5 Protection of Critical Infrastructure and Key Resources

Critical infrastructure and key resources support the delivery of critical and essential services that support the security, health, and economic vitality of the County. Examples include the assets, systems, networks, and functions that provide vital services to cities, states, regions, and, sometimes, the nation, disruption of which could significantly impact vital services, produce cascading effects, and result in large-scale human suffering, property destruction, economic loss, and damage to public confidence and morale.

Key facilities that should be considered in infrastructure protection planning include:

- Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and/or water-reactive materials.
- Government facilities, such as departments, agencies, and administrative offices.
- Hospitals, nursing homes, and housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event.

2. Situation and Assumptions

- Police stations, fire stations, vehicle and equipment storage facilities, and EOCs that are needed for disaster response before, during, and after hazard events.
- Public and private utilities and infrastructure that are vital to maintaining or restoring normal services to areas damaged by hazard events.
- Communications and cyber systems, assets, and networks such as secure County servers and fiber optic communications lines.

2.2 Assumptions

This EOP is based on the following assumptions and limitations:

- Essential County and City services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by County and City emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response staff are trained and experienced in operating under the SEMS/NIMS/ICS protocol.
- Each responding County and City agency will utilize existing directives and procedures in responding to major emergencies and disasters.
- Environmental, technological, and civil emergencies may be of a magnitude and severity that require State and federal assistance.
- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.
- All or part of the County may be affected by environmental and technological emergencies.
- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the County could be subject to radioactive fallout or other hazards related to weapons of mass destruction. In accordance with national nuclear civil protection policy, two options have been developed to counteract such a threat: population protection and shelter-in-place programs.
- Outside assistance will be available in most major emergency/disaster situations that affect the County. Although this plan defines procedures for coordinating such assistance, it is essential for the County and City to be prepared to carry out disaster response and short-term actions on an independent basis.
- Control over County and City resources will remain at the County/City level even though the Governor has the legal authority to assume control in a State Proclamation of Emergency.
- County and City communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general

2. Situation and Assumptions

emergency; however, the County can still operate effectively if public officials, first responders, employees, volunteers, and residents are:

- Familiar with established policies and procedures
- Assigned pre-designated tasks
- Provided with assembly instructions
- Formally trained in the duties, roles, and responsibilities required of them during emergency operations.

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3

Concept of Operations

Section 3 of the EOP states the City and County's response and recovery priorities, provides concepts to guide the City and County through the phases of emergency operations, and provides a guide for multi-jurisdictional coordination and incident command.

3.1 General

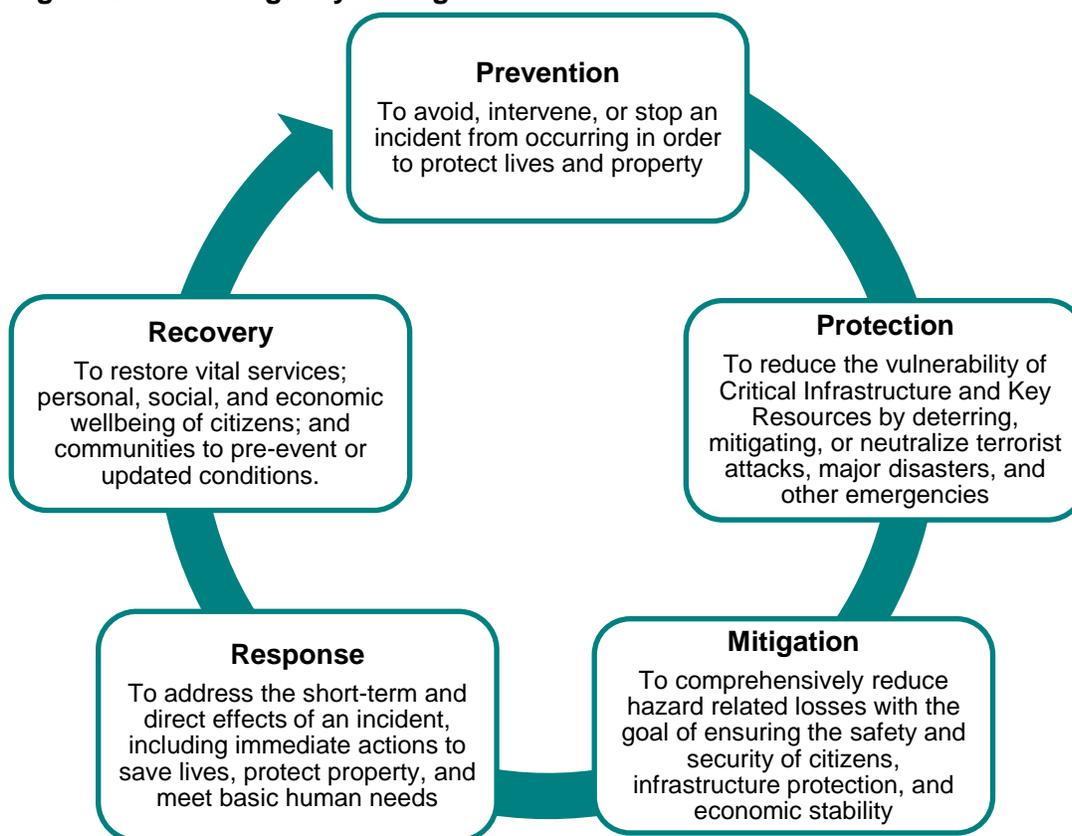
The City and County are responsible for emergency management and protecting the lives and property of individuals within their jurisdictions. This EOP provides a concept of operations for managing emergency response when individual response agencies are reaching or have exceeded their capabilities to respond to an emergency. The concept of operations is scalable and adaptable and may also be used during non-routine incidents or pre-planned events when the normal organization and functions of County government are determined insufficient to effectively meet potential response requirements.

3.2 Emergency Management Mission Areas

3.2.1 Response and Recovery Priorities

This plan adheres to the emergency management principle of all-hazards planning, which is based on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. The focus of this EOP is response and short-term recovery actions. Nevertheless, this plan impacts and is informed by activities conducted before and after emergency operations take place and is designed to assist the City and County in the following five mission areas.

Figure 3-1 Emergency Management Mission Areas



3.2.1.1 Response

Response activities within the City and County are undertaken immediately after an incident. The County's response priorities are defined below:

1. **Lifesaving:** Efforts to save lives and operations that minimize risks to public health and safety.
2. **Property:** Efforts to reduce impacts to critical infrastructure and minimize property damage.
3. **Environment:** Efforts to mitigate long-term impacts to the environment.

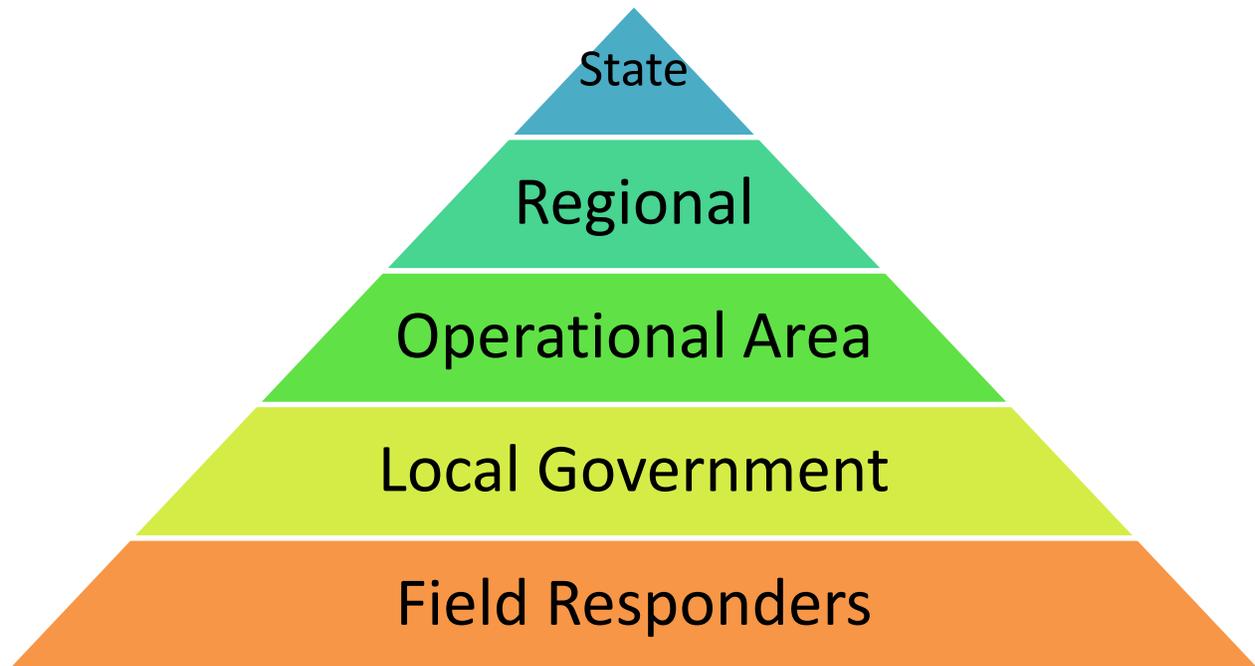
3.2.1.2 Recovery

Recovery operations are the actions taken to restore vital services, help citizens resume self-sufficiency, and help communities return to pre-event or "new normal" conditions. Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, and electricity, as well as garbage and debris removal. The City and County's short-term recovery priorities are defined below:

1. **Initial Damage Assessment:** Determine structure impacts to the City and County.
2. **Debris Removal:** Coordinate debris clearance, collection, and removal.
3. **Infrastructure Restoration:** Facilitate restoration of critical infrastructure.

3.3 Standardized Emergency Management System

SEMS is the system required by California Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies as outlined in CCR Section 2400-2450. SEMS consists of five organizational levels and incorporates the use of ICS, the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.



See Appendix B for ICS forms and Appendix C for EOC Position Checklists consistent with SEMS. ICS Forms and EOC Position Checklists should be maintained at the EOC.

3.3.1 SEMS Organizational Levels

SEMS operates among five organizational levels: Field Response, Local Government, Operational Area, Region, and State. Each level uses the functions, principles, and components of ICS, and the SEMS organizational model allows for a predetermined flow of resource requests and assistance through the various levels.

SEMS is a flexible framework that allows for a scaled response to emergencies. Whether EOCs are activated at various SEMS levels will be determined by the requirements of the emergency.

3.3.1.1 Field Response Level

At the Field Response level, emergency response personnel and resources carry out tactical decisions and activities under the command of an appropriate authority (Incident Commander) in direct response to an incident or threat. SEMS regulations require the use of ICS at the Field Response level of an incident. The Field Response level is described in the SEMS Guidelines.

At the SEMS Field Response level, Unified Command may be established for some multijurisdictional or multi-agency incidents. Unified Command may be used when more than

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one agency has some significant jurisdiction over that incident. Under Unified Command, each agency with significant jurisdictional responsibility will assign an Incident Commander and appropriate resources to the incident.

3.3.1.2 Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. To be eligible for State funding of response-related personnel costs, local governments are required to use SEMS when their EOCs are activated or a local emergency is declared or proclaimed. Under SEMS, the local government EMO and its relationship and connections to the Field Response level may vary depending on factors related to geographical size, population, function, or complexity. The Local Government level is described further in the SEMS Guidelines.

Local governments must use SEMS to be eligible for State funding of their personnel-related costs under State disaster assistance programs.

3.3.1.3 Operational Area

Under SEMS, the Operational Area means an intermediate level of the State's emergency services organization, which encompasses the County and all political subdivisions located within the County. The Operational Area manages and/or coordinates information, resources, and priorities among local governments within the Operational Area and serves as the coordination and communication link between the Local Government level and the Regional level.

Consistent with Section 8559 and 8605 of the California Government Code, an agreement passed by the Board of Supervisors on September 26, 1995, designates the County of Lassen as the Operational Area for Lassen County and the Countywide Coordinator as the Operational Area Coordinator. The Lassen Operational Area functions as part of SEMS. Emergency operations and mutual aid activities are conducted and coordinated using ICS and the MACS, as appropriate.

Lassen Operational Area responsibilities, according to California Government Code Section 8607 include:

- Preparation and execution of plans for the protection of persons and property within the County in the event of an emergency.
- Direction of the EMO.
- Coordination of the emergency function of the County with all other public agencies, corporations, organizations, and affected private citizens.
- Acting as a policy-making body with representation from all participating jurisdictions and setting priorities agreed upon by all members.
- Providing a single point of contact for information on an emergency situation, as well as resource requirements and prioritizations.
- Acting as a single ordering point for resources, including fire and law enforcement resources through Operational Area Fire and Law Enforcement Mutual Aid Coordinators.

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3.3.1.4 Region

Because of its size and geography, California has been divided into six Mutual Aid Regions. The purpose of a Mutual Aid Region is to provide more effective application and coordination of mutual aid and other emergency-related activities. Cal OES provides administrative oversight over the Mutual Aid Regions through three Administrative Regional Offices.

Under SEMS, the Regional level manages and coordinates information and resources among Operational Areas within the mutual aid region, and also between the Operational Areas and the State level. The Regional level also coordinates overall State agency support for emergency response activities within the Region. The Regional level is described further in the SEMS Guidelines.

The Lassen Operational Area is in OES Region III and requests mutual aid through this region. Region III comprises Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, and Yuba.

3.3.1.5 State

The State level of SEMS tasks and coordinates State resources in response to requests from the Regional EOCs and coordinates mutual aid among the Mutual Aid Regions and between the Regional and State level. The State level also serves as the coordination and communication link between the State and FEMA or other federal agencies involved in the implementation of the Federal Response Plan in California. The State level of SEMS operates the State Operations Center at Cal OES Headquarters in Sacramento. The State level is described further in the SEMS Guidelines.

3.3.2 SEMS Minimum Activation Requirements

Situations Identified in SEMS Regulations	SEMS Levels				
	Field Response	Local Government	Operational Area	Regional	State
Incident involving two or more emergency response agencies §2405 (a),(b)	Use ICS				
Local emergency declared or proclaimed* §2407 (a)(2)		Use SEMS			
Local government EOC activated §2407(a)(1)		Use SEMS			
Local government activates EOC and requests Operational Area EOC activation §2407(a)(1)		Use SEMS	Activate EOC	Activate EOC	Activate EOC
Two or more cities within an Operational Area declare or proclaim a local emergency §2409(f)(2)			Activate EOC	Activate EOC	Activate EOC
County and one or more cities declare or proclaim a local emergency §2409(f)(3)			Activate EOC	Activate EOC	Activate EOC

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Situations Identified in SEMS Regulations	SEMS Levels					
	Field Response	Local Government	Operational Area	Regional	State	
City, city and county, or county requests Governor's state of emergency proclamation §2409(f)(4)			Activate EOC	Activate EOC	Activate EOC	
Governor proclaims a State of Emergency for county or two or more cities §2409(f)(5)			Activate EOC	Activate EOC	Activate EOC	
Operational Area requests resources from outside its boundaries**§2409(f)(6)			Activate EOC	Activate EOC	Activate EOC	
Operational Area receives resource requests from outside its boundaries**§2409(f)(7)			Activate EOC	Activate EOC	Activate EOC	
An Operational Area EOC is activated §2411(a)					Activate EOC	Activate EOC
A regional EOC is activated §2413(a)(1)						Activate EOC
Governor proclaims a State of Emergency §2413(a)(2)						Activate EOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)						Activate EOC
<p>Notes: This matrix comes directly from Exhibit A-1 of the SEMS Guidelines. This matrix highlights the flow-through nature of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC which, in turn, triggers activation of the state level EOC.</p> <p>*The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be declared or proclaimed without the need for EOC activation.</p> <p>** Does not apply to requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange of furnishing of certain types of facilities and services as provided for under the Master Mutual Aid Agreement.</p> <p>§ Indicates sections in the California Code of Regulations, Title 19, Division 2, Chapter 1 (SEMS)</p> <p>Situation is not applicable to the SEMS level.</p>						

3.4 Incident Management

This section describes how the City and County will accomplish primary objectives during emergency response.

