CITY OF YUBA CITY
STAFF REPORT

Date:	November 15, 2022
To:	Honorable Mayor & Members of the City Council;
From:	Fire Department
Presentation By:	Jesse Alexander, Fire Chief

Summary

Subject:	Emergency Operations Plan
Recommendation:	Adopt a Resolution approving the City of Yuba City's Emergency Operations Plan
Fiscal Impact:	None

Purpose:

To adopt an Emergency Operations Plan for the City of Yuba City.

Council's Strategic Goal:

This Emergency Operations Plan addresses the City Council's Public Safety Strategic Goal by creating a comprehensive formal plan for planning and mitigating potential emergencies in the City of Yuba City.

Background:

The 2017 California State Emergency Plan states, "All local governments with certified disaster councils are required to develop Emergency Operations Plans (EOP) for their jurisdiction that meet state and federal requirements and are in accordance with Cal OES Local Planning Guidance." The Yuba City Disaster Council was established in 1974 and later amended in 1984. As a result, City Staff has been determining the mechanism for developing a quality Emergency Operations Plan that is comprehensive and user-friendly while being fiscally sound. Staff decided to create the EOP in-house, with an emphasis on using lessons learned and operational effectiveness. On September 20, 2022, staff provided an Emergency Operations Plan-Draft that was open to the public for a review process until October 31, 2022.

Analysis:

An Emergency Operation Plan (EOP) is a plan of action in case of an emergency or crisis. It allows governments at various levels - such as federal, state, city, and local - to communicate effectively and coordinate efforts to respond to crises. An EOP is not a set of procedural guidelines or guarantees; rather, it provides a framework for emergency response that can be adapted to prepare our City for

various situations. An Emergency Operations Plan should include all possible emergencies, consequences, required actions, written procedures, and available resources.

The Emergency Operations Plan comprises two major sections:
1. Basic Plan
   -Plan Components and Framework
   -Hazard Analysis Summary
   -Concepts of Operations
   - Continuity of Operations
   -EOP Roles and Responsibilities
   -Emergency Operations Center (EOC) Command and Control
   -Information Collection and Dissemination
   -Communication
   -Plan Development/Maintenance/Implementation
   -Training

2. Hazard/Threat Specific Appendices
   -Disaster Declarations
   -Flooding
   -Dam Failure
   -Wildfire
   -Earthquake
   -Volcano
   -Hazardous Materials
   -Natural Occurring Biological Threats
   -Extreme Weather
   -Terrorism
   -Civil Disobedience
   -Water and Wastewater Disruption
   -Access and Functional Needs

The Emergency Operations Plan, part of the comprehensive City Emergency Preparedness initiative, includes Local Hazard Mitigation Plans, Continuity of Operations Plans, Emergency Notification protocols, Memorandum of Understandings, side letters, and Evacuation planning.

Fiscal Impact:

None

Alternatives:

A. Request staff to make additional modifications to the Emergency Operations Plan-Draft.
B. Request staff to hire a consultant to develop an Emergency Operations Plan.

Recommendation:

Adopt a Resolution approving the City of Yuba City's Emergency Operations Plan.

Attachments:

1. Yuba City EOP Resolution
2. Yuba City EOP
3. Yuba City Hazard Appendices

Prepared By: Submitted By:
Jesse Alexander   Diana Langley
Fire Chief   City Manager

ATTACHMENT 1

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YUBA CITY
AUTHORIZING THE ADOPTION OF THE CITY OF YUBA CITY'S EMERGENCY
OPERATIONS PLAN 2022**

WHEREAS, the City of Yuba City (the "City") has previously experienced both natural and manmade disasters, and all such disasters have the potential to result in loss of life, personal injury, property damage, as well as the interruption of business and government services; and

WHEREAS, the City is required by the California Emergency Services Act, within Section 8610 of the California Government Code, to have an Emergency Operations Plan in place that describes the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during emergencies; and

WHEREAS, the Emergency Operations Plan includes continuity of government, emergency services, mobilization of resources, mutual aid, and public information elements; and

WHEREAS, the City adopts an approach for emergency management that utilizes and strengthens partnerships between residents, organizational and community leaders, and government officials; and

WHEREAS, the City adopts this plan in conformance with the current State and Federal guidelines for emergency plans and complies with the California Standardized Emergency Management System ("NIMS") standards.

NOW, THEREFORE, be it resolved by the City Council of the City of Yuba City as follows:

Section 1. The above recitals are true and correct, and are hereby incorporated herein by this reference.

Section 2. The City Council adopts the City of Yuba City Emergency Operations Plan 2022.

The foregoing resolution was duly and regularly introduced, passed, and adopted by the City Council of the City of Yuba City at a regular meeting thereof held on the 15st day of November 2022.

*****

AYES:

NOES:

ABSENT:

_____
Dave Shaw, Mayor

ATTEST:

_____
Ciara Wakefield, Deputy City Clerk

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APPROVED AS TO FORM
COUNSEL FOR YUBA CITY

_____
Shannon L. Chaffin, City Attorney
Aleshire & Wynder, LLP

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ATTACHMENT 2

City of Yuba City

Emergency Operations Plan

City of Yuba City, California
EMERGENCY OPERATIONS PLAN
2022

Prepared for:
City of Yuba City
1201 Civic Center Boulevard
Yuba City, CA 95993

Prepared by: YUBA CITY FIRE DEPARTMENT

Introduction

The City of Yuba City is dedicated to fulfilling and upholding the primary role of the emergency management mission by ensuring that the city, its residents and all city services are prepared for any and all disasters within or surrounding our community. By ensuring coordination and readiness of all protection, prevention, mitigation, response and recovery activities, the city will continually look to increase capabilities and response measures to minimize loss of life and reduce impacts from disasters and corresponding unforeseen circumstances.

Every day **in Yuba City emergencies are handled in a professional and timely manner. These "routine"** emergencies are responded to and managed by emergency first responders as part of their day-to-day responsibilities and are the most common emergency management activities that the Yuba City residents experience and encounter. For the most part this type of emergency is handled by individual responders or a team of responders who work together regularly to save lives, contain threats, minimize damage and serve and protect the community in which we live.

While the principles described in this Emergency Operations Plan (EOP) can also be applied to these daily responses, the primary goal of establishing such a plan is 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 front-line responders. This EOP is not intended to anticipate all situations and conditions that may arise during emergencies; however, this document will help facilitate a successful response to these situation and conditions 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.

However, it is imperative that all jurisdictions and response agencies have a plan that provides an overall general guidance and a common framework for preparing for, responding to, and recovering from emergencies and disasters that arise in a mo**ment's** notice. This plan will help establish a framework within Yuba City that will bring a combination of technical capabilities, resources, judgment and the expertise of emergency response personnel, department directors and other key City personnel. Emergency Preparedness must be evaluated, planned for and discussed and the city is committed to this process.

This EOP provides the foundation and guidance for the use of National Incident Management System (NIMS) and California Standardized Emergency Management System (SEMS) principles necessary to effectively manage incidents within or affecting Yuba City. These principles will work in conjunction with Incident Command System (ICS) formats and all city employees will be trained in roles and responsibilities associated with their positions and expectations. No guarantee of a perfect response system is expressed or implied by this plan, its implementing instructions, responses or procedures. While the city will respond to emergencies to the utmost of its ability, it is possible that some natural or technological disasters may overwhelm resources and require assistance from federal, state and other local government agencies. While recognizing this possibility, this plan is designed to help the city fulfill its response function to its maximum capacity and serve as a first line of preparedness and response within the City of Yuba City.

APPROVAL AND IMPLEMENTATION

FOREWORD

The City of Yuba City Emergency Operations Plan (EOP) was developed to address and outline the planned response of city resources to extraordinary emergency situations associated with natural disasters, large scale emergencies (beyond local and regional support), technological incidents and national security emergencies in or affecting the City of Yuba City and the County of Sutter. This plan will primarily focus on operational concepts and initial and expanded responses to large-scale disasters, emergencies and events which pose major threats to life, property and the environment. These operational concepts and responses are designed to grow as the need for resources and support is made known.

This plan accomplishes the following:

- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the City of Yuba City.

- Identifies the roles and responsibilities required to protect the health and safety of Yuba City residents, public and private property and the environmental effects of natural and technological emergencies and disasters.

- Establishes the operational concepts associated with a field response to emergencies, the City of Yuba City Emergency Operations Center (EOC) activities and the recovery process at the conclusion of an activation.

Plan Approval and Implementation

Upon review and approval of the Yuba City Council, this plan will be officially adopted and promulgated. The approval date will be included on the title page. The plan will be distributed to those city departments, executive members, city personnel, supporting allied agencies and community organizations having assigned primary functions or responsibilities located within the EOP.

LETTER OF PROMULGATION
September 2022

To: City Officials, Employees and Residents

The City of Yuba City Emergency Operations Plan (EOP) provides guidance for those with emergency management responsibilities within the City of Yuba City. The EOP provides specific guidance to those activated in the event of an emergency in order to save lives, enhance the health and safety of citizens, and **protect property and the environment. This EOP authorizes the city's personnel in all its departments to** perform their duties before, during, and after an emergency.

This EOP complies and is consistent with the National Incident Management System (NIMS) and **California's Standardized Emergency Management System (SEMS). It may be activated by the City** Manager, who is designated by city code as the Director of Emergency Services, or the Fire Chief and/or Police Chief, who are designated as Emergency Services Coordinators.

Prior to its issuance, this EOP was reviewed by department representatives that have assigned primary responsibilities for the management and implementation of emergency functions. This EOP will be submitted to the City Council for review, and, upon their concurrence, officially adopted and promulgated.

This promulgation shall be effective upon its signing and shall remain in effect until amended or rescinded by further promulgatio**n. The promulgation of this EOP further affirms the City's support for emergency** management, and a safe and resilient community.

Diana Langley
City Manager

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EMERGENCY OPERATION PLAN (EOP) ACTIVATION GUIDE

The Yuba City Emergency Operations Plan (EOP) may be activated by the following:

- Emergency Services Director (City Manager),
- Emergency Services Coordinator(s) (Fire Chief and/or Police Chief)

After the EOP activation is initiated, all required and necessary positions will immediately be contacted to determine and facilitate the implementation of the full or partial scope of the plan. If a situation dictates whereas the City Emergency Services Director and Emergency Service Coordinator(s) are not available, alerts should be directed to the predetermined next city emergency representative as outlined in the Yuba City Continuity of Operations Plan.

This Emergency Operations Plan, and the procedures and policies contained herein, shall be activated under any of the following circumstances:

- On the order of the Emergency Services Director, (City Manager), Emergency Services Coordinator(s) (Fire Chief and/or Police Chief) or any designee outlined in the Continuity of Operations Plan, provided that the existence or threatened existence of a local emergency has been proclaimed.
- Upon proclamation by the Governor that a STATE OF EMERGENCY exists in an area of the state that includes the City of Yuba City or immediate surrounding area.
- Automatically on the proclamation of a STATE OF WAR EMERGENCY as defined in the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code.)
- Upon declaration by the President of the United States, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

Emergency Proclamations

Emergency proclamations are normally made when there is an actual incident or event, threat of disaster, or extreme peril to the safety of persons and/or property caused by natural or man-made situations.

Local Proclamation of Emergency

A local emergency may be proclaimed by the City Council or by the City Manager/ Director of Emergency Services. If the City Manager/Director of Emergency Services proclaims the local emergency, the City Council must ratify it within seven (7) days. The City Council must review the need for the proclamation at least every 30 days until the local emergency is terminated. The local emergency should be terminated by resolution as soon as conditions warrant.

A local emergency proclamation provides the governing body with the legal authority to:

- Request the Governor to proclaim a State of Emergency and/or that the Director of FEMA/DHS authorize a Presidential Declaration;
- Promulgate or suspend orders and regulations necessary to provide protection to life and property, including orders or regulations imposing a curfew within designated boundaries;
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans or agreements.
- Request state agencies and other jurisdictions to provide mutual aid;
- Require the emergency services of a local official or employee
- Requisition necessary personnel and materials from any local department or agency.

Factors to Consider in Determining Whether to Proclaim a Local Emergency

- The local proclamation is the first step toward a state and federal declaration, which would then activate eligible state and federal disaster relief programs to provide financial relief to both local government and the public;
- A local, state and/or federal declaration is likely to send a reassuring message to the public that officials intend to pursue every avenue available to assist the disaster victims.
- It is not necessary for the affected city/town, or cities/towns, to declare an emergency, if the county has already done so; however, it is recommended.

Cities/Towns within a county are bound by county rules and regulations adopted by the county during a proclaimed local emergency when the emergency is in both the incorporated and unincorporated territory. (Ref. 62 California Attorney General Opinions, 701, dated 1979).

State Proclamation of Emergency

A State of Emergency may be proclaimed by the Governor when conditions of disaster or extreme peril exist which threaten the safety of person and property within the state. The Governor may also proclaim a State of Emergency when requested to do so by local authorities or when the local authority is inadequate to cope with the emergency.

When the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any city or county for outside assistance.
- The Governor shall, to the extent he/she deems necessary, have the right to exercise all police power vested in the state by the constitution and laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulation of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The Governor may promulgate, issue and enforce orders and regulation deemed necessary.
- A state proclamation activates the California Natural Disaster Assistance Act (NDAA) which provides financial assistance for items such as repairing or replacing public property or facilities, local agency overtime costs and costs of supplies used in the response.
- A state proclamation is needed to request a Presidential Declaration and access to federal disaster relief programs.

The Emergency Declaration Process

Step 1: Conditions indicate a local disaster is likely to occur or has already occurred.

Step 2: Local Emergency declared by the Director of Emergency Services or designee. Note: this declaration must be ratified by the City Council, as soon as practicable, or the goal of within seven (7) days.