3.4.1 Activation of the EOP

When an emergency situation arises, and it is determined that the normal organization and functions of City and County government are insufficient to effectively meet response requirements, the County Emergency Services Chief may activate the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander. In addition, the County Emergency Services Chief may partially or fully activate and staff the EOC based on an emergency’s type, size, severity, and anticipated duration. An emergency proclamation is not required in order to implement the EOP or activate the EOC. Upon identifying the need to

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activate the EOP and/or EOC, a call-out notification will be made depending on the activation level (discussed in Section 5.4.1): the Incident Commander will notify the County Emergency Services Chief and/or City of Susanville Fire Chief. If neither can be reached, notification will be made to the following:

1. Emergency Services Chief via Susanville Interagency Fire Center Duty Chief
2. Sheriff or Designee
3. Police Chief or Designee

The County Emergency Services Chief will take appropriate and responsive actions that may range from monitoring the situation for possible escalation to directing a partial or full EOC activation. Once notified that the EOC has been activated and/or an emergency has been declared, all involved agencies will implement their respective plans and procedures and provide the County Emergency Services Chief with the following information:

- Operational status
- Readiness and availability of resources
- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.)
- Significant concerns and issues dealing with potential or actual loss of life or property

Refer to the immediate actions checklist for further information on initial actions to be taken by the County Emergency Services Chief (or designee) upon implementation of all or part of this EOP.

3.4.2 Alert and Warning

Warnings, emergency information and notifications, or disaster reports received by County personnel will be relayed to the County Emergency Services Chief via the Sheriff's Office, which serves as the primary receiver of 9-1-1 calls. Response personnel will communicate and receive notifications using traditional communications technology, such as landline and cellular telephones, faxes, pagers, internet/email, and radio throughout the duration of response activities as long as these resources are available. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained by each agency. External partners will be notified and coordinated through the EOC, if activated and as appropriate.

See California and Nevada State Emergency Alert System Plans for more details.

Additional alert and warning resources include:

- The Sheriff's Office has the ability to use the Code Red emergency messaging system to provide public safety alerts to residents' home phones and mobile devices.
- NOAA weather radio and Emergency Alert System (EAS) can be used to broadcast messages over the NOAA weather radio frequency.
- Local utilities provide text-based notification to notify customers of service outages.

- School districts have text-based notification systems in place to contact parents in an emergency.
- Changeable message signs provide transportation alerts along highways.

See EF 2 – Communications for more details.

3.4.3 Communications

The ability of responders from different agencies and disciplines to work together depends greatly on their ability to communicate with each other. Plain language is essential to first responder and public safety and will be used by all County personnel during emergencies. The use of common terminology enables emergency responders, EOC personnel, and County staff, as well as personnel from neighboring jurisdictions or the State, to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity. Each department and agency involved in emergency operations is responsible for maintaining their own communications systems. The Sheriff's Office is tasked with maintaining the County's 9-1-1 and dispatch infrastructure as it relates to law enforcement activities; the Susanville Interagency Fire Center is responsible for dispatch infrastructure for fire and emergency medical services (EMS)–related activities.

See EF 2 – Communication for more information regarding how these systems are accessed, managed, and operated throughout an emergency's duration.

3.4.3.1 Interoperability

Interoperability is the ability of public and private agencies, departments, and other organizations to operate and communicate effectively together through the use of systems, personnel, and equipment. In recognition that successful emergency management and incident response operations require the continuous flow of critical information among jurisdictions, disciplines, organizations, and agencies, interoperability plans or procedures should be developed that include training and exercises, SOPs, new technology, and considerations of individual agency governance, as well as consideration of use within the stressful and often chaotic context of a major response. Interoperable voice, data, or video-on-demand communications systems allow emergency management/response personnel to communicate within and across agencies and jurisdictions in real time, when needed, and when authorized.

3.4.4 Situational Awareness and Intelligence Gathering

Situational awareness and intelligence gathering are necessary to maintain a common operating picture among response agencies and are the basis for emergency alert and warning (when an incident alert is not received by an outside agency). Situational awareness is the ongoing process of collecting, analyzing, and sharing information across agencies and intergovernmental levels, and the private sector. Intelligence gathering is the collecting of security and operational information, such as severe weather forecasts issued by the National Weather Service. Intelligence gathering may also be used to detect, prevent, apprehend, and prosecute criminals planning terrorist incidents.

On a day-to-day basis, and during low-level incidents when the EOC is not fully activated, the City and County, primary agencies, and supporting response agencies will:

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- Be aware of their surroundings and identify and report potential threats and dangerous situations.
- Share and evaluate information from multiple sources.
- Integrate communications and reporting activities among responding agencies.
- Monitor threats and hazards.
- Share forecasting of incident severity and needs.

If activated, the EOC Planning/Intelligence Section Chief will lead situational awareness and intelligence gathering activities and functions, unless otherwise designated. If a criminal or terrorist incident is suspected, the Sheriff's Office will notify the California State Terrorism Threat Assessment Center (STTAC) through Cal OES. During a terrorist incident, the STTAC may support situational awareness and intelligence gathering functions.

3.4.4.1 Cyber Security

Cyber security is an additional concern during both normal operations and emergency situations. Information Technology (IT) specialists are involved in EOC security protocols, and the following tasks have been addressed:

- Development of a cyber security system: Malware and viruses can allow hackers to access confidential and proprietary information within the EOC network. Technology departments are developing cyber security tools to prevent such attacks.
- Identified weaknesses throughout the system: IT specialists are identifying areas that are especially prone to attack or have inherent weaknesses. Information stored online can have considerable vulnerability to attacks, and steps are being taken to lessen this vulnerability.
- Establishment of web access policies: Personnel are educated on the risks posed by certain types of websites and the risks of opening suspicious emails. In addition, policies are in place to decrease the likelihood of a security breach.

3.4.5 Emergency Public Information

Emergency public information involves developing, coordinating, and disseminating information to the public, coordinating officials, and incident management and responders under all hazard conditions. To ensure that appropriate information is distributed to all populations, the EMO will seek to develop public and private partnerships, possibly including:

- Fixed and mobile service providers
- Local officials and State agencies
- Representatives from access and functional needs populations such as non-English speakers and the disabled community
- Staff from nonprofit emergency support organizations
- Third-party emergency alert
- Telephone notification vendors
- Broadcasters

3. Concept of Operations

These partnerships help inform overall guidance of emergency public information message development, standards of practice, and evaluation tools and help refine public information plans and procedures.

The Public Information Officer (PIO) is a member of the EOC Command Staff responsible for interfacing with the public, media, and other agencies during all emergency mission phases. During an emergency, the PIO gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information and is an important link between the EMO and the community. The information the PIO provides to a community can call people to action, educate and inform, change behavior and attitudes, create a positive impression of the City and County's EMO, and prepare the community for an emergency.

See Section 5.5.2 for additional information regarding PIO responsibilities and Section 5.3.4 for information regarding establishing a Joint Information Center.

3.4.6 Resource Management

When the EOC is activated, the Logistics and Planning Sections have primary responsibility for coordinating the resource management effort and have authority under emergency conditions to establish priorities for the assignment and use of all City and County resources. In a situation where resource allocations are in dispute, the City Fire Chief and County Emergency Services Chief have the final allocation authority for City and County resources, respectively. Resources will be allocated according to the following guidelines:

- Deploy resources according to the following priorities:
 1. Protection of life
 2. Protection of responding resources
 3. Protection of public facilities
 4. Protection of private property
- Distribute resources so that the most benefit is provided for resources expended.
- Coordinate citizen appeals for assistance at the EOC or Joint Information Center (JIC). Use local media to provide citizens with information about where to make these requests.
- Activate mutual aid agreements as necessary to supplement local resources.
- When all local resources are committed or expended, issue a request to the County for County, Regional, State, and federal resources through an emergency proclamation.

3.4.6.1 Resource Typing

The City and County will utilize resource typing, which is a method for standardizing equipment requests and managing resources during an incident in accordance with NIMS. A resource-typed list can increase the usefulness of the tools requested during an emergency and may reduce costs by eliminating orders for equipment that are inaccurate or inappropriate for the situation. Response personnel and support staff are trained and exercised using resource typing lists to ensure familiarity with the standard terminology for commonly requested resources.

3. Concept of Operations**3.4.6.2 Credentialing of Personnel**

At this time, the County has not implemented a formalized credentialing program. Should one be implemented, it will be developed with technical assistance from Cal OES and will provide for documenting personnel, and authenticating and verifying their qualifications.

3.4.6.3 Volunteer and Donations Management

At this time, the City and County do not have a formal volunteer and donations management program in place. Should one be developed, it will work to ensure the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support events and incidents. Technical assistance for implementing SEMS/NIMS/ICS volunteer and donations management procedures is available from Cal OES, Planning and Preparedness Branch, Disaster Service Worker Volunteer Program.

During low-level incidents, when the EOC is activated and an emergency has not been declared, the County Emergency Services Chief will coordinate and manage volunteer services and donated goods through the EOC, with support from the Red Cross, Salvation Army, and other volunteer organizations. Procedures for accessing and managing these services during an emergency will follow SEMS/NIMS/ICS standards. Elements of the County's volunteer and donations management program may include:

- Activation of a Volunteer and Donations Management coordinator within the County's EMO to address volunteer and donations management, including coordination with neighboring jurisdictions and the State's donation management system.
- Implementation of a system for tracking and utilizing volunteers and donations (including cash contributions).
- Coordination with State and local volunteer agencies and Volunteer Organizations Active in Disaster groups,
- Establishment of facilities such as a warehouse and volunteer reception center.
- Methods and sites for collection, sorting, managing, and distributing in-kind contributions, including methods for disposing of or refusing goods that are not acceptable.
- Communications support such as coordination of a call center and public information.
- Procedures to verify and/or vet voluntary organizations and/or organizations operating relief funds.

3.4.7 Access and Functional Needs Populations

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation, or functional needs. Access and Functional Needs Populations (also referred to as vulnerable populations and special needs populations) are members of the community who experience physical, mental, or medical care needs and who may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

Examples of individuals who have access and functional needs include, but are not limited to:

- Individuals who are deaf or hard of hearing

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- Individuals with limited English proficiency
- Children and the elderly
- Individuals without vehicles
- Individuals with special dietary needs
- Individuals who experience physical disabilities

The County's plans and programs in place to assist Access and Functional Needs Populations include:

- Lassen County HHS staff trained as Functional Assessment Service Team members to assist at general population shelters.
- Communication systems in place to support Access and Functional Needs populations:
 - Face-to-face communication (primary method)
 - Coordination with assisted living facilities staff
 - Code Red alerts
 - Voluntary Public Health registry (for evacuation purposes)

3.4.7.1 Emergency Communications

Access and Functional Needs Populations may require targeted outreach following an incident. The City and County's PIO and JIC will ensure that public messaging and communications are accessible to these populations through targeted tactics, including:

- Provide sign language interpreters for individuals who are deaf or hard of hearing, as available (use of signage if personnel are unavailable).
- Provide alternatives to signage for individuals who are blind or have poor vision (braille, support personnel, recordings).
- Provide translation services for persons with limited English proficiency or for non-English-speaking individuals.

3.4.7.2 Evacuation Support

Evacuations can be difficult for all members of the community, and especially difficult for those with Access and Functional Needs. The City and County EMO will support these populations through targeted tactics including:

- Ensure that emergency communications procedures identified in Section 3.4.7.1 are integrated into evacuation orders.
- Provide accessible transportation services through County HHS and other service providers.
- Support individuals with medical needs.
- Provide equipment and resources to allow individuals to contact their families, care providers, essential equipment, and service animals.

3.4.7.3 Sheltering

Access and Functional Needs populations may require support within shelters that cannot be provided at a number of potentially feasible shelter locations. As such, all general population shelters within the County should be outfitted to support these populations, including:

- Equipped with accessible resources (i.e., Americans with Disabilities Act accessible bathrooms, living areas, showers, etc.).
- Staffed with support personnel trained to provide care to Access and Functional Needs populations (i.e., personal care providers, service animals, etc.).

See EF 6 – Care and Shelter for additional details.

3.4.7.4 Children and Disasters

Planning and preparing for the unique needs of children is of utmost concern to the County, and, whenever possible, the County will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to children.

Individuals with children have the primary responsibility for minimizing the impact of disasters on themselves and their children through personal preparedness activities. To the greatest extent possible, HHS will assist in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services.

3.4.8 Animals in Disaster

While the protection of human life is paramount, the need to care for domestic livestock and/or companion animals plays into decisions made by people affected by disasters. Preparing for the care of animals during a disaster is the responsibility of owners. However, the County may coordinate with local animal owners, veterinarians, and animal advocacy groups and charities sponsored by private organizations to address animal-related issues that arise during an emergency. If local resources are insufficient to meet the needs of animals during a disaster, the County may request assistance through Cal OES.

3.4.9 Demobilization

As the emergency situation progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for emergency coordination to agencies involved with short- and long-term recovery operations.

The following issues will be considered when demobilizing:

- Identification of surplus resources and probable resource release times
- Released or demobilized response resources as approved by the on-scene Incident Commander and/or EOC Director
- Repair and maintenance of equipment, if necessary

The County Emergency Services Chief, with advice from the EOC Director and/or on-scene Incident Commander, will determine when a State of Emergency no longer exists, emergency operations can be terminated, and normal County functions can be restored.

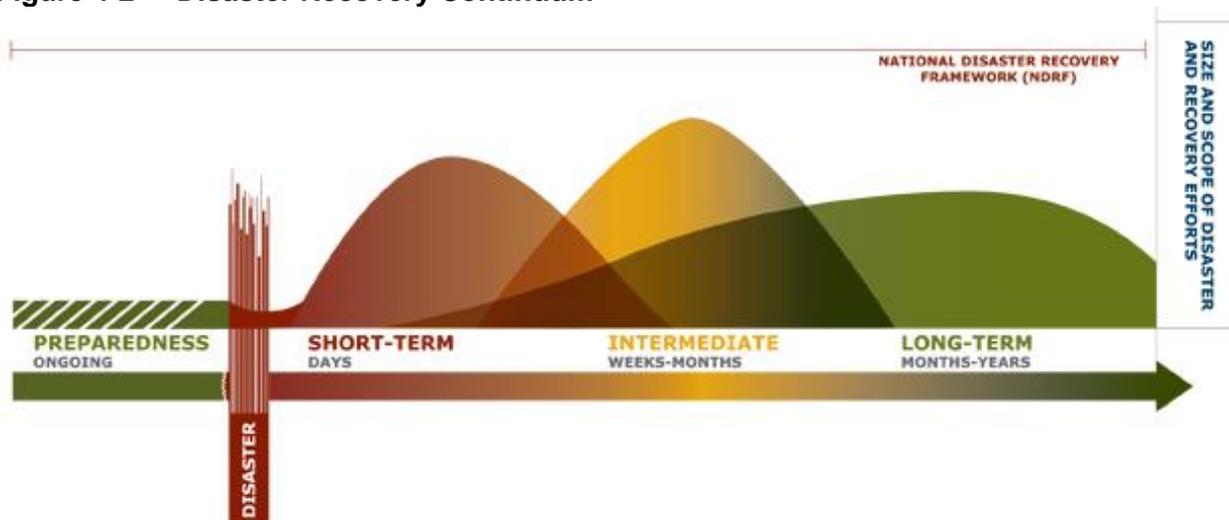
3.5 Transition to Recovery

Once immediate response activities have been completed, the City and County will turn towards recovery to restore government function and community services. Certain recovery activities may begin prior to the completion of all response activities. For example, restoration of lifeline utilities may commence while emergency sheltering is still ongoing.

It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster may disrupt employment, interrupt government services, impact the ability of businesses to function, and impact tax revenues within the City. This EOP is not a recovery plan; however, the City recognizes that response and recovery activities often take place concurrently until life safety and emergency protective actions are completed.

See EF 14 – Recovery for more information.

Figure 4-2 Disaster Recovery Continuum



Source: National Disaster Recovery Framework

Short-term recovery operations take place in the days to weeks following an incident and focus on stabilizing activities. This phase of recovery involves restoring vital services to the community and providing for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the City can concentrate on intermediate and long-term recovery efforts, which focus on restoring the community to a “new normal” or improved state.

Intermediate recovery operations take place in the weeks to months following an incident and focus on rebuilding activities. This phase of recovery involves repairing damaged infrastructure and buildings; providing financial, social, and psychological support to community members; and mitigating future risks.

3. Concept of Operations

Long-term recovery operations take place in the months to years following an incident and focus on revitalizing activities. This phase of recovery addresses complete redevelopment and revitalization of the impacted area, continued rebuilding activities, and a focus on building self-sufficiency, sustainability, and resilience.

During the recovery period, the City and County will review and implement mitigation measures, collect lessons learned and share them within the emergency response community, and reassess this EOP, including annexes, to identify any deficiencies and take corrective actions.

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4 Roles and Responsibilities

Section 4 identifies roles and responsibilities for staff and agencies that are part of the City and County's emergency management structure and for departments and agencies at all levels of government and community partners that may perform emergency functions under the EOP.

4.1 General

Agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

Primary roles involved during the initial emergency response will focus on first responders, such as fire services, law enforcement services, and public works agencies. Depending on the type of incident, initial response also may include hospitals, local public health departments, and hazardous material teams. In all emergencies, saving and protecting human lives is the top priority of the County and emergency response personnel.

Other departments that may be involved in emergency response have emergency functions that are similar to their normal duties. Each department is responsible for developing and maintaining its own procedures for carrying out these functions during an emergency. Specific responsibilities are outlined below, as well as in individual annexes.

4.2 Emergency Management Organization

For the purposes of this plan, the City and County's emergency management structure will be referred to generally as the Emergency Management Organization (EMO). Roles and responsibilities of individual staff and agencies are described throughout the plan to further clarify the City and County's emergency management structure.

The City Fire Chief and/or County Emergency Services Chief may, depending on the size or type of incident, delegate the authority to lead response and recovery actions to other City and County staff. Additionally, some authority to act in the event of an emergency may already be delegated by ordinance or by practice. As a result, the organizational structure for the EMO can vary depending upon the location, size, and impact of the incident. The EMO is divided into two general groups, organized by function—the Disaster Council and Emergency Response Agencies.

4. Roles and Responsibilities**4.2.1 Disaster Council**

The Disaster Council may include representation from each City and County department with primary responsibilities during an event. The Disaster Council is responsible for the activities conducted within its jurisdiction. The members of the group include both elected and appointed executives with legal responsibilities. Key general responsibilities for local elected and appointed officials include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting staff participation in local mitigation efforts within the jurisdiction, including the private sector, as appropriate.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans take into account the needs of:
 - The jurisdiction, including persons, property, and structures
 - Access and Functional Needs Populations, including unaccompanied children and those with service animals
 - Individuals with household pets
- Leading and encouraging all citizens (including Access and Functional Needs Populations) to take preparedness actions.
- Encouraging residents to participate in volunteer organizations and training courses.

4.2.1.1 Board of Supervisors and City Council/Elected Officials

The ultimate responsibility for policy, budget, and political direction for the City and County government is borne by the Board of Supervisors and City Council. During emergencies, this responsibility includes encouraging citizen involvement and citizen assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting State and federal officials. Additionally, the Board of Supervisors and City Council will provide elected liaison with the community and other jurisdictions. In the event that proclamation of emergency is needed, the Board of Supervisors and City Council will initiate and terminate the State of Emergency through a proclamation.

General responsibilities of the Board of Supervisors and City Council include:

- Establishing emergency management authority by County resolution (County only).
- Adopting an EOP and other emergency management-related resolutions.
- Declaring a State of Emergency and providing support to the on-scene Incident Commander in requesting assistance through the County (County only).
- Acting as liaison to the community during activation of the EOC.
- Acting on emergency funding needs.
- Attending PIO briefings.

4. Roles and Responsibilities

Other elected officials may have responsibilities related to their elected status and should be kept updated regarding activities that relate to their roles.

4.2.1.2 County Administrative Officer and City Administrator

The County Administrative Officer and City Administrator are responsible for continuity of government, overall direction of administrative emergency operations, and dissemination of public information, including the following tasks:

- Ensuring that all departments develop, maintain, and exercise their respective service annexes to this plan.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Implementing the policies and decisions of the governing body.
- Ensuring that plans are in place to protect and preserve County records.

4.2.1.3 Emergency Manager

The County Emergency Services Chief or City Fire Chief (Emergency Manager) has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Manager works with the Disaster Council to ensure that there are unified objectives with regard to the City or County's emergency plans and activities, including coordinating all aspects of the City or County's capabilities. The County Emergency Services Chief coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls. In particular, the Emergency Manager is responsible for:

- Serving as staff advisor to the Board of Supervisors and County Administrative Officer for emergency matters.
- Coordinating the planning and general preparedness activities of the government and maintenance of this plan.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.
- Preparing and maintaining a resource inventory (including call-down lists).
- Ensuring the operational capability of the EOC.
- Activating the EOC.
- Keeping the governing body apprised of the County's preparedness status and anticipated needs.
- Serving as day-to-day liaison to Cal OES (County only).
- Maintaining liaison with organized emergency volunteer groups and private agencies.

4.2.1.4 County and City Department Heads

Department and agency heads collaborate with the Disaster Council during development of local emergency plans and provide key response resources. County department and agency heads and their staffs develop, plan, and train to learn internal policies and procedures for meeting response and recovery needs safely. They also make staff available to participate in interagency training

4. Roles and Responsibilities

and exercise to develop and maintain the necessary capabilities, as well as clearly reinforce preparedness expectations. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County Administrative Officer and City Administrator.

4.2.2 Responsibilities of All Departments

Individual departments are an integral part of the emergency organization. While some departments' staff comprises emergency response personnel, the majority of County departments focus on supporting emergency response personnel and/or the continuity of services they provide to the public.

All County departments are responsible for:

- Supporting EOC operations to ensure that the City and County are providing for the safety and protection of the citizens they serve.
- Establishing, in writing, an ongoing line of succession and/or delegation of authority for each department; this document must be made known to department employees, and a copy must be filed with the County Administrative Officer and City Administrator.
- Developing alert and notification procedures for department personnel.
- Developing guidelines to implement assigned duties specified by this plan.
- Tracking incident-related costs incurred by the department, in coordination with the EOC Finance Section if activated, and submitting expenditure reports in accordance with financial management practices. Incident-related costs may occur during response or recovery phases and may include personnel overtime, equipment used/expended, and contracts initiated.
- Ensuring that vehicles and other equipment are equipped and ready, in accordance with SOPs.
- Notifying the Emergency Managers of resource shortfalls.
- Identifying essential functions and developing procedures for maintaining and/or reestablishing services provided to the public and other County departments.
- Assigning personnel to the EOC, as charged by this plan.
- Developing and implementing procedures for protecting vital records, materials, and facilities.
- Promoting family preparedness among employees.
- Ensuring that staff complete required training (including required NIMS and ICS training).
- Dedicating staff time for participation in training exercises.
- Preparing and maintaining supporting SOPs and annexes (including incorporation of NIMS components, principles, and policies).

4.2.3 Responsibilities by Function

Emergency functions (EFs) include services required for an effective emergency management program, of which response is a key element. EFs are performed by agencies including fire departments/districts, law enforcement, EMS providers, and public health, environmental health, and public works departments.

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Agencies with responsibilities under an EF may serve in one of the following roles:

- **Primary Agency(s)** – Identify lead agencies for emergency functions based on the agency’s coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Departments or agencies assigned as primary may not be responsible for all elements of a function and will coordinate with primary agencies at other levels of government and supporting agencies to ensure operational continuity.
- **Supporting Agency(s)** – Identify agencies with substantial support roles during major incidents.
- **Community Partners** – Identify nongovernmental organizations that provide subject matter expertise and support emergency operations.
- **State and Federal Agencies** – Identify the appropriate primary agencies at both the State and federal levels.

4.2.3.1 Transportation

Primary County Agency: Roads Department
Supporting County Agencies: Sheriff’s Office, HHS, Lassen Rural Bus
Primary City Agency: Susanville Sanitation Department
Supporting City Agencies: Police Department
Community Partners: Hospitals, School Districts, Rideshare Programs, Senior centers, Susanville Indian Rancheria
Primary State Agencies: California Department of Transportation, California Highway Patrol
Primary Federal Agency: Department of Homeland Security

Transportation-related responsibilities include:

- Monitoring and reporting the status of and any damage to the City and County’s transportation system and infrastructure.
- Identifying temporary alternative transportation solutions that can be implemented by others when City and County systems or infrastructure are damaged, unavailable, or overwhelmed.
- Coordinating the restoration and recovery of City and County transportation systems and infrastructure.
- Coordinating support of emergency operations activities among transportation stakeholders within the City and County’s authorities and resources limitations.

See EF 1 – Transportation for more details.

4. Roles and Responsibilities

4.2.3.2 Communications

Primary County Agency: Sheriff's Office

Supporting County Agencies: CAL FIRE Lassen Modoc Unit, HHS

Primary City Agency: Police Department

Supporting City Agencies: Fire Department

Community Partners: Amateur Radio Emergency Services, Internet, Phone providers

Primary State Agencies: Cal OES – Public Safety Communications Office, California Highway Patrol

Primary Federal Agency: Department of Homeland Security

Alert and Warning

Responsibilities related to alert and warning include:

- Monitoring emergency communications networks.
- Disseminating emergency alerts, as requested by the on-scene Incident Commander, EOC Director, or PIO.
- Receiving and disseminating warning information to the public and key City and County Officials.
- Activating the reverse dialing system.
- Delivering prompt, actionable, and clear information using culturally and linguistically appropriate methods to inform emergency responders and the public about recommended or required protective measures.

Communication Systems

Communication-related responsibilities include:

- Establishing and maintaining emergency communications systems.
- Coordinating the use of all public and private communication systems necessary during emergencies.
- Managing and coordinating all emergency communication within the EOC, once activated.
- Managing and coordinating all emergency notifications to departments and officials (e.g., during transition to continuity facilities or succession notification).
- Coordinate with service providers to restore sufficient communications infrastructure in affected areas to support life-sustaining activities, provide basic human needs, and facilitate the transition to recovery.

Additional resources that may be utilized include the California Health Alert Network, HHS Community Relations Unit, NOAA Weather Radios, and the Regional Cal OES Response Vehicle.

See the Lassen County Interoperable Communications Plan and EF 2 – Communications for more details.

4. Roles and Responsibilities

4.2.3.3 Construction and Engineering

Primary County Agency: Public Works/Roads Department

Supporting County Agencies: Special Districts, Building and Planning

Primary City Agency: Susanville Sanitation Department

Supporting City Agencies: Planning

Community Partners: Lassen Municipal Utility District, Pacific Gas and Electric Company (PG&E), Plumas-Sierra Rural Electric, Sierra Army Depot, engineering companies

Primary State Agencies: California Government Office – Department of General Services

Primary Federal Agency: Department of Defense/U.S. Army Corps of Engineers, Department of Homeland Security, U.S. Forest Service (USFS), Bureau of Land Management (BLM)

Responsibilities related to public works and engineering include:

- Conducting pre-incident and post-incident assessments of public works and infrastructure.
- Executing emergency contract support for life-saving and life-sustaining services.
- Coordinating stabilization and repair of damaged public infrastructure and critical facilities.
- Coordinating repair and restoration of the City and County’s critical infrastructure.
- Coordinating disaster debris management activities.

See EF 3 – Construction and Engineering for more details.

4.2.3.4 Fire and Rescue

Primary County Agency: Cal OES Fire and Rescue Operational Area Coordinator

Supporting County Agencies: County OES, County Environmental Health (during HazMat incidents), County Sheriff’s Search and Rescue Team

Primary City Agency: Fire Department

Supporting City Agencies: N/A

Community Partners: Local fire service agencies, USFS, National Park Service, BLM, Sierra Army Depot Fire Services, Sierra Emergency Medical Services Alliance, PHI Air Medical, California Highway Patrol

Primary State Agencies: Cal OES – Fire and Rescue Division, CAL FIRE

Primary Federal Agency: U.S. Department of Agriculture/Fire Service, Bureau of Land Management

Fire Services

Responsibilities related to fire service include:

- Providing fire prevention, fire suppression, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.
- Providing hazardous materials spills emergency response, planning, and coordination.
- Conduct search and rescue operations to locate and rescue people in distress.
- Performing specialized rescue (e.g., water, high-angle, structural collapse), as needed and practical.

4. Roles and Responsibilities

Fires originating in or potentially impacting lands designated as State Responsibility Areas or Federal Responsibility Areas will be managed per the authorities outlined in the California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement. Land management agencies (CAL FIRE, USFS, National Park Service, and BLM) could be partners in any response operations and communication between the County, State, and federal agencies will be essential.

Search and Rescue

Responsibilities related to search and rescue include:

- Coordinating available resources to search for and rescue persons lost outdoors.
- Cooperating with and extending assistance to surrounding jurisdictions, on request and as resources allow.

Specialty search and rescue resources in the County include a swift water rescue team and a dive team.

See EF 4 – Fire and Rescue for more details.

4.2.3.5 Management

Primary County Agency: County OES

Supporting County Agencies: Sheriff's Office, Health and Social Services Agency

Primary City Agency: Fire Department

Supporting City Agencies: Police Department

Community Partners: N/A

Primary State Agencies: Cal OES

Primary Federal Agency: U.S. Department of Homeland Security/ FEMA

Emergency Operations Center

The County Emergency Services Chief is responsible for maintaining the readiness of the EOC, identifying support staff, and ensuring that they are adequately trained to perform their position duties. Departments will be requested to designate personnel who can be made available to be trained by Emergency Services staff and to work in the EOC during an emergency. Other departments may be requested to provide assistance in an emergency.

The following tasks are necessary for the City and County to activate and utilize the EOC to support and coordinate response operations during an emergency:

- Providing coordination of resources and emergency communications at the request of the on-scene Incident Commander.
- Maintaining contact with neighboring jurisdictions.
- Maintaining the EOC in an operating mode, as required by the incident, or ensuring that the EOC space can be converted into an operating condition.
- Requesting department representatives (by title) to report to the EOC and developing procedures for crisis training.
- Activate and deactivate EFs as required by the incident.

4. Roles and Responsibilities

- Coordinate an effective response among EFs when an emergency occurs.
- Provide support to EFs as requested.
- Ensuring that EOC personnel operate in accordance with ICS.
- Ensuring accurate record keeping.
- Developing and identifying duties of staff, use of displays and message forms, and procedures for EOC activation.