Step 3: Director of Emergency Services or designee requests a State Proclamation and/or Federal Declaration from the Governor.

Step 4: Governor requests a Presidential Declaration.

Presidential Proclamation of Emergency

The Governor of the impacted state may request a Presidential Declaration of Emergency or Disaster when the disaster is of such severity and magnitude that effective response is beyond the ability of the state and affected local jurisdictions.

Declaration of Emergency

In some cases, the President may make a Declaration of Emergency instead of a Disaster. An Emergency Declaration unleashes the support from multiple state and federal agencies. It also authorizes reimbursement of emergency work, such as debris removal and emergency protective measures. It stops short, however, of providing certain types of financial recovery assistance.

Declaration of Major Disaster

A Presidential Declaration of Disaster is made when the President determines that the situation warrants major federal disaster assistance. In addition to the assistance provided in an Emergency Declaration, a Disaster Declaration may make a broad range of assistance available to individual victims, including:

- Temporary housing;
- Disaster unemployment and job placement assistance;
- Individual and family grants;
- Legal services to low-income victims; and,
- Crisis counseling and referrals.

Continuity of Government

In the aftermath of a major disaster, law and order must be preserved and essential government service must be maintained. Therefore, it is essential that city leaders identify an alternate seat of government, alternate work locations, and lines of succession for their governing body, administrative officers and department heads.

Temporary Seat of Government

If needed, the City Council will establish an alternate seat of government at a location where the City Council shall operate and conduct meetings in the event City Hall is not available.

Lines of Succession

Article 15 of the California Emergency Services Act provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and the chief executive officer. Article 15 also provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

The City Council shall appoint standby officers when an officer is killed, missing, or so seriously injured as to be unable to attend meetings and otherwise perform his/her duties.

Each department within Yuba City has a Continuity of Operations Plan, which identifies the following for each Department:

- Lines of succession
- Essential Functions
- Recovery Planning for each Essential Function
- Specialized Supplies
- Essential Vendors

The components of the Continuity of Operations Plan will be discussed in further detail later in this document and each City Department will be responsible for updating their individual plan and ensuring continuity training and expectations are prioritized and in place.

EMERGENCY OPERATIONS PLAN CHECKLIST

The following Action Checklist can be used to initiate the City of Yuba City Emergency Operations Plan and initiate response and support of an emergency incident that is currently taking place or immediately threatening the area. If you are not qualified to implement this plan, contact you supervisor or dial 9-1-1 and ask for assistance.

1. Receive alert of incident

    - Immediate alerts, involving threats to the city from current or suspected emergencies, should be directed to the City Emergency Services Director (City Manager), who will in turn immediately notify the Emergency Services Coordinator(s) (Fire Chief and/or Police Chief).
    - If the City Emergency Services Director and Coordinator(s) are not available, alerts should be directed to the designated personnel assigned in the Continuity of Operations Plan.
    - Alerts may additionally be received through the Yuba City Police Dispatching Service, the on-scene Incident Commander, responding agencies, neighboring agencies, the public or other sources.

2. Determine the need to **implement the City's Emergency Management Organization** Plan and Emergency Operations Center

    - The City Emergency Services Director and Emergency Services Coordinator(s) should determine, in coordination with the on-scene Incident Commander, what level of support is needed from the city for the incident. This may range from the Emergency Services Director and/or the Emergency Services Coordinator(s) being placed on standby, for technical or professional evaluation, to a full activation of the City Emergency Operations Center and Plan.
    - Identify key personnel who will be needed to support city emergency operations, including staffing of the City Emergency Operations Center, if activated.

3. Notify key City personnel and response partners

    - The Emergency Services Director and Emergency Services Coordinator(s) will utilize Yuba City Dispatch or the emergency notification phone list to notify key personnel that are being requested to **staff the City's Emergency Operations Center based on the incident's needs.**
    - Notify appropriate and corresponding emergency response agencies within and neighboring Yuba City.
    - See the **City's Emergency Contact List**, located in the Continuity of Operations Plan, maintained by the Emergency Services Director and/or Coordinator(s).

4. Identify key incident needs, in coordination with the on-scene Incident Commander

- Develop an initial Incident Action Plan reflecting overall priority and supporting activities
- Consider coordination of the following:
    - 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 City Emergency Operations Center can use to communicate with the scene.

5. Assess the Need for Code Red Activation

- Pursuant to California Penal Code 409.5(a), state, county and city peace officers are vested with the authority to close and evacuate public and private lands.
- The Chief of Police could designate the Fire Chief, Division Chief or Battalion Chief the authority to issue emergency notifications for Fire Department related and other involved emergencies within the City of Yuba City.
- Evacuation Warning, Evacuation Order (Mandatory) and Shelter in Place would be the options to be considered and a Code Red notification would be initiated, with a recorded message, to give instructions to any of the 36 pre-determined city evacuation zones.
- Community Relocation Centers information and locations:
    - Yuba-Sutter Fairgrounds   (442 Franklin Avenue, Yuba City, CA)
    - Yuba City Senior Center   (777 Ainsley Avenue, Yuba City, CA)
    - Sikh Temple   (2468 Tierra Buena Road, Yuba City, CA)
    - Sikh Temple   (2269 Bogue Road, Yuba City, CA)

6. Activate the City Emergency Operations Center as appropriate

- The city will utilize the Incident Command System (ICS), in conjunction with SEMS/NIMS, in managing the City Emergency Operations Center.
- Primary Emergency Operations Center Location:
  Fire Station 4, 150 Ohleyer Road, Yuba City, CA 95993
- Alternate Emergency Operations Center Location:
  Yuba City Police Department, 1545 Poole Boulevard, Yuba City, CA 95993
- Alternate Emergency Operations Center Location:
  Will be located, per MOU agreement, in Woodland and Chico. Additional details provided in section below.

- Depending on the incident size and type, some city departments with primary responsibility for the incident may be requested to establish a Department Operations Center (DOC) to support the incident.

7. Inform the Standardized Emergency Management System (SEMS) Operational Area, Region, and State of Emergency Operations Center activation and request support as needed

- Sutter County Office of Emergency Services via phone: (530) 822-4575
- **California Governor's Office of Emergency Services (Mutual Aid Region III): 916**-657-9210
- California State Warning Center (to report chemical spills): 800- 852-7550
- If there is an oil or chemical spill to report, responsible parties should call the National Response Center at 800-424-8802.

8. Declare a State of Emergency for the City, as appropriate

- If the incident has overwhelmed or threatens to overwhelm the **city's** resources, the city should declare a State of Emergency.
- A declaration may be made by the Mayor, City Council or by the Emergency Services Director (City Manager).
- A declaration made by any of the above authorized parties shall be ratified by council within seven (7) days. (SEE ATTACHED PRE-BUILT DECLARATIONS)
- The declaration should be submitted to the Sutter County Office of Emergency Services.

Plan Administration

The Yuba City Emergency Services Director and/or Emergency Services Coordinator(s) will ensure review, revision, and re-promulgation of this plan every three years or when changes occur, such as lessons learned from training, table top exercises or when emergency events are concluded. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made by department directors without formal City Council approval. Record of Plan Changes and any and 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 and implemented by emergency response personnel. Once changes are made, all entities must be made aware to ensure the current version is available to reference.

Plan Modifications

Record of Plan Changes and any and all updates and revisions to the plan will be tracked and recorded in the table on the following page. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel. These pages will remain inside the living document to show the adjustments. Additional pages can be added as deemed necessary and all updates or changes will be sent to the necessary corresponding agencies.

Revision Number	Section	Summary Change	Entered By	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Revision Number	Section	Summary Change	Entered By	Date
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(Note: File each revision transmittal letter behind this record page.)

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RECORD OF DISTRIBUTION

Hard Copies, and any updates, of this plan will be provided to the following jurisdictions, agencies, and departments that are involved or impacted by this Emergency Operations Plan. Any updates or revisions will be provided electronically, when available and necessary. Recipients will be responsible for updating their Emergency Operations Plans when they receive changes and updates.

The Emergency Services Director or Coordinator(s) are responsible for immediately communicating the plan and updates to the City Council, and ultimately responsible for dissemination of all plan updates. Copies of the plan will also be maintained at **the City Manager's Office, Fire** Department, Police Department, City Emergency **Operations Center, Human Resources and the City Clerk's Office.** Additionally, the Plan will be on record with the County of Sutter Office of Emergency Services.

The following list of signatures is documented to indicate **each city department's concurrence and receipt of** the 2022 Yuba City Emergency Operations Plan.

See Following page for list or initial agencies.

Human Resources

_____
DATE

Sutter County

_____
DATE

Sutter County Animal Services

_____
DATE

City Manager's Office

_____
DATE

Finance

_____
DATE

Fire

_____
DATE

Parks and Recreation

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DATE

Development Services

_____
DATE

Police

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DATE

Public Works

_____
DATE

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Yuba City Emergency Operations Plan

Introduction
Plan Approval and Implementation
- Foreword
- Plan Approval and Implementation Process

Letter of Promulgation
City Plan Adoption Resolution
Emergency Operation Plan—Activation Guide
Emergency Proclamations
- Local
- State
- Federal (Presidential)

Continuity of Government
Emergency Operation Plan—Checklist/Chart
Plan Administration—With Chart
Plan Modification—With Chart
Record of Distribution—With List

1. Basic Plan

Introduction
1.1   Purpose
1.2   Intent
1.3   Plan Organization Components and Framework
              Basic Plan
              Functional Annexes
              Hazard Threat Specific Incident Appendices
              Contingency Planning
1.4   Scope

2. Yuba City Hazard Analysis Summary

2.1   History (Community Profile)
2.2   Geography/Climate
2.3   Population
2.4   Economy/Tax Base/Revenue Sources
- Industry Chart
- Household Income Chart
- Tax Base Chart

2.5   Community Events
2.6   Threat and Hazard Identification
              2.6.1   Yuba City Specific Hazard Identification Chart
2.7   Capability Assessment
2.8   Protection of Critical Infrastructure and Key Resources

3. Concept of Operations

4. Continuity of Government Operations

5. Emergency Operations Plan (EOP) Roles and Responsibilities

6. Emergency Operations Center (E.O.C) Command and Control

8. Communication and Emergency Alert Notification Systems

9. Plan Development/Maintenance/Implementation

10. Training

Glossary of Terms

- FUNCTIONAL ANNEXES
- HAZARD THREAT APPENDICES
- CONTINGENCY PLANS/CONTRACTS
- Emergency Vendor List
- MAPS
- EXAMPLES PRE-BUILT RESOLUTIONS/PROCLOMATIONS/DECLARATIONS
  EXAMPLES OF PRESS RELEASES

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1.0 BASIC PLAN

INTRODUCTION

The intent of the City of Yuba City Emergency Operations Plan (EOP), Functional Annexes, Hazard Threat Appendices and Contingency Planning is designed to address the coordinated and planned response to extraordinary emergency situations that arise within Yuba City and the immediate surrounding areas. These emergencies can be associated with natural disasters, infrastructure failure, technological failure, human-caused emergencies and any wartime emergency operation in, or immediately affecting, the City of Yuba City and our geographic boundaries.

It provides an overview of operational concepts, identifies components of the City Emergency Management Organization and describes the overall roles and responsibilities of federal, state, county and city entities in protecting life and property and assuring the overall well-being of the population and residents.

1.1 Purpose

This plan will help the City of Yuba City define, identify and establish the following items:

- An Emergency Management Organization (EMO) that will ensure order and response to mitigating any significant emergency or disaster affecting the City of Yuba City.

- The implementation of updated and evolving policies, responsibilities, and procedures that are necessary to ensure the protection of life, health and safety of Yuba City residents, private property protection and minimizing negative affects to the environment caused from natural, human-caused, and technological emergencies and/or disasters.

- The operational concepts and procedures associated with field response to emergencies, Emergency Operations Center (EOC) activation and activities, and the recovery process post emergency event.

- Communication and training that outlines and updates how the City of Yuba City will prepare and grow in the fields of emergency preparedness and community response.

- The organizational framework and implementation of SEMS/NIMS, in conjunction with basic ICS, within the City of Yuba City.

1.2 Intent

This operational plan is intended to act as a reference document and may be used for training and pre-emergency planning, as well as emergency operations and actions. This living document will serve as the primary guide for emergency response in the city and is intended to accomplish the following:

- Facilitate multi-jurisdictional and interagency coordination, particularly between local government, private sector, operational area (geographic county boundary), state response levels, and appropriate federal agencies in emergency operations.

- To prioritize emergency preparedness within the community and limit the long-term negative impacts of emergencies by ensuring all city entities are ready to respond and protect the community.

- To be utilized in conjunction and with coordination to applicable local, state and federal contingency plans, laws and regulations.

- Identify the components of an Emergency Management Organization (EMO), and establish associated protocols required to effectively respond to, manage and recover from major emergencies and disasters.

- Establish the operational concepts and procedures associated with field response to emergencies, and standardize the procedures and expectations of all Emergency Operations Center (EOC) activities.

- Establish the organizational framework for implementation of the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS), within the City of Yuba City.

- Encourage allied agencies, private enterprise, special districts and volunteer organizations, having roles and responsibilities outlined within this plan, to develop and establish their own Standard Operating Procedures (SOP) and protocols. These collaborative emergency action checklists, based on the framework of this plan, will increase the effectiveness of the plan.

- Designed to guide users through the four phases of emergency management: preparedness, response, recovery and mitigation.

1.3   Plan Organization and Framework

The Yuba City Emergency Operations Plan will be organized and divided into four major components. These components will contain general and specific information relating to city emergency management operations. All of the components are designed for user functionality and will lay the ground work for emergency operations and support. The four components will be spelled out in detail in the following Plan.