Additional information technology resources that may be utilized are the CalEOC incident management software, Resource Ordering Status System (ROSS), Situation Awareness Collaboration Tool (SCOUT), and EM Resource for tracking of hospital beds and casualty alerts.

Information and Planning

The federal government, coordinated by FEMA, utilizes ESF #5 – Information and Planning to fulfil these responsibilities. The ESF and local EF should maintain situational awareness throughout the emergency operation and ensure that it is organized in accordance to SEMS/NIMS.

See Chapter 5 – Command and Control and EF 5 – Emergency Management for more details.

4.2.3.6 Care and Shelter

Primary County Agency: Health and Social Services Agency

Supporting County Agencies: County OES

Primary City Agency: *County Health and Social Services Agency

Supporting City Agencies: Fire Department

Community Partners: Red Cross, school districts, faith-based organizations, Humane Society and other local animal nonprofit organizations

Primary State Agencies: California Health and Human Services Agency

Primary Federal Agency: U.S. Department of Health and Human Services

*City does not maintain capabilities to address health and social services.

HSSA, with support from the American Red Cross (Red Cross), is responsible for ensuring that the mass care needs of the affected population are met, including sheltering, feeding, providing first aid, and reuniting families. Relevant operations are detailed in EF 6 – Care and Shelter and EF 11 – Food and Agriculture. Responsibilities related to mass care, emergency assistance, housing, and human services include:

- Maintaining and implementing procedures for care and shelter of displaced citizens.
- Maintaining and implementing procedures for the care and shelter of animals in an emergency.
- Delivering resources and capabilities to feed and shelter displaced citizens, including those with access and functional needs (may coordinate with the Red Cross, Salvation Army, or other disaster relief organizations).
- Identifying, establishing, staffing, and equipping emergency shelters, ensuring that shelters are accessible for individuals with access and functional needs.
- Providing emotional support to affected individuals.

4. Roles and Responsibilities

- Coordinating support with other departments, relief agencies, and volunteer groups.
- Designating a coordinator/liaison to participate in all phases of the emergency management program, when necessary or as requested.
- Providing emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.
- Coordinating with faith-based organizations and other volunteer agencies.
- Identifying emergency feeding sites (coordinating with the Red Cross and Salvation Army).
- Coordinating operation of shelter facilities operated by the County, local volunteers, or organized disaster relief agencies such as the Red Cross.
- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.
- Transitioning displaced people to interim housing.

See EF 6 – Care and Shelter or the County Care and EF 11 – Food and Agriculture for more details.

4.2.3.7 Resources

Primary County Agency: County OES

Supporting County Agencies: Sheriff's Office, HHS, Public Works/Roads Department

Primary City Agency: Fire Department

Supporting City Agencies: Police Department, Susanville Sanitation Department

Community Partners: American Red Cross

Primary State Agencies: California Government Operations Agency, Department of General Services, Cal OES, CAL FIRE

Primary Federal Agency: U.S. Department of Homeland Security/FEMA, USFS, California Department of Corrections and Rehabilitation

Responsibilities related to logistics management and resource support include:

- Establishing procedures for employing temporary personnel for disaster operations.
- Establishing and maintaining a staffing reserve, in cooperation with law enforcement.
- Coordinating deployment of reserve personnel to departments requiring augmentation.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency-related expenditures for purchases and personnel.
- Coordinating mutual aid request to CalOES.

Volunteer organizations such as the Red Cross and Salvation Army may be utilized to coordinate donation management.

The County follows FEMA resource typing guidelines.

See EF 7 – Resources for more details.

4. Roles and Responsibilities

4.2.3.8 Public Health and Medical

Primary County Agency: Health and Social Services (including Public Health, Environmental Health, and Behavioral Health)

Supporting County Agencies: County OES, Sheriff's Office

Primary City Agency: *County Health and Social Services (including Public Health, Environmental Health, and Behavioral Health)

Supporting City Agencies: Fire Department

Community Partners: American Red Cross, Sierra Medical Services Alliance, Hospitals, Prisons, Sierra Army Depot, medical air transport providers, health clinics

Primary State Agencies: California Health and Human Services Agency

Primary Federal Agency: U.S. Department of Health and Human Services

*City does not maintain capabilities to address health and social services.

Public Health

The Public Health Division Director for the County is responsible for coordinating the public health and welfare services required to cope with the control of communicable and non-communicable diseases associated with major emergencies, disasters, and/or widespread outbreaks. Such outbreaks may be caused by bioterrorism, epidemic or pandemic diseases, novel and highly fatal infectious agents, or biological or chemical toxin incidents. The Public Health Officer or designee also serves as the public health representative for the County EMO. Relevant operations are detailed in EF 6 – Care and Shelter and EF 8 – Public Health and Medical Services.

Responsibilities related to public health include:

- Coordinating with hospitals, clinics, nursing homes/care providers, and behavioral health organizations for potential surge needs.
- Coordinating public health surveillance.
- Coordinating medical mutual aid activities in coordination with the Regional Disaster Medical and Health Specialist (Nor-Cal EMS Agency).
- Coordinating medical countermeasure receipt, distribution and dispensing in support of treatment or mass prophylaxis (oral or vaccination), if needed.
- Coordinating isolation and/or quarantine actions, as needed
- Coordinating dissemination of public health information.
- Serve as the Medical Health Operational Area Coordinator (MHOAC) Program jointly with the local EMS agency in accordance with California Health and Safety Code 1797.153(a) and have primary responsibility for duties 9 through 17 outlined in California Health and Safety Code 1797.153(c), which are:
 - (9) Health surveillance and epidemiological analyses of community health status.
 - (10) Assurance of food safety.
 - (11) Assist in management of exposure to hazardous agents.
 - (12) Assist in coordination of mental health services.

4. Roles and Responsibilities

- (13) Provision of medical and health public information protective action recommendations.
- (14) Assist in coordination of vector control services.
- (15) Assurance of drinking water safety.
- (16) Assurance of the safe management of liquid, solid, and hazardous wastes.
- (17) Investigation and control of communicable disease.

- Provide a point of contact and back-up for the Lassen County MHOAC Program responsibilities.
- Designating a coordinator/liaison to participate in all phases of the County's emergency management program, when necessary or as requested.

Medical Services

EMS-related responsibilities include:

- Providing emergency medical care and transport.
- Coordinating EMS resources.
- Requesting additional EMS assets as necessary.

Lassen County Health and Social Services – Public Health responsibilities include:

- Serve as the MHOAC Program jointly with the local EMS agency in accordance with California Health and Safety Code 1797.153(a) and have primary responsibility for duties 1 through 8 outlined in California Health and Safety Code 1797.153(c), which are:
 - (1) Assessment of immediate medical needs.
 - (2) Coordination of disaster medical and health resources.
 - (3) Coordination of patient distribution and medical evaluations.
 - (4) Coordination with inpatient and emergency care providers.
 - (5) Coordination of out-of-hospital medical care providers.
 - (6) Coordination and integration with fire agencies personnel, resources, and emergency fire pre-hospital medical services.
 - (7) Coordination of providers of non-fire based prehospital emergency medical services.
 - (8) Coordination of the establishment of temporary field treatment sites.
- Provide a point of contact and backup for the Lassen County MHOAC Program responsibilities.

Responsibilities related to Sheriff-Coroner include:

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- Coordinating mass fatality operations under the Lassen County Sheriff's Office Mass Fatality Plan with the Medical Examiner and Funeral Directors to provide identification and disposal of the dead.
- Sharing information with Care and Shelter EF to assist in family reunification.
- Providing counseling to the bereaved.

See EF 8 – Public Health and Medical for more details.

4.2.3.9 Hazardous Materials Response

Primary County Agency: Hazardous Materials Response Team (Type 2)

Supporting County Agencies: County OES

Primary City Agency: Fire Department (Hazardous Materials Response Team – Type 2)

Supporting City Agencies: N/A

Community Partners: Shasta Hazardous Materials Response Team, Health and Social Services Agency (Environmental Health), National Guard 9th Civil Support Team, FEMA Region 9 Decontamination Team, U.S. Environmental Protection Agency Region 9 Superfund Technical Assessment and Response Team, private contractors

Primary State Agencies: California Highway Patrol (CHP), California Environmental Protection Agency, Department of Toxic Substances Control; Cal OES, Fire and Rescue Division, Hazardous Materials Section

Primary Federal Agency: U.S. Environmental Protection Agency

Responsibilities related to oil and hazardous materials include:

- Conducting oil and hazardous materials response (chemical, biological, etc.).
- Providing remote consultation, as needed.
- Assessing the potential health effects of a hazardous materials release.
- Identifying the needs for hazardous materials incident support from regional and State agencies.
- Recommending protective actions related to hazardous materials releases for the public and responding agencies.
- Conducting environmental short- and long-term cleanup.

Radiological Response

Responsibilities related to radiological protection include:

- Providing localized radiological monitoring and reporting network, when necessary.
- Securing initial and refresher training for instructors and monitors.
- Providing input to the statewide monitoring and reporting system from incident scenes, as necessary.
- Under fallout conditions, providing officials and department heads with information regarding fallout rates, fallout projections, and allowable doses provided by the State Radiation Protection Services or federal government.
- Providing monitoring services and advice at the scenes of accidents involving radioactive materials.

4. Roles and Responsibilities

In the County, the primary chemical concerns are chlorine and ammonia stored at fixed sites. High risk transportation routes for hazardous materials include Highway 395 and other State routes.

See EF 10 – Hazardous Materials for more details.

4.2.3.10 Food and Agriculture

Primary County Agency: Health and Social Services Agency

Supporting County Agencies: Sheriff's Office/Animal Control, County Agricultural Commissioner (pets and pesticides), Environmental Health, County Planning and Building Services

Primary City Agency: *County Health and Social Services Agency

Supporting City Agencies: Fire Department, City Community Development Department

Community Partners: University of California Cooperative Extension, American Red Cross, Lassen National Park, Indian Rancheria

Primary State Agencies: California Department of Food and Agriculture

Primary Federal Agency: U.S. Department of Homeland Security/FEMA

*City does not maintain capabilities to address health and social services.

Responsibilities related to agriculture and natural resources include:

- Providing nutrition assistance.
- Conducting animal and plant disease and pest response.
- Monitoring food safety and security.
- Providing natural and cultural resources and historic properties protection and restoration.
- Coordinating with pet-owners in protecting the safety and well-being of household pets (working alongside EF 6 – Care and Shelter.

See EF 11 – Food and Agriculture for more details.

4.2.3.11 Utilities

Primary County Agency: Roads Department

Supporting County Agencies: Special Districts

Primary City Agency: Susanville Sanitation Department

Supporting City Agencies: N/A

Community Partners: PG&E, Plumas-Sierra Rural Electric Cooperative, Lassen Municipal Utility District, Surprise Valley Electric, Comcast, AT&T, Verizon, Frontier Communication, Zito Media, local water districts/authorities and sanitation districts, cell phone carriers, over-the-air television providers

Primary State Agencies: California Natural Resources Agency, California Utility Emergency Association

Primary Federal Agency: U.S. Department of Energy

Responsibilities related to energy and utilities include:

- Coordinating with local utilities to restore and repair damaged infrastructure and accompanying systems.

4. Roles and Responsibilities

- Identifying customers with special utility service needs (i.e., assisted living centers or those requiring electricity for medical needs) and establishing service recovery priorities.
- Coordinating with local utilities to reduce the risk of physical or cyber-attack on lifeline utility systems.
- Coordinating temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, government offices/facilities, water/sewage systems, and other essential community services.

See EF 12 – Utilities for more details.

4.2.3.12 Law Enforcement

Primary County Agency: Sheriff's Office

Supporting County Agencies: County OES

Primary City Agency: Police Department

Supporting City Agencies: Fire Department

Community Partners: Surrounding Sheriff's Offices, Police Departments, Fire agencies, mutual aid partners

Primary State Agencies: California Highway Patrol, Cal OES, Law Enforcement Division

Primary Federal Agency: U.S. Department of Justice, BLM, USFS, U.S. Fish and Wildlife Service

In the event of terrorist activity, the Federal Bureau of Investigation will be the lead agency for any response. The Federal Drug Enforcement Agency may also be involved in a supporting role.

Responsibilities related to law enforcement include:

- Protecting life and property and preserving order.
- Protecting critical infrastructure during prevention activities or emergency response, when requested.
- Providing law enforcement and criminal investigation.
- Providing traffic control, crowd control, and site security.
- Isolating damaged areas.
- Providing damage reconnaissance and reporting.
- Conducting search and rescue operations (particularly lost person search and rescue), including all necessary training for Search and Rescue responders (coordinate with EF 4 – Fire and Rescue).
- Coordinating and planning evacuation procedures and operations.
- Maintaining mutual aid agreements.

See EF 13 – Law Enforcement for more information.

4. Roles and Responsibilities

4.2.3.13 Long-Term Recovery

Primary County Agency: County OES, HHS

Supporting County Agencies: Sheriff's Office, County Supervisors, Public Works, Health and Social Services Agency, Building and Planning, Tax Assessor

Primary City Agency: Fire Department

Supporting City Agencies: Police Department, City Council, Susanville Sanitation Department

Community Partners: American Red Cross, local nonprofits

Primary State Agencies: State and Consumer Services Agency, Business Transportation Housing Agency

Primary Federal Agency: U.S. Department of Homeland Security/FEMA

Initial and Preliminary Damage Assessment

Responsibilities related to damage assessment include:

- Establishing a damage assessment team from among departments with assessment capabilities and responsibilities.
- Training and providing damage plotting team members to the EOC.
- Assisting in reporting and compiling information regarding deaths, injuries, and dollar damage to tax-supported facilities and to private property.
- Assisting in determining the geographic extent of the damaged area.
- Evaluating the effect of damage on the County's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.

See FA 4 – Recovery Strategy for more details.

Recovery Assistance

Recovery-related responsibilities include:

- Establishing Disaster Assistance Centers.
- Directing emergency recovery in times of disaster by providing leadership in coordinating private and governmental-sector emergency recovery efforts.
- Participating with State partners to conduct damage assessments.
- Identifying and facilitating availability and use of recovery funding.
- Accessing recovery and mitigation grant and insurance programs; providing outreach, public education, and community involvement in recovery planning.
- Coordinating logistics management and resource support, providing for Disaster Assistance Centers as needed.
- Locating, purchasing, and coordinating delivery of resources necessary during or after an incident in the County.
- Ensuring accurate documentation of the recovery effort to secure federal reimbursement of funds.

See EF 14 – Long-Term Recovery for more details.

4. Roles and Responsibilities**4.2.3.14 Public Information**

Primary County Agency: County OES, Sheriff's Office, Health and Social Services Agency

Supporting County Agencies: County Supervisors

Primary City Agency: Fire Department

Supporting City Agencies: City Council, Police Department

Community Partners: Media partners

Primary State Agencies: Cal OES, Office of Crisis Communications and Media Relations

Primary Federal Agency: U.S. Department of Homeland Security/FEMA

Individual departments may also be tasked with providing public information specific to their respective agencies' functions and the emergency.

Responsibilities related to public information include:

- Conducting ongoing hazard awareness and public education programs.
- During emergency response, compiling and disseminating critical information related to hazards, response operations, evacuations and evacuation routes, shelters, and other information to support live-saving and life-sustaining activities and protection of property.
- Coordinating with other agencies to ensure consistency of education and emergency information.
- Arranging for media representatives to receive regular briefings on the County's status during extended emergency situations.
- Securing printed and photographic documentation of the disaster situation.
- Handling unscheduled inquiries from the media and the public.
- Escorting media representatives within restricted areas.
- Being aware of non-English-speaking and/or bilingual population centers within the City and County and preparing training and news releases accordingly.
- Monitoring traditional media outlets and social media services and correcting misinformation.
- Overseeing and providing information to call-takers who receive requests for assistance from the public.
- Continuing to provide public information updates into the long-term recovery phases (see EF 14 – Long-Term Recovery).

See EF 15 – Public Information for more details.

4. Roles and Responsibilities

4.2.3.15 Evacuation

Primary County Agency: Sheriff's Office

Supporting County Agencies: County OES, County Probation

Primary City Agency: Police Department

Supporting City Agencies: Fire Department

Community Partners: Media partners

Primary State Agencies: Cal OES, California Highway Patrol

Primary Federal Agency: U.S. Department of Homeland Security/FEMA

Responsibilities related to evacuation and population protection include:

- Defining responsibilities of departments and private-sector groups.
- Identifying high-hazard areas and corresponding numbers of potential evacuees.
- Coordinating evacuation planning, including:
 - Movement control
 - Health and medical requirements
 - Transportation needs
 - Emergency public information materials
 - Shelter and reception location
- Conducting evacuation alerts to the public through reverse dialing, EAS, and door-to-door notifications.
- Developing procedures for sheltering in place.
- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.
- Providing guidance on commuting arrangements for essential workers during the evacuation period.
- Assisting with control and safety measures in the evacuated area.
- Conducting evacuation in accordance with existing City and County policy.
- If an evacuation is instituted, notifying the Red Cross (1-888-680-1455).

See EF 4 – Fire and Rescue and 13 – Law Enforcement for more information.

4.2.3.16 Volunteer and Donation Management

Primary County Agency: Health and Social Services Agency

Supporting County Agencies: County OES

Primary City Agency: Fire Department

Supporting City Agencies: Police Department

Community Partners: American Red Cross, Salvation Army, Community- and Faith-based Organizations, Volunteers Active in Disaster

Primary State Agencies: California Volunteers

Primary Federal Agency: U.S. Department of Homeland Security/FEMA

Government-Sponsored/ Organized Volunteers

Responding to incidents may exceed the County's resources. Government-sponsored volunteer organizations such as Community Emergency Response Teams, Red Cross, Fire Corps and/or

4. Roles and Responsibilities

Medical Reserve Corps, Volunteers in Police Service, and volunteers associated with the faith-based community provide vital support to emergency response agencies in completing their assigned tasks.

Unaffiliated Volunteers and Donations

There is currently no plan to manage spontaneous volunteers. The County will direct unaffiliated volunteers to organized volunteer agencies such as the Red Cross or pre-designated organization within the faith based community so that they may be incorporated into the response effort.

The fire departments and law enforcement agencies may swear in volunteers as Disaster Service Workers on behalf of the California Government Code.

See EF 17 – Volunteer and Donation Management for more details.

4.3 Local and Regional Response Partners

The County falls within the Inland Region of Cal OES, and in Mutual Aid Region III. The Regional EOC is located in Sacramento. There are 31 counties and three Mutual Aid Regions within the Inland Region. Within the Regions, there are 123 incorporated cities. Cal OES administrative Regions are responsible for coordinating information and resources within the Region and between the SEMS State and Regional levels to ensure effective and efficient support to local response.

See the Cal OES website for details on the Region's EMO and detailed roles and responsibilities for State departments.

The emergency organization is supported by a number of outside organizations, including the incorporated cities, service organizations, and the private sector.

4.3.1 Private Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the City and County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private-sector responsibilities include:

- Planning for the protection of employees, infrastructure, and facilities.
- Planning for the protection of information and the continuity of business operations.
- Planning for, responding to, and recovering from incidents that impact private-sector infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how private-sector organizations can help.
- Developing and exercising emergency plans before an incident occurs.
- Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.

4. Roles and Responsibilities

- Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

4.3.2 Community and Faith-Based Organizations

Nongovernmental and faith-based organizations play enormously important roles before, during, and after an incident. Nongovernmental/faith-based organizations such as the Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. Nongovernmental and faith-based organizations also collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of nongovernmental and faith-based organizations in an emergency may include:

- Training and managing volunteer resources.
- Identifying shelter locations and needed supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food shelter, and assistance with post-emergency cleanup.
- Identifying those whose needs have not been met and helping to coordinate assistance.

4.3.3 Individuals and Households

Although not formally a part of the City and County's emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes.
- Preparing emergency supply kits and household emergency plans that consider all members of the household, including children and pets.
- Monitoring emergency communications carefully.
- Volunteering with established organizations.
- Enrolling in emergency response training courses.
- Encouraging children to participate in preparedness activities.

4.4 State Response Partners

Under the direction and control of department heads, agencies of State government represent the State emergency operations organization. Responsibility for conducting EFs is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation. Some State agencies may call upon their federal counterparts to provide additional support and resources following established procedures and policies for each agency.

See the State of California Emergency Operations Plan for details on the State's EMO and detailed roles and responsibilities for State departments.

4.5 Federal Response Partners

Federal response partners are typically requested by the State Operations Center in the event that State resources become limited or specialized services are needed. In most instances, federal

4. Roles and Responsibilities

resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the federal level follow the California State Emergency Plan and, if necessary, the National Response Framework.

See the National Response Framework for details on the federal government's EMO and detailed roles and responsibilities for federal departments.

5 Command and Control

Section 5 of the EOP highlights the setting in which the EOC exists. It details the location, capabilities, and policies of the EOC. Additionally, it outlines a process for establishing operations within the EOC, including activation, EOC procedures, and deactivation.

5.1 General

The ultimate responsibility for command and control of departments and resources lies with the County Administrative Officer and City Administrator; however, the County Emergency Services Chief will maintain direction and control of the EMO, unless otherwise delegated. County emergency operations, both on scene and in the EOC, will be conducted in a manner consistent with SEMS, including use of ICS.

5.2 On-Scene Incident Management

Initial response to an incident will be managed by the responding agency (i.e., Public Works Department, Sheriff's Office, and/or Fire Department), who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene Incident Commander may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. Upon establishment of ICS, the on-scene Incident Commander may notify the County Emergency Services Chief or City Fire Chief and request activation of the EOC, as appropriate. The on-scene Incident Commander may also establish an on-scene Unified Command structure with County and State leads.

5.3 Incident Command System

ICS is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The County will utilize ICS to manage resources and activities during an emergency response to communicate with other responding agencies using common terminology and operating procedures (Figure 5-3).

The County ICS structure can be expanded or contracted, depending on the incident's changing conditions. During a large-scale (Level 3) incident, it can be staffed and operated by qualified personnel from any emergency service agency and a variety of disciplines. The County ICS structure can also be utilized for lower level emergencies such as a minor incident involving a single emergency response agency (Level 1). The County has established an EMO, supporting EOC activation and ICS operational procedures, and position checklists. These checklists are appended to this Base Plan (Appendix C); however, this document does not perform the full function of an EOC manual.

5.3.1 Unified Command

Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction to an incident through a common set of incident objectives and strategies and a single IAP. Each participating agency maintains its individual authority, responsibility, and accountability.

Table 5-1 presents a comparison of a single Incident Commander and Unified Command.

Table 5-1 Comparison of Single Incident Commander and Unified Commander	
Single Incident Commander	Unified Command
<p>The Incident Commander is solely responsible (within the confines of his or her authority) for establishing incident objectives and strategies.</p> <p>The Incident Commander is directly responsible for ensuring that all functional area activities are directed toward accomplishment of the strategy.</p>	<p>The individuals designated by their jurisdictional and organizational authorities (or by departments within a single jurisdiction) must jointly determine objectives, strategies, plans, resource allocations, and priorities and work together to execute integrated incident operations and maximize the use of assigned resources.</p>

Source: ICS-300: Intermediate ICS for Expanding Incident Student Manual.

A Policy/Management Group will serve in an advisory function within Unified Command in the Operational Area EOC. This group is composed of the following:

- Board of Supervisors
- County Administrative Officer
- Emergency Management Council (Disaster Council)
- County OES personnel
- County Counsel
- Incorporated cities representatives if participating in a Unified Command
- Special districts representatives if participating in a Unified Command
- Representatives from State or federal agencies involved in the response

5.3.2 Area Command

An Area Command is a management structure established to oversee the organization of multiple incidents handled by separate ICS organizations, or very large incidents that involve multiple ICS organizations. Area Command is activated only if necessary, depending on the complexity of the incident and span-of-control, and does not have operational responsibilities. If activated, the Area Command:

- Sets overall incident-related priorities:
 - De-conflicts incident management objectives with other ICS organizations and established policies.
 - Allocates critical resources according to incident-related priorities.
 - Identifies critical resource needs and reports them to the EOCs.

- Conducts oversight:
 - Ensures proper management and effective communications and provides for personnel accountability and a safe operating environment.
 - Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

5.3.3 Multi-Agency Coordination

In the event that the County is coordinating a response with other jurisdictions or agencies (including the City of Susanville) with authority over the incident, it may choose to implement a Multi-Agency Coordination Group (MAC Group). Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds are brought together to form MAC Groups. Other names for MAC Groups include “multiagency committees” and “emergency management committees.” A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

5.3.4 Joint Information

Joint Information Center

The JIC is a central location to facilitate consistent and coordinated public information during operations, established by the Incident Command. This JIC is established when the singular PIO is overtaxed by their responsibilities, or multiple agencies become involved in the incident. The JIC serves to ensure that the City, County, and supporting agencies are providing the public with coordinated interagency messages. The JIC helps to ensure that rumors and inaccurate information are minimized to maintain public confidence in the incident operations. The JIC location should be identified as soon as multi-agency coordination begins, and the location should be supplied with necessary equipment and resources.

Operations within the JIC are scalable. The JIC may exist as a meeting place for the City and County PIOs to coordinate messaging, or may exist as a location for multiple agencies to develop complex information campaigns. JICs may be established at the State and federal level as well, to ensure consistency of messaging at those levels. Incident Command may elect to establish a number of types of JICs, including:

- Incident JIC: Physical location integrated with the Incident Commander and easy for media to access.
- Virtual JIC: Established when a physical location is impractical; incorporates the use of technology and communication devices.
- Satellite JIC: A small-scale, off-site location from Incident Command or the EOC. Generally established to support a more robust JIC.

See EF 15 – Public Information for more information related to the JIC.

Joint Information System

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

5.4 Emergency Operations Center

The EOC supports incident response activities, including tracking, management, and allocation of appropriate resources and personnel, and may also serve as a Multi-Agency Coordination Center, if needed. During large-scale emergencies, the EOC may become the County seat of government for the duration of the crisis. The EOC does not provide tactical direction to the various incidents that are being conducted in the field using ICS. Field Incident Commanders have clear authority to command and tactically direct the resources under their control.

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the County may activate the EOC and assign an EOC Director. The EOC Director supports on-scene operations and coordinates mobilization of County resources. The request will be submitted to the County Emergency Services Chief, who will determine whether to activate the EOC and will assume, or designate, the role of EOC Director. In a more complex incident, the Incident Commander may relocate to the EOC to serve as part of the Unified Command or MAC Group, ensuring proper coordination of resources across agencies.

5.4.1 Emergency Operations Center Activation

The EOC will be activated when an emergency situation occurs that exceeds local and/or in-field capabilities to adequately respond to and mitigate an incident(s). The EOC will be activated when:

- Another local government in the Operational Area activates its EOC and requests the Operational Area EOC to be activated (CCR §2407(a)(1)).
 - The City of Susanville does not maintain its own EOC, and would likely request the County to fill that need.
- Two or more cities within the Operational Area proclaim a local emergency (CCR §2409(f)(2)).
- The County and one or more cities proclaim a local emergency (CCR §2409(f)(3)).
- A city or the county requests a Governor's proclamation of a State of Emergency (CCR §2409(f)(4)).
- The Governor proclaims a State of Emergency for the County or two or more cities (CCR §2409(f)(5)).
- Activation is recommended by County OES personnel.

5. Command and Control

The scope of an emergency, rather than the type, will largely determine whether the EOC will be activated, and to what level. When an emergency occurs in or affects the County, the EMO will operate at one of the following EOC activation levels:

- **Level 1 – Monitoring or OES staff scene support.** Level 1 emergency will normally be limited to County OES personnel.
- **Level 2 – Partial EOC activation with partial staff.** Level 2 requires limited staffing by key agencies involved or affected by an emergency confined to a specific area of the County, which stresses local resources.
- **Level 3 – Full EOC activation with full staff.** Level 3 is a full scale activation that requires full EOC staffing, as outlined in this plan, to address a large emergency affecting all or a large part of the County.

During emergency operations, and upon activation of the EOC, EOC staff will assemble and exercise direction and control, as outlined below.

1. The on-scene Incident Commander may establish an on-scene command post at the scene to maintain close contact and coordinate resources with the EOC.
2. The EOC will be activated by the County Emergency Services Chief, who may assume or designate the role of EOC Director. While the on-scene Incident Commander retains tactical control of the incident, the EOC Director assumes responsibility for coordinating and prioritizing County resources in support of emergency operations.
3. The EOC Director will determine the level of staffing required within the EOC and will alert the appropriate personnel, agencies, and organizations.
4. Emergency support operations will be conducted by County departments, augmented as required by trained reserves, volunteer groups, forces supplied through mutual aid agreements, and private contractors. County, State, and federal support will be requested if the situation dictates.
5. Communications equipment in the EOC will be used to receive information, disseminate instructions and notifications, and coordinate resources.
6. Department heads and organization leaders are responsible for assigned emergency functions, as outlined in the EFs.

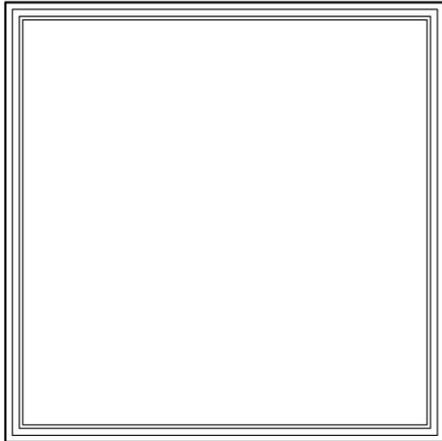
The EOC may operate on a 24-hour basis, as appropriate.

5.4.2 Emergency Operations Center Location

The **primary location** for the EOC is:



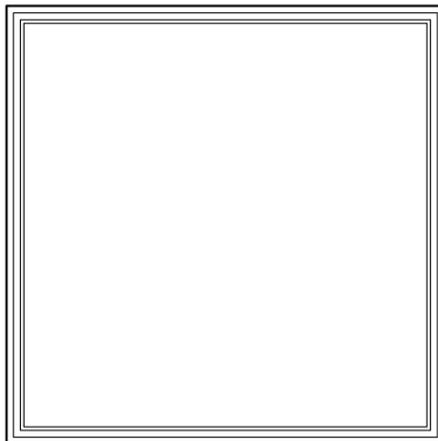
Figure 5-1 Primary EOC Location



If necessary, the **alternate location** for the EOC is:



Figure 5-2 Alternate EOC Location



The location of the EOC can change as required by the needs of the incident. Coordination and control for emergency resources will take place from the EOC as long as environmental and incident conditions allow. However, if conditions require relocation of the EOC, then the EOC Director will designate an alternate facility.

5.4.3 Emergency Operations Center Action Plan

Action Planning is an essential element of SEMS at the local government level. Action planning is an important management tool that involves:

5. Command and Control

- A process for identifying priorities and objectives for emergency response coordinating, supporting, or recovery efforts.
- Plans that document the priorities and objectives, and the tasks and personnel assignments, associated with meeting the objectives.