The components are as follows:
- Basic Plan
- Functional Annexes
- Hazard Threat-Specific Appendices
- Contingency Planning

Basic Plan

The purpose of the Basic Plan is to provide a framework for emergency operations and information regarding the City of Yuba City Emergency Management Organization and structure. It serves as the primary document outlining individual roles and responsibilities during an incident; describes the concept of emergency operations; and identifies how the City integrates into the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

 Specifically, the Basic Plan identifies:

- Legal authorities, including the emergency declaration process, activation of mutual aid agreements, and requests for resources and emergency spending powers.
- Hazard analysis summary, including planning assumptions based on the c**ity's response cap**abilities **to various emergency's that are identified.**
- Roles and responsibilities for elected officials, city departments, and key response partners that serve in functional areas within the plan.
- A concept of operations for the city that describes how the city will conduct its emergency operations and coordinate with other agencies and jurisdictions.
- The c**ity's emergency response structure, including activation and operation of the** city EOC and implementation of ICS.
- The c**ity's p**lans for maintaining and reviewing the EOP, including training, exercises, and public education components, to ensure the information is relevant and up to date.

Functional Annexes

The functional annexes contain detailed descriptions of the methods and procedures that the City of Yuba City government agencies and departments follow for critical operational functions during emergency operations. The Emergency Operations Center and roles and responsibilities will be discussed in detail in these annexes.

Hazard or Threat-Specific Incident Appendices

These Hazard or Threat-Specific Annexes or Appendices describe and outline the City of Yuba City emergency response strategies that apply to a specific hazard.

This section provides information that more clearly defines the roles and responsibilities of those assigned to specific emergency management positions in the City of Yuba City EOC. Each Annex includes appropriate attachments that provide more specific operations guidance, procedures, resources and checklists.

While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. To that end, these incident appendices will supplement the Basic Plan to identify critical tasks associated with specific natural, technological, and human-caused hazards identified in the city's most current Hazard Identification and Vulnerability Assessment. These incident appendices identify step-by-step actions for each hazard through the pre-incident, response, and recovery phases of an incident.

- Earthquake
- Major Fires
- Flooding
- Dam Failure
- Extreme Weather (Heat or Cold)
- Volcano
- Hazardous Materials Incident
- Public Health Incident/Outbreak
- Terrorism
- Natural Occurring Biological Threats
- Civil Disobedience
- Water and Wastewater Disruption
- Access and Functional Needs

Contingency Planning

The purpose of the Contingency Planning section is to streamline the access and implementation of supporting documents to the overall success of the Emergency Operations Plan. Contingency Plans supplement the EOP, provide direction and guidance, and identify resource needs in response to specific emergencies. This element will set the Yuba City Emergency Operations Plan apart and provide the opportunity for increased success.

The Contingency Plan section will include the following:

- Contracts
- Pre-Built Agreements
- EOC Land use MOU
- Pre-built Proclamations
- Pre-built Emergency Declarations
- Emergency Flow Chart/Contact List

These documents will be located and found at the end of this document.

1.4   Scope

The scope of the Emergency Operations Plan (EOP) applies and is implemented whenever the city must respond to an emergency incident or situation whose size or complexity is beyond what is normally handled by routine operations. Such occurrences, involving extraordinary emergency situations, may include natural, technological, or human-caused disasters which may impact or affect the City of Yuba City, Sutter County, incorporated municipalities, unincorporated areas surrounding the City of Yuba City, or a combination thereof.

This plan is intended to guide the city's emergency operations while complementing and supporting the emergency response plans and procedures of responding agencies, other local governments, special districts, and other public, nonprofit/volunteer and private-sector entities. The provisions, policies and procedures of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery, and/or mitigation in or surrounding the City of Yuba City.   Having pre-defined Standard Operating Procedures (SOPs) will be necessary to ensure response capabilities are met and are in coordination with other entities.

Emergency preparedness and management is a complex network of relationships and having these pre-established roles and responsibilities will build the foundation for success in the early stages of any emergency occurring or immediately threatening Yuba City. The Yuba City Emergency Operations Plan (YC-

EOP) will base its goal on the effective planning and coordination, <u>prior to an emergency</u>, thereby ensuring a more effective response and recovery process.

This plan is designed to be read, understood, trained upon and exercised prior to any emergency occurrence. It establishes the framework for implementation of ICS within the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).   Emergency operations in Yuba City will be coordinated through the structure of the Emergency Operations Center (EOC) and within coordination and conjunction with the Sutter County *Emergency Operations Plan, State Emergency Plan and the National Response Framework.*

2.0   City of Yuba City Hazard Analysis Summary

2.1   History (Community Profile)

Before its founding, the land on which Yuba City is now located was a part of Rancho Nuevo Helvetia (the New Switzerland Ranch); and was a land grant owned by Swiss emigrant and Mexican citizen John Sutter. Samuel Brannan, Pierson Reading, and Henry Cheever purchased the land from John Sutter in 1849 to establish a town primarily as a distribution center for Gold Rush supplies. Brannan, the senior partner, had the town laid out and lots sold to parcel the city. He is honored today as one of the town's founders and has a park named for him.

Yuba City was established as the county seat in 1856. The early town was centered at Second Street and Garden Highway near the waterfront and the **town's** commercial district ran along Bridge Street, south of the present-day downtown commercial corridor on Plumas Street. Apart from mining-oriented services, the c**ity's industry also focused on agricultural production** with wheat, grains, and cattle being the dominant goods.

Incorporated on January 23, 1908, the city soon found ethnic diversity taking root. Mexican immigration to the Yuba-Sutter region began in the early Twentieth Century, followed by the arrival of traditionally agrarian Sikh Indian immigrants who have come in a small but steady flow since 1924. More than a quarter of City residents and 30 percent of people in the county now claim either Mexican or Indian heritage.

After World War II, Yuba City's population began to grow more quickly and was in large part due to returning veterans, improved access from highway construction, and the constraints placed on development in its sister city across the river, Marysville. Growth has continued to be strong, with the population nearly doubling every twenty years since 1940. Pressure toward further expansion is most acute in agricultural areas to the west and south of the city, especially along highway corridors.

2.2   Geography and Climate

Yuba City lies in the northern portion of California's central valley, situated in eastern Sutter County on the western bank of the Feather River. Primarily undeveloped agricultural land exists to the north, west, and south of the city and the Sutter Buttes are located to the northwest of the city. The primary transportation corridors are Highway Routes 99 and 20. Highway Route 99 leads due south to Sacramento and north to Oroville and Chico; Route 20 links Yuba City to Colusa County and I-5 to the west and Grass Valley and the Sierra Nevada range to the east. State Highway Routes 70 and 65 lead south from Marysville, connecting **the region to Sacramento and to Sacramento's northern suburbs –** Lincoln, Rocklin and Roseville. Elevation in the city is roughly 60 ft above sea level, with only small variations in topography in the city. Sutter County and Yuba City share the mild climate of their San Joaquin and Sacramento Valley neighbors.

2.3   Population

The California Department of Finance estimated the January 1, 2020 total population for the City of Yuba City to be 70,458.

2.4   Economy and Tax Base

US Census estimates show economic characteristics for the City of Yuba City. Mean household income in the City was $83,481. Median household income in the City was $61,773.   The below graphs depict the breakdown:

INDUSTRY	**Estimated Employment**	Percent
Agriculture, forestry, fishing and hunting, and mining	2,545	8.5%
Construction	2,556	8.5%
Manufacturing	1,715	5.7%
Wholesale trade	749	2.5%
Retail trade	3,611	12.0%
Transportation and warehousing, and utilities	2,009	6.7%
Information	118	0.4%
Finance and insurance, and real estate and rental and leasing	2,129	7.1%
Professional, scientific, and management, and administrative and waste management services	2,712	9.0%
Educational services, and health care and social assistance	6,745	22.4%
Arts, entertainment, and recreation, and accommodation and food services	2,713	9.0%
Other services, except public administration	1,522	5.1%
Public administration	981	3.3%

Source: US Census Bureau American Community Survey 2019 Estimates

City of Yuba City – Household Income in the Past 12 months

Income Bracket	Percent
<$10,000	3.0%
$10,000 – $14,999	4.2%
$15,000 - $24,9999	9.5%
$25,000 – $34,999	12.0%
$35,000 – $49,999	13.1%
$50,000 – $74,999	17.8%
$75,000 – $99,999	10.3%
$100,000 – $149,999	14.3%
$150,000 – $199,999	10.2%
$200,000 or more	5.5%

Yuba City – Tax Base

Category	Parcels	Net Taxable Value
Residential	17,577	$3,965,832,478 (70.5%)
Commercial	876	$1,034,566,380 (18.4%)
Industrial	289	$226,354,033 (4.0%)
Agricultural	2	$65,908 (0.0%)
Govt. Owned	2	$0 (0.0%)
Institutional	79	$8,031,511 (1.1%)
Irrigated	63	$22,079,748 (0.4%)
Vacant	494	$64,321,208 (1.1%)
Exempt	288	$0.0 (0.0%)
SBE Nonunitary	[22]	$5,428,205 (0.1%)
Cross Reference	5]	$98,768 (0.0%)
Unsecured	[1890]	$301.052,344 (5.3%)

Source: US Census Bureau American Community Survey 2019 Estimate

2.5 Community Events

- Sikh Parade
- Yuba-Sutter Fair
- July 4th Parade
- July 4th Fireworks Show
- **Hero's Event at Crossroads** Church
- Saint Andrews Memorial Day Event
- Summer Stroll
- Winter Stroll
- Relay for Life Event
- **Yuba City offers a vast array of other community events not listed.*

2.6 Threat and Hazard Identification

The city may be subject to a variety of natural, technological and human-caused hazards and threats, as described by the categories and table below. These hazards/threats are most likely to impact the city based on the community vulnerability assessment and the resulting potential impacts.

- Natural Hazards: Results from acts of nature.
- Technological Hazards: Results from accidents or failures of systems and structures.
- Human-Caused/Adversarial Threats: Results from human accident or intentional actions of an adversary.

Natural	Technological	Human-Caused / Adversarial Threats
- Earthquake - Fire (Wildland) - Flood - Windstorm - Winter Storm - Heat Wave - Disease Outbreak: (Human) - Disease Outbreak: (Animal) - Drought (Water Shortage)	- Dam Failure - Levee Failure - Hazardous Materials Incident - Urban Conflagration - Electricity Failure or Outage - Transportation Accident or Failure - Water/Sewer System failure	- Cyber-Incident - Enemy Attack - Active Shooter - Riots - Sabotage - Violent Extremism - Bomb Detonation - Terrorism Acts (Eco-terrorism) (Bio-terrorism)

2.6.1   Yuba City Specific Hazard Identification

Yuba City's hazards are identified in the chart below. These hazards pose risks and affects to the city and are summarized by their location below.

SEE THE SUTTER COUNTY HAZARD MITIGATION PLAN 2021 for more information

Hazard	Geographic Extent	Likelihood of Future Occurrences	Magnitude/ Severity	Significance	Climate Change Influence
Aquatic Invasive Species	Limited	Highly Likely	Limited	Medium	Medium
Climate Change	Extensive	Highly Likely	Limited	Medium	–
Dam Failure	Extensive	Unlikely	Catastrophic	High	Medium
Drought & Water shortage	Extensive	Likely	Critical	Medium	High
Earthquake	Extensive	Unlikely	Critical	Medium	Low
Floods: 1%/0.2% annual chance	Extensive	Occasional	Critical	High	Medium
Floods: Localized Stormwater	Significant	Highly Likely	Limited	Medium	Medium
Levee Failure	Significant	Occasional	Catastrophic	High	Medium
Pandemic	Extensive	Occasional	Critical	High	Medium
Severe Weather: Extreme Cold and Freeze	Extensive	Likely	Limited	Medium	Medium
Severe Weather: Extreme Heat	Extensive	Highly Likely	Limited	Medium	High
Severe Weather: Heavy Rains and Storms	Extensive	Highly Likely	Limited	Medium	Medium
Wildfire	Significant	Occasional	Critical	Medium	High

Geographic Extent
Limited: Less than 10% of planning area
Significant: 10-50% of planning area
Extensive: 50-100% of planning area
Likelihood of Future Occurrences
Highly Likely: Near 100% chance of occurrence in next year, or happens every year.
Likely: Between 10 and 100% chance of occurrence in next year, or has a recurrence interval of 10 years or less.
Occasional: Between 1 and 10% chance of occurrence in the next year, or has a recurrence interval of 11 to 100 years.
Unlikely: Less than 1% chance of occurrence in next 100 years, or has a recurrence interval of greater than every 100 years.

Magnitude/Severity
Catastrophic—More than 50 percent of property severely damaged; shutdown of facilities for more than 30 days; and/or multiple deaths
Critical—25-50 percent of property severely damaged; shutdown of facilities for at least two weeks; and/or injuries and/or illnesses result in permanent disability
Limited—10-25 percent of property severely damaged; shutdown of facilities for more than a week; and/or injuries/illnesses treatable do not result in permanent disability
Negligible—Less than 10 percent of property severely damaged, shutdown of facilities and services for less than 24 hours; and/or injuries/illnesses treatable with first aid
Significance
Low: minimal potential impact
Medium: moderate potential impact
High: widespread potential impact
Climate Change Influence
Low: minimal potential impact
Medium: moderate potential impact
High: widespread potential impact

2.7   Capability Assessment

The availability of the city's physical and staff resources may limit its capability to conduct short- and long-term response actions on an independent basis. City response capabilities are also limited during periods when essential staff are on vacation, sick, or temporary openings exist in the hiring process. The city 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 assist emergency responders to evaluate, coordinate, and enhance the cohesiveness of their emergency response plans. A community capability assessment is a low impact, systematic approach to evaluate the city's emergency plan and capability to respond to hazards.

PREVENT	PROTECT	MITIGATE	RESPOND	RECOVER
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		Mass Care Services	Natural and Cultural Resources
	Physical Protective Measures		Mass Search and Rescue Operations	
	Risk Management for Protection Programs and Activities		On-Scene Security and Protection	
			Operational Communications	
			Public and Private Services and Resources	
			Public Health and Medical Services	

2.8   Protection of Critical Infrastructure and Key Resources

Critical Infrastructure and Key Resources (CIKR) support the delivery of critical and essential services that help ensure the security, health and economic vitality of the City of Yuba City and its residents.   CIKR includes the assets, systems, networks, and functions that provide vital services to cities, states, regions, and in some cases the nation. Therefore, any disruption 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 (with functional needs) who may not be sufficiently mobile to avoid death or injury during a hazard event.
- 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 City servers and fiber optic communications lines.
- An updated list of Yuba City critical infrastructure will be provided in the contingency planning section of this EOP.

3.0 Concept of Operations

3.1 General Information/Assumptions

In the planning and development phase of this E.O.P, it is necessary for certain assumptions to be considered and articulated that help translate the basic principles associated with conducting emergency management operations in preparation for, response to and recovery from major emergencies. These **"Assumptions"** provide context, requirements and situational realities that must be addressed in plan development, training and emergency operations.

This E.O.P is based on the following assumptions and limitations:

- An emergency or disaster may occur at any time, day or night, in heavily populated or remote areas of Yuba City and the surrounding counties.

- Essential city services will be maintained as long as conditions permit.

- An emergency will require prompt and effective response and recovery operations by city emergency services, disaster relief, volunteer organizations, and the private sector.

- Major emergencies and disasters can overwhelm initial response capabilities and therefore require a multi-agency, multi-jurisdictional response. For this reason, it is essential that the concepts of the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and Incident Command System (ICS) be used to establish a Unified Command with emergency operation center/planning that expand as the situation dictates. City personnel and departments should be trained in the concepts of SEMS/NIMS and ICS.

- The City of Yuba City is primarily responsible for emergency actions within the city and will commit all available resources to save lives, minimize injury to persons, minimize property damage and to recover from emergency events.

- Each responding city and county agency will utilize existing directives and procedures in responding to major emergencies and disasters.

- County support of city emergency operations will be based on the principle of self-help. The city will be responsible for utilizing all available local resources, along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the county.

- 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.

- Large-scale emergencies and disasters may overburden local resources and necessitate mutual aid from neighboring jurisdictions.

- Large-scale emergencies and disasters, and the complex organizational structure required to respond to them, pose significant challenges in terms of warning, notification, logistics and agency coordination.

- Major emergencies and disasters generate widespread media and public interest. The media must be considered a partner in large-scale emergencies and disasters and the role of the Public Information Officer (PIO) is vital to spread a consistent message. This relationship, social media messaging and early activation can provide considerable assistance in emergency public information and warning.

- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these consequences and how they directly impact the overall well-being of the City of Yuba City and its residents.

- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies, departments and jurisdictions.

- Environmental, technological, and civil emergencies may be of a magnitude and severity that require state and federal assistance and all or parts of the city may be adversely impacted by these emergencies.

- The United States Department of Homeland Security provides threat conditions across the United States and identifies possible targets.

- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the city 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 city. Although this plan defines procedures for coordinating such assistance, it is essential for the city to be prepared to carry out disaster response and short-term actions on an independent basis.

- Control over city resources will remain at the city level even though the Governor has the legal authority to assume control in a State Declaration of Emergency.

- City communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the city 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 requ**ired of them during emergency operations

- Follow a Continuity of Operations Plan that is department specific and assigns duties and responsibilities and how to move forward in the absence of key personnel or authority.

3.2   Emergency Management Mission Areas

This plan adheres to the emergency management principle of all-hazards planning and is based on the fact that most responsibilities and functions performed during an emergency are not hazard-specific and thus need to be planned for on a more wide-ranging scope. The focus of the YC-EOP will be to plan, assess and train for the area of operational, response and short-term recovery actions that are implemented before an emergency occurs. Additionally, this planning and assessment will need to be discussed and evaluated after an emergency or city disaster training event.

This plan impacts and is informed by activities conducted before and after emergency operations take place and is designed to assist the city in the following five mission areas:

- Prevention
  To avoid, intervene, or stop an incident from occurring in order to protect lives and property.

- Mitigation
  To comprehensively reduce hazard related losses with the goal of ensuring the safety and security of citizens, infrastructure protection and economic stability.

- Protection and Preparedness
  To reduce the vulnerability of Critical Infrastructure and Key Resources by deterring, mitigating, or neutralizing terrorist attacks, major disasters and other emergencies.

- Response
  To address the short-term and direct effects of an incident, including immediate actions to save lives, protect property, and meet basic human needs.

- Recovery
  To restore vital services; personal, social and economic wellbeing of citizens, and communities to pre-event or updated conditions.

3.3   Operational and Response Goals, Priorities and Strategies

Within the operational and response phase of an emergency, it is imperative that emergency managers set goals, prioritize actions and outline operational strategies that are within the scope and training of the city. This plan provides a broad overview of those goals, priorities and strategies and describes what should occur during each step and at whose direction.

3.3.1   Operational and Response Goals

During the operational and response phase of an emergency, the agencies and groups that are charged with responsibilities in this plan should focus and strategize actions on the following five goals:

- Mitigation of Hazards.
- Meeting Basic Human Needs.
- Addressing and Providing for the needs of people with Access and Functional Needs.
- Restoring Essential Services.
- Supporting Community and Economic Recovery.

3.3.2   Operational and Response Priorities

The following items outline the operational and response priorities for the City of Yuba City and will therefore govern resource allocation and the response strategies for all involved agencies, groups and political subdivisions during an emergency. Below are the pre-determined operational priorities addressed in this plan and these priorities will guide every decision, plan and allocation of resources throughout the incident:

- Lifesaving Efforts **–** The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
- Protection of Health and Safety **– Measures should be taken to mitigate the emergency's impact** on public health and safety.
- Protection of Property **–** All feasible efforts should be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- Preservation of the Environment **– All possible efforts must be made to preserve California's** environment and protect it from damage during and after an emergency. These efforts should consider short-term and long-term impacts on the environment.

3.3.3   Operational and Response Strategies

To meet the operational goals listed previously, emergency responders should consider the following strategies in relation to the goals and priorities that are identified:

- Mitigate Hazards **–** As soon as possible and practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects or consequences of future emergencies.
- Meet Basic Human Needs **–** All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical treatment and security during the emergency.

Afterwards, provisions will be made for temporary housing, food stamps and support for re-establishing employment after the emergency event passes.

- Address Needs of People with Access and Functional Needs – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of people with access and functional needs must be considered and addressed. Early planning and communication will ease the strain and provide quality service.
- Restore Essential Services – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist communities in returning to normal daily activities.
- Support Community and Economic Recovery – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

3.4 Recovery

3.4.1 Goals

Recovery activities will begin as soon as conditions permit following an incident. It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster will impact the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues within the city. This E.O.P is not a recovery plan; however, the city recognizes that response and recovery activities often take place concurrently until the life safety and emergency protective actions are completed.

3.4.2 Strategies and Priorities

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. These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations.

The City of Yuba City's recovery priorities for Critical Infrastructure and Key Resources are as follows:

1. Initial Damage Assessment: Determine structure impacts to the city.
2. Debris Removal: Coordinate debris clearance, collection and removal.
3. Infrastructure Restoration: Facilitate restoration of Critical Infrastructure and Key Resources.

3.5   Standardized Emergency Management System (SEMS)

The **Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency** response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) and is the system required by California Government Code Section 8607(a) for managing multiagency and multijurisdictional responses to emergencies in California, as outlined in CCR Section 2400-2450. The system unifies all elements of **California's emergency management community into a single integrated system and standardizes key** elements. SEMS consists of five organizational levels and incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), existing mutual aid systems, the Operational Area (OA) concept, and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-**related costs under the state's disaster assistance programs.**

Cal-OES

Cal-OES Inland Region Mutual Aid Region III

Sutter County Operational Area Fire & Rescue Coordinator-Yuba City Fire Law Enforcement Coordinator-Sutter County Sheriff

Local Government Comprised of the cities, towns, specials districts and county

Field Response Comprised of fire, law enforcement, public works, emergency medical services, health and others.
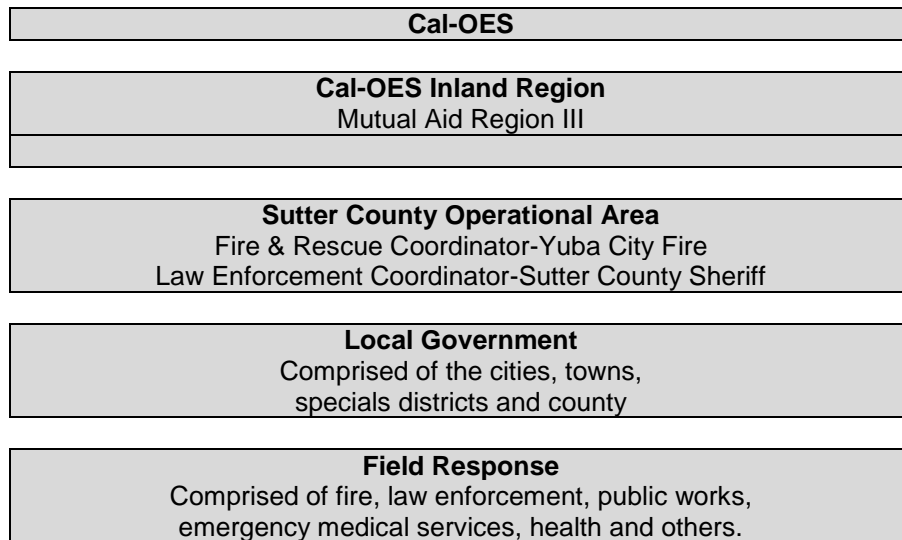
3.5.1 SEMS Organization Levels

SEMS operates among five organizational levels (see *Figure Below):* Field Response, Local Government, Operational Area, Region, and State. Each of these levels uses the functions, principles, and components of ICS, and the SEMS organizational model allows for a predetermined flow of resource requests and assistance though 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.

Field Response Level **–** The Field Level is where emergency response personnel and resources, under the command of the appropriate authority, carry out tactical decisions and activities 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 multi-jurisdictional or multi-agency incidents. Unified command may be used when more than 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.

Local Government Level **–** The Local Government level includes cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within   their own 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. In SEMS, the local government emergency management organization, 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.

Operational Area (OA) Level **–** 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. It is important to note that while an operational area always encompasses the entire county area, it does not necessarily mean that county government itself manages and coordinates the response and recovery activities within the county. In most cases, the county EOC will function as both the Operational Area EOC and the EOC for the county. The governing bodies of the county and the political subdivisions within the county decide the

organization and structure within the operational area. The operational area level is described more fully in the SEMS Guidelines.

Region Level **–** Because of its size and geography, California is divided into three California Emergency Management Agency (CAL-EMA) Administrative Regions **–** Inland, Coastal and Southern **–** which are further divided into six mutual aid regions. The Regional Level operates out of the Regional Emergency Operations Center (REOC). The purpose of a Mutual Aid Region is to provide for the 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. In 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.
See Figure Below **–** *Inland Region Mutual Aid*

State Level **–** The state level of SEMS prioritizes tasks and coordinates state resources in response to the requests from the regional level and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal emergency response system. The state level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) when federal assistance is requested. The state level operates out of the State Operations Center (SOC) at Cal OES Headquarters in Sacramento. The State level is described further in the SEMS Guidelines.

3.5.2 SEMS Functions

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified in the *Figure Below- SEMS Functions Chart.* These functions must be applied at each level of the SEMS organization.
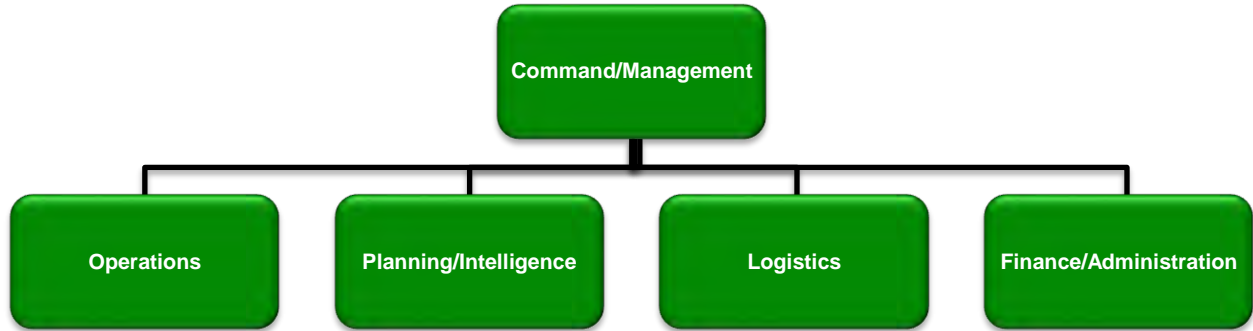
Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels. Command and Management are further discussed below:

- Command: A key concept in all emergency planning is to establish effective command and tactical control at the lowest level. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must respond to higher authority, which d**epending upon the incident's size and** scope, could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or EOC, when activated.

    Single Command
    In a single command structure, the Incident Commander is solely responsible for the overall management of an incident. Likewise, in a single management structure in the EOC, the EOC Director is solely responsible for the activities in the EOC.

    Unified Command
    Because large or complex incidents usually require a response by multiple agencies and jurisdictions, a unified command structure is invaluable in effectively managing and mitigating an emergency. In a unified command, all agencies having a jurisdictional responsibility at a multi-jurisdictional incident contribute to the process.