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

Action plans are developed for a specified operational period that may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Part III of the Guidelines provides further information on developing action plans.

See Appendix B for documentation to developing an Incident Action Plan and details regarding the “Planning P”.

5.4.4 Access and Security

During an emergency, access to the EOC will be limited to designated emergency operations personnel due to the large volume of incoming and outgoing sensitive information. Authorized personnel in the EOC include EOC staff, county or city officials, and those with legitimate business in the EOC. The EOC Director or Security Officer (if designated) may allow access on an individual, case-by-case basis. Appropriate security measures will be in place to identify personnel who are authorized to be present. All authorized EOC staff, visitors, and the media will be issued identification cards for EOC access. These identification cards will identify the bearers as visitors or members of the emergency management team.

5.4.5 Incident Management Software

The County utilizes Cal EOC incident management software to help gather, analyze, and disseminate information in the EOC. The County Emergency Services Chief is responsible for training EOC staff on the use of software, and a user’s manual is maintained in the EOC.

5.4.6 Deactivation

Each incident will be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. This decision is made by the on-scene Incident Commander, EOC Director, and County Emergency Services Chief.

During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the EOC during the day with limited staffing to facilitate dissemination of public and local government disaster relief information. This alternative should be weighed against the option of immediately requiring the County Administrative Officer and staff to manage recovery operations as part of their daily responsibilities.

5. Command and Control

The County Emergency Services Chief has the final approval authority for activation and closure of the EOC. Once the decision has been made to limit hours/staff or close the EOC, notification must be disseminated to the same agencies that were notified of its activation. If necessary, the EOC may also be re-opened (see activation procedures in Section 5.4.1) and emergency operations re-initiated at any time. As with initial activation, re-activation of the EOC occurs at the direction of the County Emergency Services Chief.

5.5 Emergency Operations Center Staffing

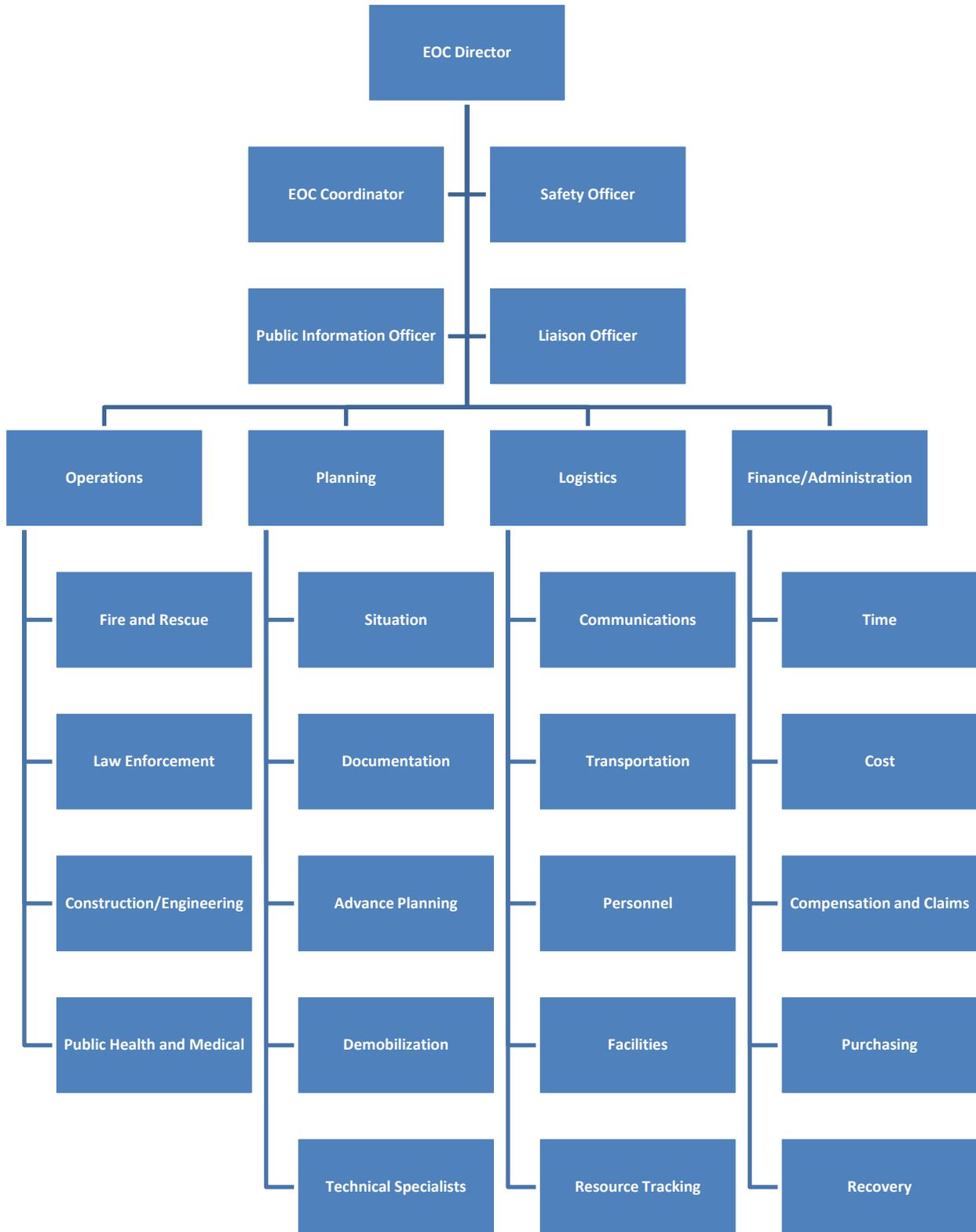
Depending on the incident type, assigned departments will provide staff to the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the on-scene Incident Commander or EOC Director may change to meet the needs of the incident. In the event that local staffing resources are not adequate to maintain the EOC, the County may request support from the State.

Departments involved in emergency operations and personnel assigned to Command and General Staff (if previously designated) are required to report to the EOC upon activation. Personnel assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions.

Due to limited personnel and resources available in the County, it is imperative that all primary and alternate EOC staff be trained on ICS functions outside their areas of expertise. Regularly exercising ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC operation efficiency.

- EOC staffing requirements for a Level 1 (monitoring) and/or Level 2 (partial) activation will be based on the scope and nature of the emergency, as well as current requirements.
- The County Emergency Services Chief will ensure that the appropriate functions of the emergency management organization are notified for Level 1 and 2 EOC activations.
- Staffing requirements for Level 3 (full) activations will require the entire EMO, including all sections.
- Extended EOC operations may require the use of multiple shifts and position alternates; the Policy/Management group will make this determination as the situation dictates.

Figure 5-3 Example of a Scalable Command Structure for the County



5.5.1 Emergency Operations Center Director

The EOC Director is responsible for operations in the EOC when it is activated and has overall responsibility for coordinating resources in support of emergency operations. In general, the EOC Director is responsible for:

- Maintaining EOC operations in accordance with the principles of ICS and NIMS.
- Approving and supporting implementation of an IAP.
- Coordinating activities in support of emergency operations.
- Approving release of information through the PIO.
- Performing the duties of the following Command Staff if no one is assigned to the position:
 - Safety Officer
 - PIO
 - Liaison Officer
- At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the EOC Director may change to meet the needs of the incident.

5.5.1.1 Disaster Council

The Disaster Council coordinates with the EOC Director and Command Staff to establish priorities and set emergency policy. The Disaster Council shall meet at the onset of EOC activation and as required, based on determination by the Disaster Council or EOC Director.

5.5.2 Emergency Operations Center Command Staff

5.5.2.1 Safety Officer

The Safety Officer is responsible for the safety of emergency response personnel, EOC Command and General Staff, and their operations. The Safety Officer's responsibilities include:

- Identifying the initial hazards, determining personal protective equipment requirements, and defining decontamination areas.
- Implementing site and access control measures.
- Monitoring and assessing the health and safety of response personnel and support staff.
- Preparing and implementing a site Health and Safety Plan and updating the EOC Director, on-scene Incident Command, and Operations Chiefs as necessary regarding safety issues or concerns.
- Exercising emergency authority to prevent or stop unsafe acts.

5.5.2.2 Public Information Officer

The PIO will coordinate and manage the County's public information network, including local, regional, and State agencies; tribal entities; political officials; and other emergency management stakeholders. The PIO's duties include:

- Developing and coordinating release of information to incident personnel, media, and the general public.

5. Command and Control

- Coordinating information sharing among the public information network through the use of a JIS and, if applicable, participating in a JIC, established by Incident Command.
- Implementing information clearance processes with the EOC Director.
- Conducting and/or managing media briefings and implementing media-monitoring activities.

5.5.2.3 Liaison Officer

The Liaison Officer serves as the coordinator with outside agencies and organizations, and communicates with potentially multiple other liaisons. Specific liaison roles may be incorporated into the command structure established at the EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services such as the Red Cross.

Responsibilities typically associated with a liaison role include:

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders.
- Coordinating information and incident updates among interagency contacts, including the public information network.
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the EOC Director, government officials, and stakeholders.

5.5.2.4 Security Officer

The security officer position at the EOC is responsible for control of access to the EOC and general security at the facility. Security officer duties include:

- Maintaining the check-in and checkout rosters.
- Providing 24-hour security at the EOC.
- Addressing situations resulting from inappropriate personnel or personnel actions at the EOC.

5.5.3 Emergency Operations Center General Staff**5.5.3.1 Operations Section Chief**

The Operations Section Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations Chief is responsible for:

- Developing and coordinating tactical operations to carry out the IAP.
 - Managing field response activities
 - Directing implementation of unit operational plans
 - Requesting resources as needed
- Managing and incorporating community partners and stakeholders (private entities, companies, and nongovernmental organizations) into response operations.

The Operations Section may be organized into functional units representing agencies involved in tactical operations. The following agencies and organizations are typically included in the Operations Section:

5. Command and Control

- **Fire** – incidents dealing with fire, earthquake with rescue, or hazardous materials.
- **Law Enforcement** – incidents involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations.
- **Public Health Officials** – contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health.
- **Public Works** – incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse.
- **Private entities, companies, and nongovernmental organizations** may also support the Operations Section. Examples of support these organizations may provide include:
 - Grass roots social media support for situational awareness, as well as identifying and connecting resources to citizens in need
 - Non-hazardous debris clearance collection and disposal

5.5.3.2 Planning/Intelligence Section Chief

The Planning/Intelligence Section is responsible for forecasting the needs of the response as well as implementing appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning/Intelligence Chief is responsible for:

- Collecting and evaluating information, and distributing incident information through status summaries.
 - For terrorist incidents, liaise with the STTAC.
- Maintaining resource status.
- Planning for and coordinating resource demobilization.
- Preparing and disseminating the IAP, including developing alternatives for tactical operations.
- Conducting planning meetings.

5.5.3.3 Logistics Section Chief

The Logistics Section is typically supported by the units responsible for supplies, food, communications, medical services, facilities, and ground support. Depending on the incident's type and size, these units may be divided into two branches: Service and Support. The Logistics Chief is responsible for:

- Requesting and managing resources to meet the needs of incident personnel, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.
- Coordinating with the Planning/Intelligence Section to estimate future support and resource requirements.
- Assisting with development and preparation of the IAP.

5.5.3.4 Finance/Administration Section

The Finance/Administration Section is activated for large-scale incidents or incidents that require emergency funding or use of specialized services and equipment that are not within the County's

5. Command and Control

resources. Potential units that may be assigned to this section include Compensation/Claims, Procurement, Cost, and Time. Conversely, during some incidents, responding agencies may not require outside assistance, or relatively minor finance or administrative operations are otherwise required. In these instances, the Finance/Administration section can be staffed by a technical specialist in the Planning/Intelligence Section. The Finance and Administration Chief is responsible for:

- Monitoring costs related to the incident.
- Maintaining accounting, procurement, and personnel time records.
- Conducting cost analyses.

5.5.3.5 Emergency Functions

Primary Agencies for each EF will coordinate needs and operations with the appropriate Section Chief to ensure effective use and minimize duplication of efforts. The Primary Agencies will meet with the appropriate Section Chief at the onset of each operational period to determine needs and ongoing requests via standard communication methods.

5.6 Department Operations Centers

In some circumstances, a particular department may have primary responsibility for coordinating the County's response to an emergency without full activation of the EOC. In that case, the department would establish a Department Operations Center (DOC) to support operations.

Upon activation of a DOC, notification will be made to the County Emergency Services Chief. The County may choose to activate the EOC to consolidate coordination efforts. In that case, the DOC would function as an Incident Command Post.

6

Plan Development, Maintenance, and Implementation

Section 6 of the EOP outlines the plan development process, prescribes plan maintenance and improvement processes, and provides plan training and exercise requirements.

6.1 Plan Review and Maintenance

The EOP will be re-promulgated when a new elected or appointed official takes office, or a minimum of every five years, to comply with State requirements. If awarded monies through the Emergency Management Performance Grant, this EOP will be reviewed every two years throughout the period of performance of the award. This review will be coordinated by the County Emergency Services Chief and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. This review will:

- Verify contact information.
- Review the status of resources noted in the plan.
- Evaluate the procedures outlined in the plan to ensure their continued viability.

In addition, lead agencies will review the annexes and appendices assigned to their respective departments.

Recommended changes should be forwarded to:

Lassen County Emergency Services Chief
697-345 California Hwy 36
Susanville, CA 96130
Lassen.oes@fire.ca.gov

6.2 Training Program

To assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency, each agency and department is responsible for ensuring that critical staff are identified and trained at a level that enables effective execution of existing response plans, procedures, and policies.

The County Emergency Services Chief coordinates training for City and County personnel and encourages them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County (see minimum training requirements in Table 6-1). The County Emergency Services Chief maintains records and lists of training received by County personnel.

6. Plan Development, Maintenance and Implementation

Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and Command and General Staff, as well as:

- EMS personnel
- Firefighters
- Law enforcement personnel
- Public works/utility personnel
- Health and social services/public and environmental health personnel
- Skilled support personnel
- Other emergency management response personnel
- Support/volunteer personnel at all levels

Emergency Personnel	Training Required
Direct role in emergency management or emergency response	IS-100, -700
First-line supervisors, mid-level management, and Command and General Staff	IS-100, -200, -700
Supervisory role in expanding incidents or a management role in an EOC	IS-100, -200, -700 ICS-300
Management capacity in an Area Command situation or EOC	IS-100, -200, -300, -700, -701 ICS-300, -400
Public Information Officers	IS-702
Resource management	IS-703
Communication or incident information systems	IS-701
Development of mutual aid agreements and/or mutual aid operational plans	IS-706
Planning	IS-800
<i>Additional information about training requirements can be found on the Cal OES website at http://www.calema.ca.gov/TrainingandExercises/Pages/Training-and-Exercises.aspx Independent study courses can be found at http://training.fema.gov/IS/crslist.asp.</i>	

6.3 Exercise Program

The City and County may conduct exercises throughout the year to test and evaluate this EOP. The County will coordinate with agencies; organizations (nonprofit, for profit, and volunteer); neighboring jurisdictions; and State and federal government to participate in joint exercises. These exercises may consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

6. Plan Development, Maintenance and Implementation

As appropriate, the County will use Homeland Security Exercise and Evaluation Program procedures and tools to develop, conduct, and evaluate these exercises. Information about this program can be found at <http://hseep.dhs.gov>.

The County Emergency Services Chief and City Fire Chief will work with City and County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

6.4 Event Critique and After Action Reporting

To document and track lessons learned from exercises, the County Emergency Services Chief will conduct a review, or “hot wash,” with exercise participants after each exercise. The County Emergency Services Chief will also coordinate an AAR, which will describe the objectives of the exercise, document the results of the evaluation, and improve the County’s readiness.

Reviews and AARs will also be facilitated after an actual disaster. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs. Success stories and lessons learned should be submitted to the Lessons Learned Information Sharing website (www.llis.gov). The County Emergency Services Chief will ensure that equipment, training, and planning shortfalls identified following an incident are addressed by the County’s EMO.

6.5 Community Outreach and Preparedness Education

The County will educate the public about threats, disasters, and what to do when an emergency occurs. The County maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the County’s overall readiness.

Information about the County’s public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the County’s website at: <http://www.lassencounty.org/dept/office-emergency-services/office-emergency-services>.

6.6 Funding and Sustainment

It is a priority of the County to fund and maintain an EMO that ensures the County’s ability to respond to and recover from disasters. The County Emergency Services Chief will work with the County Administrative Officer, Board of Supervisors, and community stakeholders to:

- Identify funding sources for emergency management programs, personnel, and equipment.
- Ensure that the Board is informed of progress toward building emergency response and recovery capabilities and is aware of gaps to be addressed.
- Leverage partnerships with local, regional, and State partners to maximize use of scarce resources.

6. Plan Development, Maintenance and Implementation

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Sample Disaster Proclamation Forms

Appendix A. Sample Disaster Proclamation Forms

(SUBMITT ALL PROCLAMATIONS TO CALOES TO VERIFY ALL INFORMATION IS PROVIDED FOR PRIOR TO BOARD ADDOPTION)

PROCLAMATION OF A LOCAL EMERGENCY BY COUNTY EMERGENCY SERVICES CHIEF OR COUNTY SHERIFF

(When completing remove either County Emergency Services Chief or County Sheriff depending on who is proclaiming)

WHEREAS, Lassen County Code Section 11.14.060 empowers the County Emergency Services Chief to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 60 days thereafter until such local emergency is terminated; and

WHEREAS, the Emergency Services Chief or Sheriff of the County of Lassen does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this county, caused by (List Causes) , commencing on or about (Day, Date) ; and,

That the Board of Supervisors of the County of Lassen is not in session (and cannot immediately be called into session);

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the County Emergency Services Chief, County Sheriff and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the Lassen County and City of Susanville Emergency Operations Plan, as approved by the Board of Supervisors.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

(NAME) Date
County Emergency Services Chief

Appendix A. Sample Disaster Proclamation Forms

(SUBMITT ALL PROCLAMATIONS TO CALOES TO VERIFY ALL INFORMATION IS PROVIDED FOR PRIOR TO BOARD ADDOPTION)

PROCLAMATION OF A LOCAL HEALTH EMERGENCY BY COUNTY HEALTH OFFICER

WHEREAS, Section 101808, Health and Safety Code of the State of California empowers a local health official to proclaim the existence or threatened existence of a local health emergency when this county or any area thereof is affected or likely to be affected by an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent, and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 60 days thereafter until such local emergency is terminated; and

WHEREAS, the Health Officer of the County of Lassen does hereby find:

An imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent exists within this county caused by (List Causes) ,commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Lassen is not in session (and cannot immediately be called into session);

That the aforesaid threats of an introduced a contagion, disease, agent, or toxin warrant and necessitate the proclamation of the existence of a local emergency;

WHEREAS, it has now been found that local resources are unable to cope with the effects of said health emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local health emergency now exists (is now threatened to exist) throughout this county; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local health emergency the powers, functions, and duties of the County Health Officer and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the Lassen County and City of Susanville Emergency Operations Plan, as approved by the Board of Supervisors.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

(NAME)

Date

County Health Officer

Appendix A. Sample Disaster Proclamation Forms

(SUBMITT ALL PROCLAMATIONS TO CALOES TO VERIFY ALL INFORMATION IS PROVIDED FOR PRIOR TO BOARD ADDOPTION)

PROCLAMATION OF A LOCAL EMERGENCY
BY COUNTY EMERGENCY SERVICES CHIEF OR SHERIFF AND
REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

(When completing remove either County Emergency Services Chief or County Sheriff depending on who is proclaiming)

WHEREAS, Lassen County Code Section 11.14.060 empowers the County Emergency Services Chief to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 60 days thereafter until such local emergency is terminated; and

WHEREAS, the Emergency Services Chief or Sheriff of the County of Lassen does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the county, caused by (List Causes), commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Lassen is not in session (and cannot immediately be called into session); and,

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and,

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; and,

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the County Emergency Services Chief, County Sheriff and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the Lassen County and City of Susanville Emergency Operations Plan, as approved by the Board of Supervisors; and,

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the County of Lassen to be in a state of emergency; and,

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

(NAME) Date

Appendix A. Sample Disaster Proclamation Forms

(SUBMITT ALL PROCLAMATIONS TO CALOES TO VERIFY ALL INFORMATION IS PROVIDED FOR PRIOR TO BOARD ADDOPTION)

PROCLAMATION OF A LOCAL EMERGENCY BY COUNTY EMERGENCY SERVICES CHIEF OR COUNTY SHERIFF AND REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY AND TO REQUEST A PRESIDENTIAL DECLARATION

(When completing remove either County Emergency Services Chief or County Sheriff depending on who is proclaiming)

WHEREAS, Lassen County Code Section 11.14.060 empowers the County Emergency Services Chief to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 60 days thereafter until such local emergency is terminated; and

WHEREAS, the Emergency Services Chief or County Sheriff of the County of Lassen does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this county, caused by (List Causes) , commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Lassen is not in session (and cannot immediately be called into session);

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the County Emergency Services Chief, County Sheriff and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the Lassen County and City of Susanville Emergency Operations Plan, as approved by the Board of Supervisors.

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the County of Lassen to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

(NAME)

Date

RESOLUTION PROCLAIMING A LOCAL EMERGENCY

WHEREAS, California Government Code Section 8630 empowers the Board of Supervisors to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 60 days thereafter until such local emergency is terminated; and

WHEREAS, the Board of Supervisors of the County of Lassen does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this county, caused by (List Causes) , commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Lassen is not in session (and cannot immediately be called into session);

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the County Emergency Services Chief, County Sheriff and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the Lassen County and City of Susanville Emergency Operations Plan, as approved by the Board of Supervisors.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

**RESOLUTION PROCLAIMING A LOCAL EMERGENCY AND
REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY**

WHEREAS, Government Code Section 8630 empowers the Board of Supervisors to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 60 days thereafter until such local emergency is terminated; and

WHEREAS, the Board of Supervisors of the County of Lassen does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the county, caused by (List Causes) , commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Lassen is not in session (and cannot immediately be called into session); and,

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and,

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; and,

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the County Emergency Services Chief, County Sheriff and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the Lassen County and City of Susanville Emergency Operations Plan, as approved by the Board of Supervisors; and,

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the County of Lassen to be in a state of emergency; and,

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

**RESOLUTION PROCLAIMING A LOCAL EMERGENCY
AND REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY AND TO
REQUEST A PRESIDENTIAL DECLARATION**

WHEREAS, California Government Code Section 8630 empowers the Board of Supervisors to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 60 days thereafter until such local emergency is terminated; and

WHEREAS, the Board of Supervisors of the County of Lassen does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this county, caused by (List Causes) , commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Lassen is not in session (and cannot immediately be called into session);

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the County Emergency Services Chief, County Sheriff and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the Lassen County and City of Susanville Emergency Operations Plan, as approved by the Board of Supervisors.

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the County of Lassen to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the Director of the Governor's Office of Emergency Services.

**RESOLUTION REAFFIRMING THE EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY THE BOARD OF SUPERVISORS)**

WHEREAS, a local emergency exists in the County of Lassen in accordance with the proclamation by the Board of Supervisors on the (Date) as a result of conditions of extreme peril to the safety of persons and property have arisen within the county caused by (List Causes), commencing on or about (Day, Date), at which time the Board of Supervisors of was not in session; and,

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and,

WHEREAS, it has been found that local resources are still unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Lassen, State of California.

**RESOLUTION REAFFIRMING THE EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY THE COUNTY EMERGENCY SERVICES CHIEF)**

WHEREAS, Lassen County Code Section 11.14.060 empowers the County Emergency Services Chief to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 60 days thereafter until such local emergency is terminated; and

WHEREAS, a local emergency exists in the County of Lassen in accordance with the proclamation by the Board of Supervisors on the (Date) as a result of conditions of extreme peril to the safety of persons and property have arisen within the county caused by (List Causes), commencing on or about (Day, Date) , at which time the Board of Supervisors of was not in session; and,

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and,

WHEREAS, it has been found that local resources are still unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Lassen, State of California.

**RESOLUTION REAFFIRMING THE EXISTENCE OF LOCAL HEALTH EMERGENCY
(AS PROCLAIMED BY THE COUNTY HEALTH OFFICER)**

WHEREAS, Section 101808, Health and Safety Code of the State of California empowers a local health official to proclaim the existence or threatened existence of a local health emergency when this county or any area thereof is affected or likely to be affected by an imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent, and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 60 days thereafter until such local emergency is terminated; and

WHEREAS, a local health emergency exists in the County of Lassen in accordance with the proclamation by the Board of Supervisors on the (Date) as a result of an imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent within this county caused by (List Causes), commencing on or about (Day, Date); and,

That the aforesaid threats of an introduced contagion, disease, agent, or toxin warrant and necessitate the proclamation of the existence of a local health emergency;

WHEREAS, it has been found that local resources are still unable to cope with the effects of said health emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said local health emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Lassen, State of California.

**RESOLUTION TERMINATING EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY THE COUNTY EMERGENCY SERVICES CHIEF OR COUNTY SHERIFF)**

(When completing remove either County Emergency Services Chief or County Sheriff depending on who is proclaiming)

WHEREAS, a local emergency exists in the County of Lassen in accordance with the proclamation by the County Emergency Services Chief or County Sheriff on the (Date) and its ratification by the Board of Supervisors on (List Dates) as a result of conditions of extreme peril to the safety of persons and by property by (List Causes); and,

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of normal protective services, personnel, equipment, and facilities of and within the County of Lassen;

NOW, THEREFORE, the Board of Supervisors of the County of Lassen, State of California, does hereby proclaim the termination of said local emergency.

**RESOLUTION TERMINATING EXISTENCE OF LOCAL HEALTH EMERGENCY
(AS PROCLAIMED BY THE COUNTY HEALTH OFFICER)**

WHEREAS, a local emergency exists in the County of Lassen in accordance with the proclamation by the Lassen County Health Officer on the (Date) and its ratification by the Board of Supervisors on (List Dates) as a result of imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent arising within this County caused by (List Causes); and,

WHEREAS, the situation resulting from said threat of an introduced contagion, disease, agent, or toxin is now deemed to be within the control of normal protective services, personnel, equipment, and facilities of and within the County of Lassen;

NOW, THEREFORE, the Board of Supervisors of the County of Lassen, State of California, does hereby proclaim the termination of said local health emergency.

**RESOLUTION TERMINATING EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY BOARD OF SUPERVISORS)**

WHEREAS, a local emergency exists in the County of Lassen in accordance with the proclamation by the Board of Supervisors on the (Date) as a result of conditions of extreme peril to the safety of persons and by property by (List Causes); and,

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of normal protective services, personnel, equipment, and facilities of and within the County of Lassen;

NOW, THEREFORE, the Board of Supervisors of the County of Lassen, State of California, does hereby proclaim the termination of said local emergency.

B Incident Command System Forms

The following ICS forms are included in this appendix.

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205a	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organizational Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-in List
ICS Form 213	General Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle/Equipment Inventory
ICS Form 219	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 225	Incident Personnel Performance Rating

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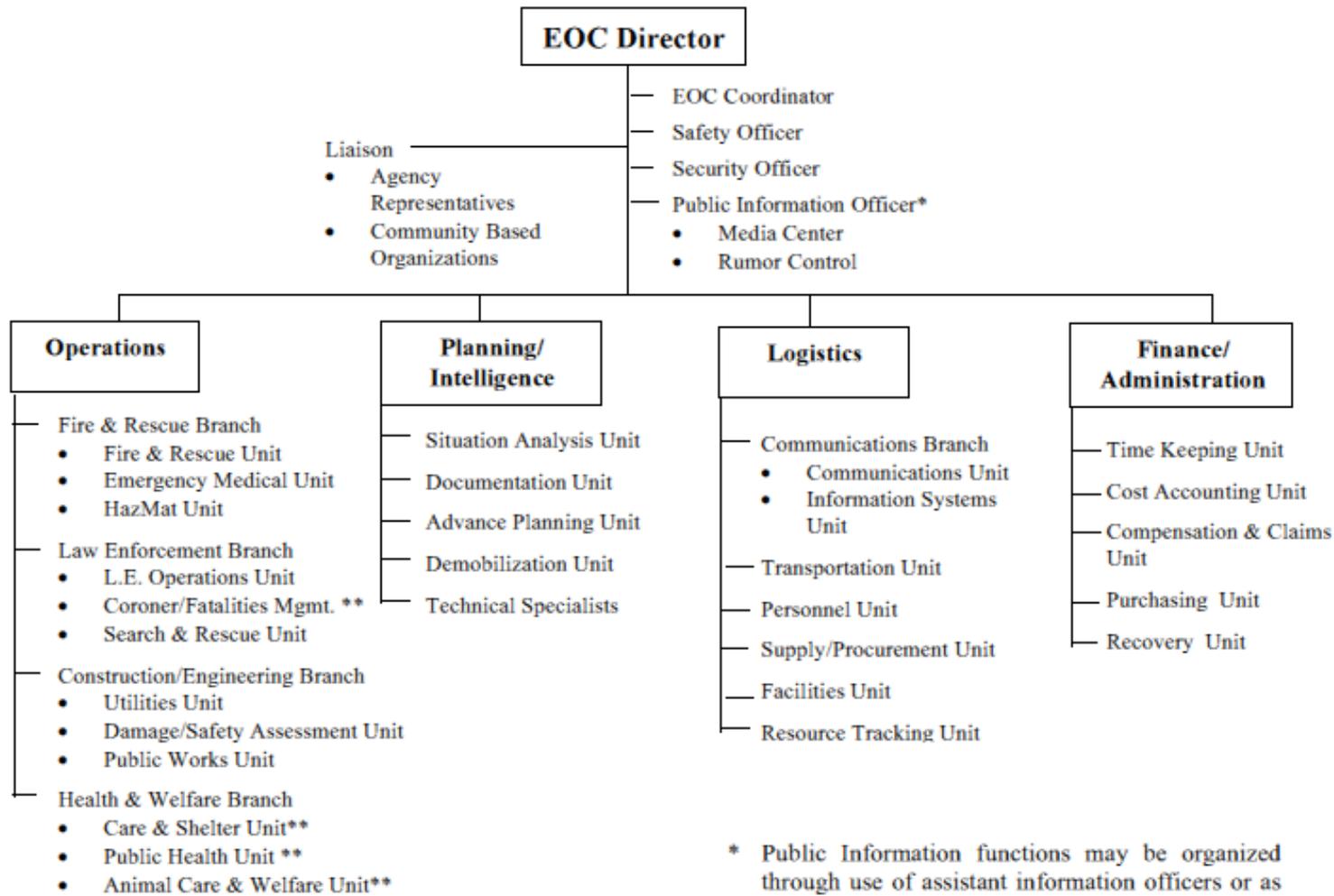
C Emergency Operations Center Position Checklists

The following checklists are included in this appendix.