Unified Command contributes to the process by:

- Determining overall incident objectives
- Selecting strategies
- Joint planning for tactical operations
- Maximizing the use of all assigned resources
- Developing the Incident Action Plan at the scene or an EOC Action Plan in the EOC

- Management: The EOC serves as a central location from which multiple agencies or organizations coordinate information collection, information evaluation, priority setting and resource management. Within the EOC the management functions include:

  o Facilitates multiagency coordination and executive decision making in support of the incident response
  o Implements the policies established by the governing bodies
  o Facilitate the activities of the Multiagency (MAC) Group

- Operations: Responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's Action Plans (AP). At the Field Level, the operations section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the Operations Section Coordinator manages functional coordinators who share information and decisions about discipline-specific operations.

- Logistics: Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.

- Planning/Intelligence: Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the field level or the AP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

- Finance/Administration: Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.

PRIMARY SEMS FUNCTION	FIELD RESPONSE LEVEL	EOCS AT OTHER SEMS LEVELS
Command/Management	Command is responsible for the directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning/Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

3.5.3 SEMS Components

Management by Objectives

The Management by Objectives (MBO) feature of ICS, as applied to SEMS, means that each SEMS level establishes for a given Operational Period, measurable and attainable objectives to be achieved. Each objective may have one or more strategies and performance actions needed to achieve the objective.

Operational Period

The Operational Period is the length of time set by command at the field response level, and by management at other levels to achieve a given set of objectives. The operational period length of time varies based upon the size and scope of the incident.

Action Plans

Action planning should be used at all SEMS Levels. There are two types of action plans in SEMS: Incident Action Plans and EOC Action Plans. The Incident Action Plans (IAP) are used at the field response level. The IAP can be either written or verbal although for documentation purposes the written IAP is preferable. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. Incident Action Plans are an essential and required element in achieving objectives under ICS.

EOC Action Plans are crafted at local government, operational area, region, and state EOC Levels. The use of EOC Action Plans provides designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. EOC Action Plans provide direction and serve to provide a basis for measuring achievement of objectives and overall system performance. Action Plans can be extremely effective tools during all phases of a disaster.

Organizational Flexibility – A Modular Organization

The intent of this SEMS feature is that at each SEMS Level only required elements to meet current objectives need to be activated and all elements of the organization may be arranged in various ways within or under the five SEMS essential functions.

The functions of any non-activated element are the responsibility of the next highest element in the organization. Each activated element must have a person in charge; however, one supervisor may be in charge of more than one functional element.

Organizational Unity and Hierarchy of Command

Organizational unity means that every individual within an organization has a designated supervisor. Hierarchy of command/management means that all functional elements within each activated SEMS level are linked together to form a single overall organization with appropriate span of control limits.

Span of Control

Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS levels. The optimum span of control is one to five (meaning that one supervisor has direct supervisory authority over five positions or resources). The recommended span of control for supervisory personnel at the field response level and all EOC levels should be in the one-to-three to one-to-seven ratio. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

Personnel Accountability

An important feature to all SEMS levels is personnel accountability. This is accomplished through the Organizational Unity and Hierarchy of Command or Management features, along with the use of check-in forms, position logs and various status forms. The intent is to ensure that there are proper safeguards in place so all personnel at any SEMS level can be accounted for at any time.

Common Terminology

In SEMS, common terminology is applied to: functional elements, position titles, facility designations, and resources. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. This will vary from level to level in terms of directing, controlling, coordinating, and resource inventorying. Procedures for effective resources management must be geared to the function and the level at which the function is performed.

Integrated Communications

This feature of SEMS relates to hardware systems, planning for system selection and linking, and the procedures and processes for transferring information. At the field response level, integrated communications are used on any emergency and it is imperative that between all SEMS levels there must be a dedicated effort to ensure that communications systems, planning and information flow are accomplished in an effective manner. The specifics of how this is accomplished at EOC Levels may be different than at the field response level.

More on the SEMS Regulations and SEMS Guidelines can be found on the Cal-EMA Website.

3.6   National Incident Management System (NIMS)

The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two HSPDs that are of particular importance to emergency planners are listed below:

- HSPD-5, Management of Domestic Incidents, identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security (DHS) to coordinate with other federal departments and agencies and state, local, and tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).

- HSPD-8, National Preparedness, describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies—and with state, local, and tribal governments to develop a National Preparedness Goal.

Together NIMS, the NRF, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event. The purpose is to define how it needs to be done and how well it needs to be done. These efforts align federal, state, local, and tribal entities with the private sector and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management and emergency response.

NIMS provides a consistent framework for incident management at all jurisdictional levels regardless of the cause, size, or complexity of the incident. Building upon **ICS, NIMS provides the nation's first responders** and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. NIMS requires the institutionalization of ICS and its use to manage all domestic incidents.

Additionally, NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the NIMS system's approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

These are described in detail below in the following detail:

Command and Management - The National Incident Management System (NIMS) standard incident command structures are based on the following key organizational systems:
- The Incident Command System (ICS)
- Multi-Agency Coordination Systems (MACS)
- Public Information Systems

Preparedness - Effective incident management begins with prevention and preparedness activities conducted continually and well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualifications and certification standards and couples these elements with equipment acquisition/certification.

Resource Management - NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

Communications and Information Management - NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination) and information- sharing at all levels of incident management.

Supporting Technologies -Technology systems provide supporting capabilities essential to implementing and refining NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking) and data display systems.

3.7   Mutual Aid

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

There are four approved, formal Mutual Aid Systems in California. These systems are:

- Fire and Rescue
- Law Enforcement
- Coroner
- Emergency Management (resources not covered by the other three systems)

Other informal mutual aid involves, but is not limited to the interchange of the following:

- Public Information
- Medical and Health
- Communications
- Transportation Services
- Facilities
- Hazardous Materials Mutual Aid System
- Volunteer and Private agencies

3.7.1 Mutual Aid Coordination

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

- Field Level Requests: Requests for MMAA resources originate from the field level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.

- Local Government Request: Local jurisdictions are responsible for the protection of life and property within their municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the Op Area (OA) Mutual Aid Coordinator.

- Operational Area Requests: The OA is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Region Mutual Aid Coordinator to be filled.

- Region Level Requests: The state is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple operational areas and has a Regional Mutual Aid Coordinator. The Region Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the region to support a mutual aid request by a jurisdiction also within the region. In the event resources are unavailable at the regional level, the request is forwarded to the State Mutual Aid Coordinator to be filled.

- State Level Requests: On behalf of the Governor, the Secretary of Cal-EMA has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Secretary will analyze and coordinate the request by forwarding the request to an unaffected Regional Emergency Op Center (REOC) or tasking an appropriate state agency to fill the need.

Figure Below- Discipline-Specific Mutual Aid Systems documents the flow of information, resources requests and resources within specific mutual aid agreement relative to the SEMS organization levels.
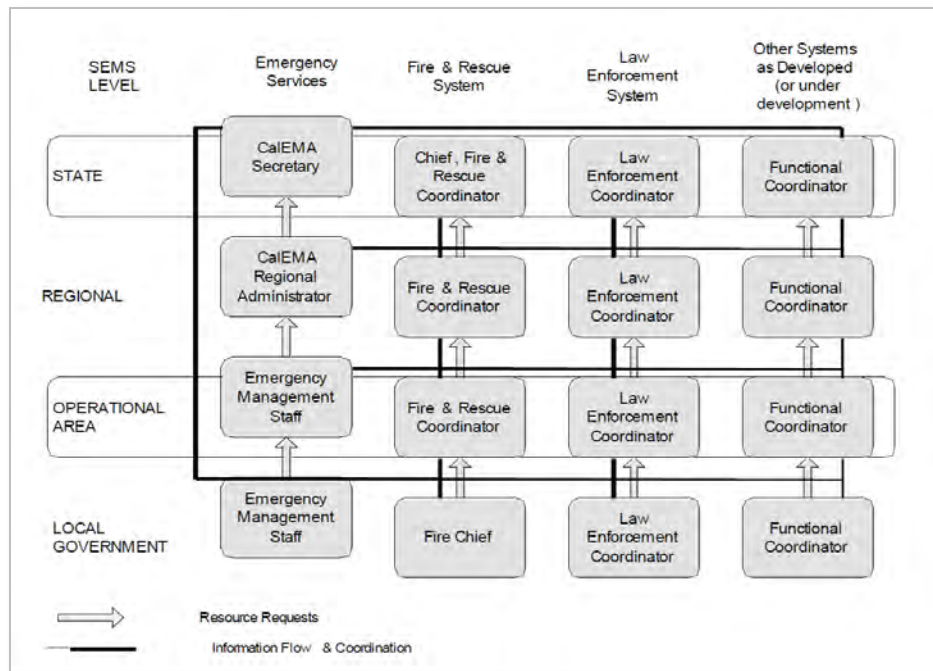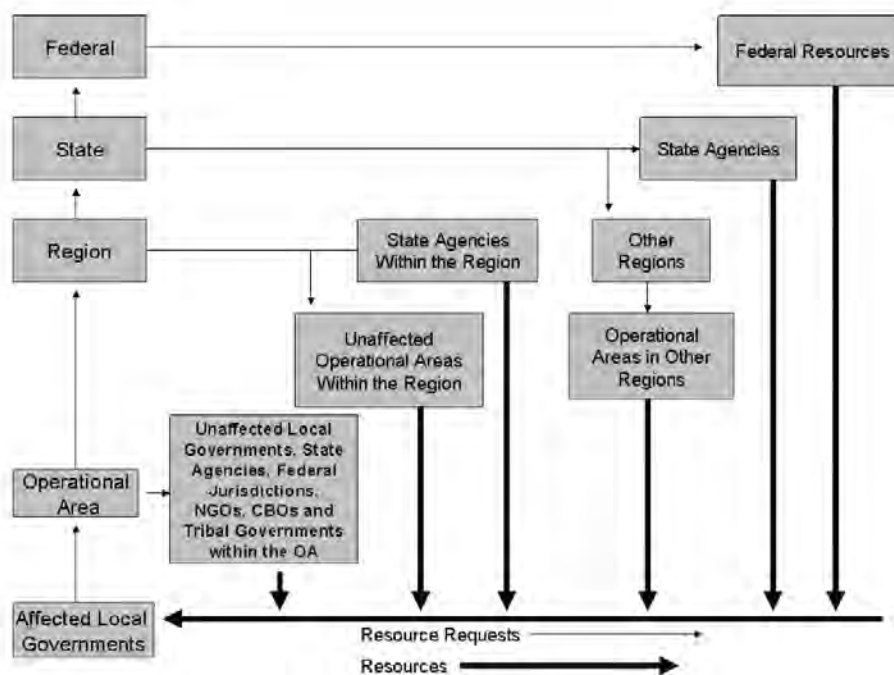

Figure Below – Flow of Requests and Resources depicts the resource management process for the state under SEMS. In this model, the affected local government has the ability to access all stakeholders at all levels of the system

3.8   Sequence of Events During Disasters

Two sequences of events are typically associated with disasters:

- Response Sequence, which generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government.

- Emergency Proclamation Sequence, which outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

3.8.1 Before Impact

Routine Monitoring for Alerts, Watches and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction. This allows an increase in the awareness level and preparation of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase **readiness, which are actions designed to increase an agency's ability to effectiv**ely respond once the emergency occurs. This includes, but is not limited to the following:

- Briefing government officials.
- Reviewing plans and procedures.
- Preparing and disseminating information to the community.
- Updating resource lists.
- Testing systems such as warning and communications systems.
- Precautionary activation of an EOC or DOC.

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives and protect property. During this phase, warning systems are activated, evacuation begins and resources are mobilized.

3.8.2 Immediate Impact

During this phase, emphasis is placed on control of the situation, saving lives and minimizing the effects of the disaster.

Alert and Notification: Local response agencies are primarily alerted, by the public, about an incident through 9-1-1. However, other methods can be used such as notification by another response agency or group. First responders are then notified of the incident, via an alert, and the proper personnel and resources respond.

Resource Mobilization: Response agencies activate personnel and then mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to meet the growing demands of the incident. Activation and mobilization continue for the duration of the emergency as additional resources are needed to support the response. This includes resources from within the city, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the city by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with ICS organizational structures, doctrine and procedures.

Establishing Incident Command: Incident Command is established to direct, order, or control resources by virtue of some explicit legal, agency or delegated authority. Initial actions are coordinated through the on-scene Incident Commander (IC). The Incident Commander develops an initial Incident Action Plan (IAP), which sets priorities for the incidents, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post (ICP) to facilitate multi-jurisdictional and multi-agency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate ICS organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged.

Activation of the Multiagency Coordination System (MACS): Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multi-agency Coordination Systems (MACS) and MAC Groups. This includes developing and maintaining connectivity capability between ICP, local 9-1-1 Centers, local Emergency Operations Centers (EOC), REOC, the SOC and federal EOC and NRF organizational elements.

Local EOC Activation: Local jurisdictions activate their local EOC based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing and disseminating emergency information. The local EOC can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multi-agency coordination. When activated the local EOC notifies the OA lead that the local EOC has been activated.

Communications between Field and the EOC: When a jurisdiction EOC is activated, communications and coordination are established between the IC and the Department Operations Center (DOC) to the EOC, or between the IC and the EOC.

Operational Area (OA) EOC Activation: If one or more local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the OA EOC activates. The OA EOC also activates if a local emergency is proclaimed by the affected local government. The OA EOC then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the operational area, forwards the resource request to the REOC and mutual aid coordinators.

Regional Emergency Operations Center (REOC) Activation: Whenever an Operational Area EOC is activated the Cal-EMA Regional Administrator will activate the REOC within the affected region and notifies Cal-EMA Headquarters. The REOC will then coordinate resource requests from the affected operational area to unaffected operational areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the SOC for coordination.

State Level Field Teams: The state may deploy Field On-Site Observation Teams (FOOT) to provide situation reports on the disaster to the REOC in coordination with the responsible Unified Command.

State Operations Center (SOC) Activation: The SOC is activated when the REOC activates in order to:
- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.
- Process resource requests between the affected regions, unaffected regions and state agency Department Operation Centers.
- Process requests for federal assistance and coordinate with Federal Incident Management Assistance Teams (IMATs) when established.
- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact (EMAC) or Interstate Disaster and Civil Defense Compact.

- The SOC may also be activated independently of a REOC to continuously monitor emergency conditions.

Joint Information Center (JIC) Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical the agencies will activate a joint information center to facilitate the dissemination of consistent information.

Department Operations Center (DOC) Activation: Each state agency may activate a department operations center to manage information and resources assigned to the incident. If a DOC is activated, an agency representative or liaison may be deployed to facilitate information flow between the two facilities.

FEMA Regional Response Coordination Center (RRCC) Activation: The FEMA RRCC may deploy a liaison or IMAT to the SOC to monitor the situation and provide situational awareness to federal officials.

3.8.3 Sustained Operations

As the emergency situation continues, further emergency assistance is provided to victims of the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation grows in demands, mutual aid is provided, as well as growth in services like search and rescue, shelter and care, and identification of victims and victim needs.

3.8.4 Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials then begin to consider the recovery phase needs. Short-term recovery activities include returning vital life support systems to minimum operating standards and the long-term activity and plans are designed to return to normal activities in the majority of areas, as the situation allows.

Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened and hazard mitigation surveys are performed.

Local Assistance Centers: Local Assistance Centers (LACs) are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. As more federal resources arrive, a state-federal Disaster Recovery Center (DRC) may be collocated with the LACs.

Joint Field Office: The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

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

3.8.5 Proclaiming an Emergency

The California Emergency Services Act provides for three types of emergency proclamations in California:

- Local Emergency
- State of Emergency
- State of War Emergency

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 assistance to the affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not a prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the American Red Cross (ARC) or other various state agencies.

- Local Emergency Proclamation: A local emergency may be proclaimed by the Mayor, the City Council or by the City Manager (Director of Emergency Services) or their designee and the local emergency proclaimed by these individuals must be ratified by the Yuba City Council within seven days.

The governing body must review the need to continue the proclamation at least every 30 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 of Yuba City, caused by natural, technological or human-caused situations or events.

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

o If necessary, request that the Governor proclaim a State of Emergency and/or that the Director of FEMA/DHS authorize a Presidential Declaration.

o Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.

o Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.

o Request state agencies and other jurisdictions to provide mutual aid.

o Require the emergency services of any local official or employee.

o Requisition necessary personnel and materials from any local department or agency.

o Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.

o Impose penalties for violation of lawful orders.

o Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

- Request for Cal EMA Sec**retary's Concurrence:** Local governments can request cost reimbursement from the state for certain disaster–related repair costs under the California Disaster Assistance Act (CDAA) following the proclamation of a local e**mergency. The Secretary's** concurrence with the local proclamation is required for this reimbursement. This step is not required **if a Governor's Proclamation of a State of Emergency is received for the same event.**

- Request for the Governor to Proclaim a State of Emergency: When emergency conditions exceed or have the potential to exceed local resources and capabilities, local governments may request that the Governor Proclaim a State of Emergency. The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten 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 the waiver of state regulations impacting response or recovery operations.

- Initial Damage Estimate: The request for a S**ecretary's concurrence or a Governor's proclamation** should include a copy of the proclamation document and an Initial Damage Estimate (IDE) that estimates the severity and extent of the damage caused by the emergency. An IDE 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.

- Analysis of Request: The request and the IDE are reviewed by the Cal EMA Region and a recommendation is made to the Governor through the Secretary of Cal EMA.

- Proclamation of a State Emergency: The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of Cal EMA. 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.

The Governor can do the following:

- Has the right, vested in the State Constitution and the laws of California within a designated area, to exercise police power as deemed necessary.
- Is vested with the power to use and commandeer public and private property and personnel to ensure all resources within California are available and dedicated to the emergency when requested.
- Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.

- **Governor's Proclamation Without a Local Request:** 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 are 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 rare in occurrence and implementation.

- Proclamation of a State of War Emergency: In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

- State Request for a Presidential Declaration: When it is clear that state capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.

- Preliminary Damage Assessment: Upon submission of the request, FEMA coordinates with the state to conduct a Preliminary Damage Assessment (PDA) and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. FEMA uses the results of the PDA to determine if the situation is beyond the combined capabilities of the state and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention. The PDA may not be required if immediate response assistance is necessary.

- **Federal Analysis of the State's Request:** The FEMA Regional Administrator assesses the situation and the request and makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the state, availability of state and local government resources, the extent and type of **insurance in effect, recent disaster history and the state's hazard mitigation history.**

- Federal Declarations without a PDA: If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the PDA process described above.

- Declaration of Emergency or Major Disaster: The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support **the states' response and recovery** activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide aid under other authorities or agreements that do not require a Presidential Declaration.

The sequence of activities occurring for the emergency response and the proclamation process is illustrated in the *Figure Below* **–** *Response Phase Sequence of Events.*
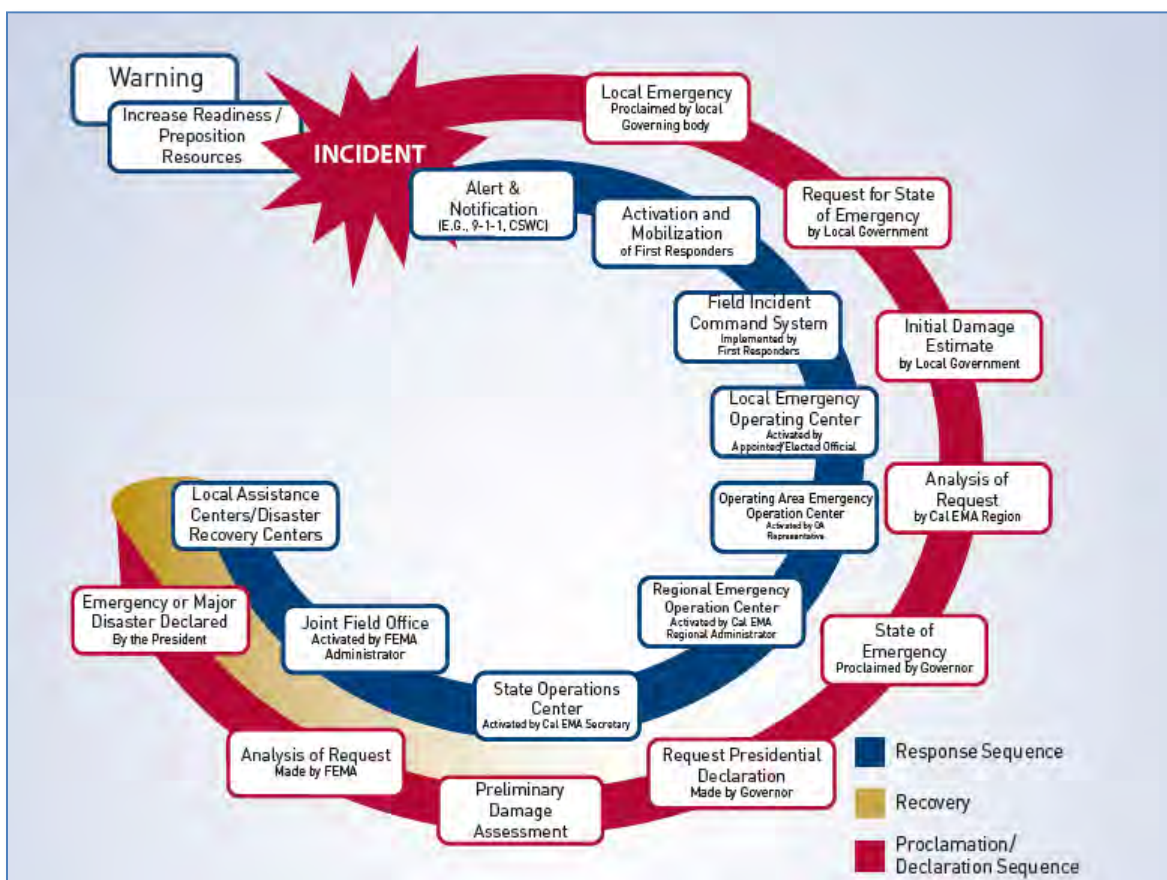
3.9   Incident Management

3.9.1   Activation

When an emergency situation arises and it is determined that the normal organization and functions of city government are insufficient to effectively meet response requirements, the Director of Emergency Services (City Manager), or Emergency Services Coordinator(s) (Fire Chief/Police Chief), may implement the Emergency Operations Plan as deemed appropriate for the situation or at the request of an on -scene incident commander. In addition, either the Director of Emergency Services or the Emergency Services Coordinator(s)s **may partially or fully activate and staff the City EOC based on an emergency's type, size,** severity, and anticipated duration. An emergency declaration is not required in order to implement the EOP or activate the EOC. Upon notification that the EOC has been activated and/or an emergency has been declared, all involved city emergency services will implement their respective plans and procedures, and provide the Director of Emergency Services and/or Emergency Services Coordinator(s) 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

3.9.2   Alert and Warning

Warnings, emergency information, emergency notifications, or disaster reports received by city personnel will be relayed to the Emergency Services Director, Emergency Services Coordinator(s) and the Yuba City Police Dispatch Center. City response personnel will communicate and receive notifications using traditional communications technology, such as landline and cellular telephones, faxes, pagers, internet/email, and department radios, 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/continuity of operation plans are updated and maintained by each agency and department. External partners will be notified and coordinated through the City EOC or dispatch center as appropriate.

3.9.3   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 and clear text communication are essential to first responder and public safety and will be used by all city personnel during emergencies. The use of common terminology enables emergency responders, EOC personnel, and city staff, as well as personnel from neighboring jurisdictions, the county, or state to communicate clearly and effectively with each other. Clear and concise communication will aid in the coordination of response activities, regar**dless of an incident's size,** scope, or complexity. Through the **City's Code Red Alert System, Sutter** County**'s Zonehaven and other social** media alerts, a public warning and broadcast system has been established for the city to provide emergency information and instructions during a pending or actual emergency incident or disaster.

The success of communication between agencies and other involved members will depend on 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.   Additionally the development of SOPs, advancement of new technology and considerations of individual agency governance should be evaluated continuously to ensure operations are functional within a stressful and often chaotic context of a major response. Interoperable voice, data, or video-ondemand communications systems allow emergency management/response personnel to communicate within and across agencies and jurisdictions in real time, when needed and when authorized. Training and system tests will be crucial to ensure that inoperability is a priority and that systems are in place and work when the situation arises.

3.9.4   Situational Awareness and Intelligence Gathering

Situational awareness and intelligence gathering are necessary to maintain a common operating picture among response agencies and is 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 collection of severe weather forecasts from 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, primary response/service agencies and supporting response agencies should do the following:

- 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 Section Chief will lead situational awareness and intelligence gathering activities and functions, unless otherwise designated. If a criminal or terrorist incident is suspected, the City Police Department 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.

3.9.5   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 resources. In a situation where resource allocations are in dispute, the Emergency Services Director has the final allocation authority. City 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 to make the most effective difference in the mission outlined in the plan.
- Coordinate citizen appeals for assistance through the Public Information Officer (PIO) at the EOC or Joint Information Center (JIC). Use local media, social media and emergency notifications 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 SEMS Operational Area for county, regional, state and federal resources through an emergency declaration.

Resource Typing

Resource typing is a method for standardizing equipment requests and managing resources during an incident in accordance with SEMS and NIMS and is based on specific resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task. 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.

Credentialing of Personnel

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

Volunteer and Donations Management

At this time the city does not have a formal volunteer and donations management program in place. Should one be developed, the program 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.

During an incident, when the EOC is activated and an emergency has not been declared, the Emergency Services Coordinator (or designee) will coordinate and manage volunteer services and donated goods through the City EOC, with support from the Red Cross, Salvation Army, The Trauma Intervention Program (TIP), and other volunteer organizations. If the incident escalates and requires a declaration of an emergency, then the Emergency Services Coordinator (or designee) will coordinate volunteer and donations management support with the Operational Area Coordinator.

3.9.6 Emergency Public Information

The State of California, through OES, is available to assist local officials with public information when: (1) the means of disseminating public information at the local level is damaged or overwhelmed; (2) critical information needs to be disseminated to victims, responders, recovery personnel and members of the media; or (3) multiple response agencies and levels of government need to work cooperatively to provide consistent emergency information.

The State's Emergency Public Information program is managed by the Information and Public Affairs Branch of the State Operation Center. This program is designed to coordinate public information and public affairs activities between involved agencies.

3.9.7 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. These specific populations may need specific assistance 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
- Individuals with vision impairment or blindness
- Individuals with limited English proficiency
- Children and the elderly
- Individuals without vehicles
- Individuals with special dietary needs
- Individuals who experience physical disabilities
- Individuals who experience mental/cognitive disabilities

Persons with access and functional needs within the city have the primary responsibility for minimizing the impact of disasters through personal preparedness activities. To the greatest extent possible, the Director of Emergency Services and the Emergency Services Coordinator(s) will assist them in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services in an accessible manner.

3.9.8   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 city 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. The city currently has an agreement in place with the Sutter Animal Services Agency (SASA) to provide limited animal companion sheltering capabilities during a large-scale incident. If local resources are insufficient to meet the needs of animals during a disaster, the city may request assistance through the county OES, animal advocacy groups and animal rescue services.