1. Air Operations Branch Director
2. Communication Unit Leader
3. Compensation/Claims Unit Leader
4. Cost Unit Leader
5. Demobilization Unit Leader
6. Division-Group Supervisor
7. Documentation Unit Leader
8. Facilities Unit Leader
9. Finance/Administration Section Chief
10. Food Unit Leader
11. Ground Support Unit Leader
12. EOC Director
13. Liaison Officer
14. Logistics Section Chief
15. Medical Unit Leader
16. Operations Branch Director
17. Operations Section Chief
18. Planning/Intelligence Section Chief
19. Procurement Unit Leader
20. Public Information Officer
21. Resources Unit Leader
22. Safety Officer
23. Service Branch Director
24. Situation Unit Leader
25. Staging Area Manager
26. Strike Team-Task Force Leader
27. Supply Unit Leader
28. Support Branch Director
29. Technical Specialist
30. Time Unit Leader

Appendix C. Emergency Operations Center Position Checklists

Figure C-1 EOC Position Organizational Chart



* Public Information functions may be organized through use of assistant information officers or as units if necessary.

** Normally coordinated by county, but a local coordinator may be designated if needed.

D Mutual Aid Agreements

The following mutual aid agreements are in place for the County:

- Emergency Management Mutual Aid via CalOES
- CA Fire Assistance Agreement via CalOES CFAA
- CFMA agreements
- TO BE DEVELOPED

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E Maps

The following maps have been included for reference:

- Board of Supervisors District Map – Shows Supervisor Districts by number.
- Lassen County – Shows the overall foot print of the County with major transportation routes.
- Lassen County Road District Map – Identifies the different County Road Districts by number.
- Lassen County Primary Jurisdictions – Shows what Jurisdiction has primary responsibility/ownership for Fire Protection.
- Lassen County Direct Protection Area – Shows what Agency has primary responsibility for Fire Protection based on Agreement with Land Ownership Jurisdiction.
- Lassen County Fire Districts – Shows each fire district located within Lassen County.
- Community Maps – Multiple maps that show the specific communities.

The information included in these maps can be obtained and recreated on a larger or smaller scale using ARC GIS to assist in incident management.



Insert Lassen County Map

Insert Lassen County Primary Jurisdictions Map

Insert Lassen County Direct Protection Area Map

Insert Lassen County Fire District Map

Insert County Road District Map

Insert Community Map

F

References

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended, April 2013. Accessed on 20 December 2013 at: <http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>
- Homeland Security Act of 2002 (Public Law 107-296). Accessed on 20 December 2013 at: <http://www.dhs.gov/key-dhs-laws>
- Post-Katrina Emergency Management Reform Act of 2006 (Public Law 109-295). Accessed on 20 December 2013 at: <http://www.dhs.gov/key-dhs-laws>
- Homeland Security Policy Directive/HSPD-5: Management of Domestic Incidents. Accessed on 20 December 2013 at: <http://www.fas.org/irp/offdocs/nspd/hspd-5.html>
- Presidential Policy Directive/PPD-8: National Preparedness. Accessed on 20 December 2013 at: <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness>

FEMA Policy

- The Federal Emergency Management Agency Publication 1: The Federal Emergency Management Agency, November 2010. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/25272>
- A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, FDOC 104-008-1, December 2011. Accessed on 20 December 2013 at: http://www.emd.wa.gov/about/documents/FEMA_Whole_Community.pdf
- FEMA Incident Management and Support Keystone, January 2011. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/26688>
- National Incident Management System, December 2008. Accessed on 20 December 2013 at: <http://www.fema.gov/national-incident-management-system>
- National Preparedness Goal, First Edition, September 2011. Accessed on 20 December 2013 at: <http://www.fema.gov/national-preparedness-goal>
- FEMA Administrator's Intent (FY 2015-2019). Pub. April 2013. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/31808>
- FEMA Strategic Plan, FY 2011-2014, FEMA P-806, February 2011. Accessed on 20 December 2013 at: <http://www.fema.gov/fy-2011-2014-strategic-plan>
- Crisis Response and Disaster Resilience 2030: Forging Strategic Action in an Age of Uncertainty, January 2012. Accessed on 20 December 2013 at: <https://www.fema.gov/media-library/assets/documents/24174>
- National Response Framework, Second Edition, May 2013. Accessed on 20 December 2013 at: <http://www.fema.gov/national-response-framework>

- National Disaster Recovery Framework, Strengthening Disaster Recovery for the Nation, September 2011. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/24647?fromSearch=fromsearch&id=5124>
- National Disaster Housing Strategy, January 2009. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/24600>
- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101, Version 2.0, November 2010. Accessed on 20 December 2013 at: <http://www.fema.gov/media-library/assets/documents/25975>
- Incident Action Planning Guide, January 2012. Accessed on 31 March 2014 at http://www.fema.gov/media-library-data/20130726-1822-25045-1815/incident_action_planning_guide_1_26_2012.pdf

State

- State of California Emergency Plan, as revised July 2009. Accessed on 20 May 2014 at: <http://www.calema.ca.gov/PlanningandPreparedness/Pages/State-Emergency-Plan.aspx>
- SEMS Guidelines – Standardized Emergency Management System, as revised November 2009. Accessed on 22 May 2014 at: <http://develop.oes.ca.gov/WebPage/oeswebsite.nsf/Content/7386D576C12F26F488257417006C07A7?OpenDocument>
- California Emergency Services Act – California Disaster Assistance Act – Emergency Compact – California Disaster and Civil Defense Master Mutual Aid Agreement, as revised January 2006. Accessed on 28 May 2014 at: <http://hazardmitigation.calema.ca.gov/docs/ESA-all8-06-final.pdf>

County

Copies of the following documents can be obtained by contacting the County Emergency Services Chief:

- Lassen County Emergency Operations Plan, 2000 (Replaced by this Plan)
- Lassen County and City of Susanville Multi-Jurisdictional Hazard Mitigation Plan, 2018
- Lassen County Hazardous Materials Area Plan
- Lassen County Interoperable Communications Plan, 2010
- Lassen County Evacuation Plan, 2012
- Lassen County Care and Shelter Plan, 1998. Department of Health and Social Services
- Lassen County Hazardous Materials Area Plan, 2013, Lassen County Environmental Health Department
- Memoranda of Agreement / Understanding

Other

- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.



Acronyms and Glossary

Acronyms

°F	degrees Fahrenheit
AAR	After Action Report
ADA	Americans with Disabilities Act
BLM	Bureau of Land Management
CAL FIRE	California Department of Forestry and Fire Protection
Cal OES	California Governor's Office of Emergency Services
Caltrans	California Department of Transportation
CAMEO	Computer Aided Management of Emergency Operations
CCR	California Code of Regulations
CDAAC	California Disaster Assistance Act
CDC	Centers for Disease Control and Prevention
CHEMTREC	Chemical Transportation Emergency Center
City	City of Susanville
COOP	Continuity of Operations
County	Lassen County
DA	Initial Damage Assessment
DOC	Department Operations Center
EAS	State of California National Emergency Alert System
EF	Emergency Function
EF	Emergency Function
EMO	Emergency Management Organization
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency

Appendix G. Acronyms and Glossary

HHS	Lassen County Health and Social Services Department
HHSA	Lassen County Health and Human Services Agency
IAP	Incident Action Plan
ICS	Incident Command System
IT	Information Technology
JIC	Joint Information Center
JIS	Joint Information System
MAC Group	Multi-Agency Coordination Group
MACS	Multi-Agency Coordination System
MHOAC	Medical Health Operational Area Coordinator
MHz	megahertz
NAWAS	National Warning System
NIMS	National Incident Management System
NRC	National Response Center
NSS	National Shelter System
NTSB	National Transportation Safety Board
OES	Office of Emergency Services
PDA	Preliminary Damage Assessment
PG&E	Pacific Gas and Electric Company
PIO	Public Information Officer
ROSS	Resource Ordering Status System
SCOUT	Situation Awareness Collaboration Tool
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedure
State	State of California
STTAC	California State Terrorism Threat Assessment Center
UHF	ultra high frequency
USDA	United States Department of Agriculture
USFS	United States Forest Service
USGS	United States Geological Survey
VHF	very high frequency
VOIP	voice-over internet protocol

Glossary of Key Terms

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

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

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

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

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

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

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

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

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

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

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

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

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases-avoiding the use of different words/phrases for same concepts-to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

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

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

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 the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

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

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

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

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, substate regional, and local governments, nongovernmental organizations, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement,

medical services), by jurisdiction (e.g., Federal, State, regional, tribal, City, county), or by some combination thereof.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.

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

Event: See Planned Event.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

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

Group: An organizational subdivision established to divide the incident management structure 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.

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

Homeland Security Presidential Directive 5 (HSPD-5): HSPD-5 was issued in 2003 and established a single, comprehensive National Incident Management System. This management system is designed to cover the prevention, preparation, response, and recovery from terrorist attacks, major disasters, and other emergencies. HSPD-5 requires the Department of Homeland Security (DHS) to coordinate with other federal departments and state, local, and tribal governments to establish a National Response Plan (NRP) and a National Incident Management System (NIMS).

Homeland Security Presidential Directive 8 (HSPD-8): HSPD-8 was issued in 2003 to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of federal preparedness assistance to state and local governments, and outlining actions to

strengthen preparedness capabilities of federal, state, and local entities. HSPD-8 mandates the development of a national preparedness goal, which was finalized in the National Preparedness Guidelines.

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

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

Incident Base: The location 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 co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

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

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select 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 strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Integrated Planning System: A system designed to provide common processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning in accordance with the Homeland Security Management System as outlined in the National Strategy for Homeland Security.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities-or the individual(s) involved-including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning/Intelligence Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

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

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated

interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

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

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

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Letter of Expectation: See Delegation of Authority.

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

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

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, City, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle

of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

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

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

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.

National: Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

National Essential Functions: A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.

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

National Response Framework: A guide to how the Nation conducts all-hazards response.

National Disaster Recovery Framework: A guide that enables effective recovery support to disaster-impacted States, Tribes, Territorial and local jurisdictions.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

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

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Personal Responsibility: The obligation to be accountable for one's actions.

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

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purpose of the National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

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

Planning/Intelligence Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

Presidential Policy Directive 8: National Preparedness (PPD-8): A directive signed by the President in 2011 describing the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. PPD-8 requires the development of a national preparedness goal based on the risk of specific hazards and vulnerabilities, including natural disasters, pandemics, terrorism and cyber threats.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Mission Essential Functions: Government functions that must be performed in order to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of National Incident Management System materials.

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

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

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

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Retrograde: To return resources back to their original location.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

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

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

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

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

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

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Appendix G. Acronyms and Glossary

Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

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

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the National Incident Management System, such as orthophoto mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

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

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

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

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

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

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Unity of Command: An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.10

Sources: <http://www.training.fema.gov/EMIWeb/is/ICSResource/assets/ICSGlossary.pdf>

and Foundation for the Standardized Emergency Management System California Emergency Management Agency July, 2009, Glossary of Terms (Available at <http://develop.oes.ca.gov/WebPage/oeswebsite.nsf/Content/7386D576C12F26F488257417006C07A7?OpenDocument>)

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Legal Authorities

Federal

- Federal Emergency Management Agency (FEMA) Policy
 - Crisis Response and Disaster Resilience 2030 (January 2012)
 - FDOC 104-008-1: A Whole Community Approach to Emergency Management (December 2011)
 - FEMA Administrator’s Intent (2015-2019)
 - FEMA Incident Management and Support Keystone (January 2011)
 - FEMA Publication: 1 The Federal Emergency Management Agency (November 2010)
 - FEMA Strategic Plan 2011-2014
 - National Disaster Housing Strategy (January 2009)
 - National Disaster Recovery Framework (September 2011)
 - National Incident Management System (December 2008)
 - National Preparedness Goal (September 2011)
 - National Response Framework (January 2008)
- Homeland Security Presidential Directive 5: Management of Domestic Incidents (2003)
- Presidential Policy Directive 8: National Preparedness (2008)
- Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (last amended April 2013)
- Public Law 107-296 The Homeland Security Act of 2002
- Public Law 109-295 The Post-Katrina Emergency Management Reform Act (2007)

State of California
<ul style="list-style-type: none">– California Emergency Services Act (California Government Code, Title 2, Division 1, Chapter 7, §8550 et. seq.)– California Disaster Assistance Act (California Government Code, Title 2, Division 1, Chapter 7.5, §8680 et. seq.)– Standardized Emergency Management System (California Code of Regulations, Title 19, Division 2, Chapter 1, §2400 et. seq.)– California Disaster and Civil Defense Master Mutual Aid Agreement– Disaster Service Workers (California Government Code, Title 1, Division 4, Chapter 8, §3100 et. seq.)– Good Samaritan Liability (California Health and Safety Code, Division 2.5, Chapter 9, §1799.102 et. seq.)– California Health and Safety Code (Article 1, Chapter 2, Part 1, Division 101, 105)– California Health and Safety Code (Article 1, Chapter 2, Part 3, Division 101)
Lassen County
<ul style="list-style-type: none">– County Code Chapter 11.14 (Emergency Organization)



Public Notifications Systems Use Policy

(To Be Developed)

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Special Districts

<u>District</u>	<u>Street Address</u>	<u>City, State, Zip</u>	<u>Phone</u>
BIG VALLEY FPD	P.O. Box 81	Bieber, CA 96009	530-294-5809
CLEAR CREEK CSD & FIRE	P.O. Box 833	Westwood, CA 96137	530-256-2240
DOYLE FPD	P.O. Box 189	Doyle, CA 96109	530-827-2681
HONEY LAKE RCD	170 Russel Ave ste. 1	Susanville, CA 96130	257-7271 EXT. 101
JANESVILLE FPD	P. O. Box 40	Janesville, CA 96114	530-253-3737
LASSEN COUNTY WATERWORKS	P.O. Box 363	Bieber, CA 96009	530-294-5524
LASSEN-MODOC FLOOD CONTROL	P.O. Box 305	Bieber, CA 96009	530-294-5371
LITTLE VALLEY CSD	P.O. Box 611	Fall River Mills, CA 96028	530-336-5457
MADELINE FPD	P.O. Box 98	Madeline, CA 96119	530-277-5456
MILFORD FPD	P.O. Box 265	Milford, CA 96121	253-3744
PIT RCD	P.O. Box 301	Bieber, CA 96009	530-299-3405
STANDISH/LITCHFIELD FPD	P.O. Box 120	Standish, CA 96128	530-254-6601
SUSAN RIVER FPD	705-145 HWY 395 E	Susanville, CA 96130	530-257-7477
STONES/BENGARD CSD	509-695 Stone Rd.	Susanville, CA 96130	530-825-3435
WPV CSD / Herlong Fire Dept.	P.O. Box 960	Herlong, CA 96113	530-827-3587
SPALDING CSD	502-907 Mahogany Way	Susanville, CA 96130	530-825-3400
LAKE FOREST FPD	P.O. Box 2148	Susanville, CA 96130	530-257-9593
HONEY LAKE TV	P.O. Box 963	Susanville, CA 96130	530-257-9625
LASSEN MUNICIPAL UTILTIY DIST.	65 S. Roop St.	Susanville, CA 96130	530-257-4174
PG&E	P.O. Box 997300	Sacramento, CA 95899-7300	1-800-743-5002
HONEY LAKE POWER	735-025 Wendel Rd	Wendel, CA 96136	916-596-2500
SURPRISE VALLEY ELECTRIC	516 HWY 395 E.	Alturas, CA 96101	530-233-3511
PLUMAS RURAL ELECTRIC	73233 State Route 70	Portola, CA 96122- 7069	(530) 832-4261