3.9.9   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
- Demobilization priorities as established by the on-scene Incident Commander and/or EOC Director
- 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 Director of Emergency Services, with advice from the EOC Director, Emergency Services Coordinator(s), and/or on-scene Incident Commander, will determine when a State of Emergency no longer exists. At this point emergency operations can be scaled back or terminated and normal city functions can be restored.

3.9.10 Transition to Recovery

Once the immediate response phase has been completed, the city will turn towards a primary focus of recovery and restoration of government function and community services. A transition from response to recovery may occur at different times and with differing levels throughout areas of the city.

Short-term operations seek to restore vital services to the community and provide 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 long-**term recovery efforts, which focus on restoring the community to a "new normal"** or improved state.

During the recovery period, the city will review and implement mitigation measures, collect lessons learned and share them within the emergency response community. Additionally, the recovery phase will allow the city to reassess this EOP (including annexes) and to identify deficiencies and take corrective actions. Resources to restore or upgrade damaged areas may be available if the city demonstrates that extra repairs will mitigate or lessen the chances of, or damages caused by, another similar disaster in the future.

4.0   Continuity of Government (COG) Operations

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained and established. This can best be done by civil government and the ability to identify and produce continuity of government. To this end, it is particularly essential that the local units of government continue to function and make decisions.

Therefore, it is essential that city leaders identify an alternate seat of government, alternate work locations, and lines of succession for their own governing body, administrative officers and department heads.

Temporary Seat of Government
If needed, the City Council will establish an alternate seat of government at a location where the City Council shall operate and conduct meetings in the event City Hall is not available.

Lines of Succession
Article 15 of the California Emergency Services Act provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body and the chief executive officer. Article 15 also provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

The City Council shall appoint standby officers when an officer is killed, missing, or so seriously injured as to be unable to attend meetings and otherwise perform his/her duties.

Each Department within Yuba City has a Continuity of Operations Plan, which identifies the following for each Department:
- Lines of succession
- Essential Functions
- Recovery Planning for each Essential Function
- Specialized Supplies
- Essential Vendors

Applicable portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of state and local government.

4.1   City of Yuba City Emergency Operations Statement

Limitations: Due to the nature of emergency response and the size and scope of an emergency, the outcome is often not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, city employees not otherwise assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the work of their department or other city departments.

Households of Emergency Response Personnel: City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the Yuba City Emergency Operations Center.

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. **It is the city's policy that no service will be denied on the basis** of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the city's resources and personnel may be overwhelmed at the onset of a disaster or unplanned emergency event, individuals and organizations should be prepared to be self-sufficient following a disaster. The city will make every effort to provide information to the public, via the media and other sources, and to assist citizens in dealing with the emergency.

4.2   Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as **Disaster Service Workers (DSW's). Public employees (civil service) are all persons employed by any county,** city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, city employees may be called upon to perform certain duties in support of emergency management operations. These include but are not limited to the following:

- City employees may be required to work at any time during a declared emergency and may be assigned to disaster service work.
- Assignments may require service at locations, times and under conditions other than normal work assignments.
- Disaster Service Worker assignments may include duties within the EOC, in the field or at another designated location.
- Employees must report to work and be prepared to assist in emergency response duties as **designated in the City's Emergency Plan or as assigned by the emergency management** organization, including activities that are outside their normal scope of work.

Under no circumstances will city employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or that are beyond their recognized capabilities. The City of Yuba City has a direct interest and obligation to provide training to city workers and ensure their designated role as a Disaster Service Worker is understood and part of their growth and development within the city. Training is provided regarding roles, responsibilities and position expectation within a City Emergency Operations Center. The Fire Department has taken an active and lead role in facilitating this training and ensuring opportunities are available and training is provided.

4.3   Continuity of Operations (COOP)

General Guidance
A critical component of the city emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

What is Continuity of Operations?

Continuity of Operations (COOP) is an effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

What is the Goal of Continuity of Operations?

The ultimate goal of continuity in the executive branch is the continuation and prioritization of essential functions within a specific agency/department. In order to achieve that goal, the objective for organizations is to identify their Essential Functions (EFs) and ensure that those functions can be continued throughout, or resumed rapidly after, a disruption of normal activities. The continuity plan is a roadmap for the implementation and management of the specific department and is directly related to essential and necessary functions that directly impact the life, health and well being of a community.

Each city department has built and will maintain their essential functions and determine the priorities and contingency plans to ensure their departments function in the event of emergency or lack of leadership availability.

Essential Elements

- Essential Functions – The critical activities performed by departments, especially after a disruption of normal activities. Each key function is identified and planned for.
- Orders of Succession – Provisions for the assumption of responsibility of senior department head offices during an emergency in the event that any of those officials are unavailable to execute their legal duties.
- Delegations of Authority – Identification, by position, of the authorities for making policy determinations and decisions at EOC, field levels and all other organizational locations. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.
- Continuity Facilities – Locations, other than the primary facility, used to carry out essential functions, **particularly in a continuity event. Continuity Facilities, or "Alternate facilities", refers to not only other** locations but also nontraditional options such as working at home. These can include teleworking, telecommuting, and mobile-office concepts.
- Continuity Communications – Communications that provide the capability to perform essential functions, in conjunction with other agencies, under all conditions.
- Vital Records Management – The identification, protection and ready availability of electronic and hard copy documents, references, records, information systems, data management software and equipment needed to support essential functions during a continuity situation.
- Human Capital – During a continuity event, emergency employees and other special categories of employees who are activated by an agency to perform assigned response duties.
- Tests, Training, and Exercises (TT&E) – **Measures to ensure that an agency's continuity** plan is **capable of supporting the continued execution of the agency's essential functions throughout the** duration of a continuity event.

- <u>Devolution of Control and Direction</u> – Capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other agency employees and facilities
- <u>Reconstitution</u> – The process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.

Each City Department has a Continuity of Operations Plan and is responsible for continued evaluation and updates to ensure all components are properly planned for in the event the plan is requested or needed. Copies of each department and their plan can be requested through the city.

5.0 Emergency Operation Plan Roles and Responsibilities

5.1 General

Local and county 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.

The County Director of Emergency Services is responsible for emergency management planning and operations for the area of the county lying outside the limits of the incorporated municipalities. The mayor or other designated official (pursuant to city charter or ordinance) of each incorporated city is responsible for emergency management planning and operations for that jurisdiction. Within the City of Yuba City, the Emergency Services Director will be designated as the City Manager and the Yuba City Fire Chief and Yuba City Police Chief will be designated as Emergency Services Coordinator(s). Responsibilities may be shared with the County OES under mutual agreement.

Most city departments 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 the individual annexes.

5.2 Emergency Management Organization

Under the City Emergency Management Organization (EMO) structure, the City Manager is considered the Director of Emergency Services, unless this role has been otherwise delegated. Roles and responsibilities of individual staff and agencies are described throughout this plan to further clarify the city's emergency management structure. The Director of Emergency Services may designate an Emergency Services Coordinator(s), currently delegated to the Fire Chief and Police Chief, who is delegated the authority to lead the city's response and recovery actions. These delegations of authority and limitations to authority should be documented within the incident log. 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 city's emergency management program can vary depending upon the location, size, and impact of the incident. The EMO for the City is divided into two general groups, organized by function—the Executive Group and Emergency Response Agencies.

5.2.1   Executive Group

The Executive Group will primarily consist of the City Manager, Fire Chief, Police Chief, department directors and the Mayor/City Council in certain capacity. It may also include representation from additional City departments as required or designated by the City Manager. The Executive Group is responsible for the activities conducted within its jurisdiction and city response area. 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, volunteer 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 consider the needs of:
    - The jurisdiction, including persons, property, and structures
    - Vulnerable populations, including unaccompanied children and those with service animals
    - Individuals with household pets
- Leading and encouraging all citizens (including vulnerable populations) to take preparedness actions.
- Encouraging residents to participate in volunteer organizations and training courses.

Mayor and City Council

The ultimate responsibility for policy, budget and political direction for the city government is borne by the City Council. During emergencies this responsibility includes encouraging citizen involvement and 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 council will provide an elected liaison with the community and other jurisdictions. In the event that declaration of emergency is needed, the Mayor (or designee City Manager) will initiate and terminate the State of Emergency through a declaration ratified by the council.

General responsibilities of the Mayor and City Council may include:

- Establishing emergency management authority by city ordinance.
- 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.
- Acting as liaison to the community during activation of the EOC.
- Acting on emergency funding needs.
- Attending PIO briefings and communicating with community members.

City Council Notification

In the event of a disaster/emergency, the City Council will be notified by the City Manager or their designee. Each councilmember should provide the City Manager or designee with information on their status and availability as well as a call back number. In the event that the councilmember does not receive notification, **they should contact the City Manager's office.** EOC staff will prepare and make available regular briefings and situation reports to councilmembers related to the disaster/emergency during the duration of the incident.

Additional Responsibilities and Expectations

When the City's EOC is activated, the City Council has several roles, including:

- Represent the Public – City Council members may communicate issues and concerns of local residents to the EOC liaison representative.

- Provide Public Information – Council members will work with EOC Public Information Officers (PIO) in disseminating disaster related information provided by the EOC to local residents and businesses and could possibly be asked to provide media interviews as arranged by the PIOs.

- Communicate with other Elected Officials – City Council members assist the EOC Director to overcome obstacles by communicating issues and concerns of the city to county, state and federal elected officials; they may also be asked to accompany VIPs and other government officials on tours of the disaster area.

Working with the Media

In the event of a significant incident, City Council members will be contacted and briefed by the City Manager or other appropriate city representative.

In addition:

- Media briefings may be scheduled for Councilmembers to attend.
- Public Information Officers or the EOC Liaison will confer with councilmembers to brief them on the situation, current response and recovery actions and planned activities.
- Councilmembers will also be provided copies of all news releases and information by the EOC PIO.

Guidance for Councilmembers when alerted to an Incident

When you receive a call from a high-ranking official alerting you to a situation, there are several questions you should ask:

1. Ask the official for a short briefing of what is known at that time.
2. Ask how the incident is affecting your area of responsibility.
3. Ask the official what you can do at this time.
4. Be sure to obtain a number that you can call to get information. Make it clear that you want to be updated regularly or when new information is available.

When the News Media Calls First

If you receive calls from the news media or your constituents regarding an incident, it is essential that you work through the EOC Director and PIO for accurate messaging. All media interviews and press releases require development from the PIO and approval from the EOC Director. Do not engage in independent media interviews.

Emergency Services Director (City Manager)

The City Manager serves as the Director of Emergency Services for the city and is responsible for continuity of government, overall direction of city emergency operations and dissemination of public information.

The Emergency Services Director is responsible for:

- Making and issuing rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency. Such rules and regulations shall be confirmed at the earliest practicable time by the City Council.
- Obtaining vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof.
- Requiring the emergency service of any city officer, employee, or citizen of the city as is deemed necessary. Such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers.
- Executing all of his/her ordinary power as a city manager, and all of the special powers conferred upon him/her by this chapter, by resolution, or by the emergency plan adopted by the City Council pursuant to this chapter.
- Executing all powers conferred upon him/her by any ordinance, statute, or agreement approved by the City Council.

Additionally, the Emergency Services Director may be responsible for the following:

- Assisting the City Council in declaring a State of Emergency and providing support to the Incident Commander in requesting assistance through the county.
- Ensuring that all city 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 for the protection and preservation of city records.
- Appointing an Emergency Services Coordinator(s) to oversee the city's emergency management program.

Emergency Services Coordinator(s) (Fire Chief and/or Police Chief)

The position of Emergency Services Coordinator(s) **is currently delegated to the City's Fire Chief** and Police Chief. The Emergency Services Coordinator(s) have the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Services Coordinator(s) are appointed by, and works with, the Director of Emergency Services to ensure that there are unified objectives with regard to the c**ity's emergency plans and activities, including coordinating all aspects of the** c**ity's** capabilities. The Emergency Services Coordinator(s) 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 Services Coordinator(s) is responsible for the following:

- Serving as staff advisor to the City Council and Emergency Services Director 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.
- Ensuring the operational capability of the City EOC.
- Activating the City EOC.
- Serving as EOC Director and supervising the activated EOC (unless otherwise delegated).
- Keeping the governing body apprised of the c**ity's preparedness status and anticipat**ed needs.
- Supervising and incorporating department input into the planning process.
- Representing the city in all emergency management activities.
- Serving as day-to-day liaison between the city and county Office of Emergency Services.
- Maintaining liaison with organized emergency volunteer groups and private agencies.

Yuba City Department Directors

Department and agency directors collaborate with the executive group during development of local emergency plans and provide key response resources. City department and agency directors 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 and exercises to develop and maintain the necessary capabilities, as well as clearly reinforce preparedness expectations. Department and agency directors not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the Mayor or the Director of Emergency Services. In the City of Yuba City, department directors will take an active position in the EOC work chart and will be responsible

for learning their ICS/SEMS roles and making sure those under their leadership understand the roles assigned to the department they lead.

Department directors are responsible for attending scheduled training and reporting for emergency duties, as required. During an emergency, department head emergency responsibilities include the following:

- Control and direct the effort and resources of their department in responding to the emergency;
- Ensure that the department can continue to provide essential services to the public and other city departments.
- Ensure that personnel and equipment resources applied to the response are documented appropriately.
- Fill their designated position in the EOC.
- Be prepared to request mutual aid and/or respond to requests for mutual aid from other jurisdictions
- Provide a briefing to the City Manager/Director of Emergency Services upon request regarding the status and availability of their department resources.

5.3   Responsibilities of All Departments

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

All city departments are responsible for the following:

- Supporting EOC operations to ensure the city is providing for the safety and protection of the citizens
- 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 City Council and Director of Emergency Services (City Manager).
- 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 standard SOPs.
- Notifying the Director of Emergency Services and/or EOC Director or Coordinators of resource shortfalls.

- Identifying essential functions and developing procedures for maintaining and/or reestablishing services provided to the public and other city 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 SEMS, NIMS, and ICS training).
- Dedicating staff time for participation in training exercises.
- Preparing and maintaining supporting SOPs and annexes (including incorporation of SEMS and NIMS components, principles, and policies.

5.4   Responsibilities by Function

This group includes services required for an effective emergency management program, of which response is a key element. These agencies include fire departments, law enforcement, emergency medical service (EMS) providers, public health, environmental health, and public works departments.

Departments or agencies assigned as primary may only be responsible for coordinating with other primary or supporting agencies to ensure continuity.

Primary Agency(s)

- Identify lead agencies for emergency functions ba**sed on the agency's coordinating responsibilities,** authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function, and will coordinate with supporting agencies.

Supporting Agency(s)

- Identify agencies with substantial support roles during major incidents to ensure support and collaboration occurs with the Primary Agency assigned.

5.4.1 City Department/Allied Agency EOC Organization Assignments

In the event of an EOC activation, each city department and selected allied agencies are assigned specific functions to support emergency management operations. These assignments may involve direct participation within the EOC or provide indirect support. See the Responsibility Matrix below for Primary (P) and Support (S) roles for each city department/organization.

Emergency Operations Center Functional Assignments	City of Yuba City									Sutter County					Other City/Misc.	
	City Manager's Office	Fire Department	Police Department	Information Technology	Parks & Recreation	Building Department	Finance	Public Works	Human Resources	Office of Emergency Management	Environmental Health	Public Health	Social Services	Sheriff	American Red Cross / TIP	Sutter Animal Services (SASA)
Action Planning	S	P	S			S	S			S		S				
Alerting and Warning	S	S	P	S					S	S		S		S		
Animal Care			S									S		S	S	P
Care and Shelter		S	S		P			S				S	S	S	S	
Construction & Engineering								P								
Coroner			S											P		
Damage Assessment								P								
Debris Clearance					S			P								
Evacuation		S	P											S		
Facilities					S			P								
Finance/Administration							P									
Fire and Rescue		P														
Flood Control	S							P		S						S
Hazardous Materials		P	S								S					
I.T. & Telecommunications				P												
Law Enforcement			P											S		
Legal Considerations	P									S						
Management	P	S	S							S						
Medical/Health		P										S				
Personnel									P							
Procurement							P									
Public Information	P	S	S							S						S
Public Works								P								
Services & Support					P		S									
Situation Status	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Transportation					S			P								
Utilities								P								
Vital Records	P															
P=Primary S=Support																

5.5   Local and Regional Response Partners

The city's emergency organization is supported by a number of outside organizations, including the county, service organizations, local organizations and the private sector.

5.5.1 Coordination with Special Facilities

The city will coordinate with special facilities (e.g., YCUSD, YS Fairground, Rideout Emergency, etc.) to accomplish the following activities:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, volunteer agencies, and community partners.
- Encouraging staff preparedness by participating in planning, training, and exercises.
- Educating staff, students, clients, etc. on facility emergency plans and procedures and the need for individual and/or family emergency planning.
- Preparing and maintaining emergency plans and SOPs.

5.5.2   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 power, communication networks, transportation, medical care, security, food, supplies 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.

- Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.
- An identification of actions necessary to protect company property and records during emergencies.
- A company command post.
- Alternate work sites.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with federal, state and local governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The *Cal-EMA Hazardous Materials Program* requires that businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to the Sutter County Certified Unified Program Agency (CUPA) or Administering Agency (AA). The AA can then develop Hazardous Materials Area Plans to respond to a release of hazardous materials within Sutter County.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at-large by providing resources, policies and procedures for personnel to follow and ensure that the long term viability of the business is supported and the community has services in place.

5.5.3 Nongovernmental and Faith-Based Organizations

Nongovernmental and faith-based organizations play enormously important roles before, during, and after an incident. In the city, nongovernmental/faith-based organizations such as the Red Cross, Trauma Intervention Program (TIP), Habitat for Humanity and various other service groups, provide or offer solutions for shelter, 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. These organizations depend on various levels of local, regional, state and federal assistance.

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.
- Providing counseling and mental health services and direction.
- Identifying those whose needs have not been met and helping to coordinate assistance.

5.5.4   Individuals and Households

 Although formally not part **of the City's emergency operations, individuals and households play an important** role in the overall emergency management strategy. As the primary beneficiaries of the c**ity's emergency** management system, community members and residents 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.
- Enrolling in CodeRed
- Volunteering with established organizations.
- Enrolling in emergency response training courses.
- Encouraging children to participate in preparedness activities.
- Following evacuation orders, shelter-in-place orders and emergency recommendations.
- Being prepared to evacuate or shelter-in-place for several days.

In future years, as the City expands Risk Reduction within the community, The City of Yuba City will be asking interested residents to join disaster volunteer programs such as Community Emergency Response Teams (CERT) and to be vigilant in remaining ready to volunteer or support emergency response and recovery efforts.

During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

5.5.5 Populations with Access and Functional Needs

According to the U.S. Census estimates in California from prior years, there are over 6 million people who identify as having a disability in California. Populations with access and functional needs include those members of the community that 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
- Live in institutionalized settings
- Are elderly
- Are children
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking
- Those who are transportation dis-advantaged.

Lessons learned from recent emergencies concerning people with functional needs or disabilities have shown that the existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults. They are as follows:

- Communications and Public Information **–** Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or those who might not be able to decipher messages and understand the implications and requests.
- Evacuation and Transportation **–** Evacuation plans must incorporate disability and older adult transportation providers for identifying, processing and the moving of people with mobility impairments and those with transportation disadvantages.
- Sheltering **–** Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.
- Americans with Disabilities Act - When shelter facilities are activated, the state will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act (ADA).

At-Risk Individuals

Another vital perspective to consider is the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response and recovery. These include, but are not limited to individuals who are:

- Homeless
- Without transportation
- Out of hearing range of community alert sirens
- Without radio or television to know they need to act
- Without access to telephones
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English or other communicative languages
- Geographically or culturally isolated.

5.6 Operational Area Response Partners

The County of Sutter is designated as the Operational Area for the jurisdiction containing the City of Yuba City and the Sutter County Office of Emergency Services Coordinator is responsible for developing a countywide emergency management program that, through cooperative planning efforts with the incorporated communities of the county, will provide a coordinated response to a major emergency or disaster. However, the Operational Area Coordinator for Sutter County, for all Fire and Rescue, has been designated as the City of Yuba City Fire Chief and his/her designee.

As the Operational Area Coordinator, the Yuba City Fire Chief, and or his/her designee, will also coordinate fulfillment of requests for mutual aid to and from the city and county and additionally coordinate county and city resources within the operational area. If local supplies are limited, requests will be advanced to the SEMS Regional level to access resources outside the operational area.

5.7   Regional Response Partners

The City of Yuba City falls within the Inland Region of Cal OES, which has a Regional EOC located in Sacramento. The Inland Administrative Region covers three Mutual Aid Regions (III, IV, and V) that include 31 counties, 123 Cities and a population of 7.2 million.

The Inland Region consists of primarily rural jurisdictions with a few large metropolitan cities. The geography for the Inland Region is vast and varied with terrain consisting of valley floor agricultural centers, grasslands, watershed areas, high desert regions, foothill regions and mountain ranges.

Along with such diverse terrain, each area presents its own unique set of challenges and threats that affect California. Those vulnerabilities include the following:

- River and flash flooding

- Wildfires

- Dam and levee failures

- Earthquakes

- Drought

- Pestilence

- Pandemic

- Agriculture

- Avalanche hazards

- Chemical hazards

Cal OES Regions have the responsibility to carry out the coordination of 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 California Office of Emergency Services website for details on the Region's emergency management organization and detailed roles and responsibilities for State departments.

5.8   State Response Partners

Under the direction and control of department directors, 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 emergency management organization and detailed roles and responsibilities for State departments.

5.9   Federal Response Partners

Federal response partners are typically requested by the State Operation Center in the event that state resources become limited or specialized services are needed. In most instances, federal 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 emergency management organization and detailed roles and responsibilities for federal departments.

6.0   Emergency Operations Center (EOC) Command and Control

6.1   General

The ultimate responsibility for command and control of city departments and resources lies with the City Manager. The City Manager, acting as the Emergency Services Director, will maintain direction and control of the City Emergency Management Organization, unless otherwise delegated or directed. City emergency operations, both on-scene and in the City Emergency Operations Center (EOC), will be conducted in a manner consistent with SEMS and NIMS, including use of ICS components. These response models provide a flexible, consistent, adaptable and expandable response organization to address all-hazards of varying magnitude and complexity.

During a city-declared disaster, control is not relinquished to county, regional or state authority but remains at the local level for the duration of the event. State and federal emergency agencies will work collaboratively with the Emergency Services Director and the local Yuba City EOC and the city will still perform the functions outlined in this document.

6.2   On-Scene Incident Management

Initial response to an incident will be managed by the responding agency (i.e., Police Department, 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 other Command Staff until the arrival of additional support services.

Upon establishment of ICS, the on-scene Incident Commander will notify the City Emergency Services Coordinator(s) and request activation of the City EOC, as appropriate or deemed necessary. It will be the responsibility of the Emergency Service Coordinator(s) to make the proper notification to the Emergency Services Director and initiate the EOC activation component. The on-scene Incident Commander may also establish an on-scene Unified Command structure with city, county and/or state agencies.

6.2.1 Direction, Control and Coordination

- Command and Control: During response to minor or moderate events, the City of Yuba City may manage the emergency with existing resources at scene or responding and the Emergency Operations Center (EOC) would not be activated under this scenario. In some instances, a Department Operations Center (DOC) may be more appropriate if deemed necessary. Personnel that are part of a field level emergency response will utilize the Incident Command System (ICS) to manage and direct on-scene operations.

   Only when resources are depleted, the operational period extends beyond a reasonable and sustainable timeframe, and/or an emergency scene is beyond the response capabilities of the city, will the EOC be initiated and command and control widened to support the scene.

- Field/EOC Communications and Coordination: The City of Yuba City Emergency Operations Center (EOC) is activated to support field operations when an emergency requires additional resources or when requested resources exceed that which is available from within the jurisdiction. Field Incident Commanders and the city IC will establish communications when the EOC is activated. The City of Yuba City EOC will communicate with the Sutter County Operational Area EOC and the Sutter County Operational Area EOC will communicate with the Inland Region Emergency Operations Center (REOC) and the REOC will communicate with the State Operations Center (SOC).

- Multi-agency Coordination: Larger scale emergencies involve one or more responsible jurisdictions and or multiple agencies. Management personnel from the responsible jurisdictions form a unified command and or a Multi-Agency Coordination (MAC) group. Provision is made for situation assessment, determining resources requirements, establishing a logistical system and allocating resources. Various emergency operations centers, dispatch centers and other essential facilities located in or adjacent to the affected area could be activated at this time.

6.3   Emergency Operations Center (EOC) Support to On-Scene Operations

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the city may activate the EOC and assign an EOC Director. The primary role of the EOC and EOC Director is to support on-scene operations and coordinate city resources. The request will be submitted to the City Director of Emergency Services and/or the Emergency Services Coordinator(s), who will determine whether to activate the City EOC and will assume, or designate, the role of EOC Director.

In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the City EOC for resource coordination, communications and public information support. In a more complex incident, the Incident Commander may relocate to the City EOC to serve as part of the Unified Command or Multi-Agency Coordination Group, ensuring proper coordination of resources across agencies. Outside assistance from the SEMS Operational Area or from private contractors will be requested and used as an adjunct to existing city services and then only when a situation threatens to expand beyond the city's response capabilities.

Upon activation of the City EOC, the EOC Director is empowered to assume executive control over all departments, divisions and offices of the city during a State of Emergency. If appropriate, the on-scene Incident Commander or EOC Director may request that the Mayor or Emergency Services Director declare a State of Emergency.

6.3.1   Emergency Operations Center Activation

The City Emergency Operation Center (EOC) should be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operation Plan (EOP) and EOC will be activated, and to what level, extent and involvement.

For planning purposes and ease of activation and understanding, the City of Yuba City will establish three **"levels" of response to emergencies**. This system will help guide local response and direct city employees that will be filling out the EOC work chart of assignments.

The three Emergency Response Levels are as follows:

- Level Three EOC Activation:

  Level Three is a minimum activation involving a minor-to-moderate incident wherein local resources are adequate and available. This level may be used for situations that initially only require a few people for small events or pending threats, e.g., a short-term earthquake prediction; alerts of storms or a weather watch event; or monitoring of a low risk planned event. At a minimum, Level Three staffing consists of the EOC Director and a minimal number of key emergency managers are sufficient to monitor the situation and carry out basic functions. Section coordinators and a situation assessment activity in the Planning and Intelligence Section may be included in this level. Other members of the organization could also be part of this level of activation, e.g., the Communications Unit, from the Logistics Section, or an Information Officer. A Local Emergency may or may not be declared and often times this activation may involve a Department Operations Center (DOC) activation only.

- Level Two EOC Activation:

  Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements. One person may fulfill more than one SEMS function in the process of building out level two. The EOC Director, in conjunction with the general staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. These are often a moderate to possible severe activation wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Approximately 12-25 staff could be activated to serve functions. This is often the most common activation. Representatives to the EOC from other agencies or jurisdictions may be required under Level Two to support functional area activations. Level Two activation could be a more common occurrence for planned events (i.e. Sikh Parade or Large-Scale Community Event).

- Level One EOC Activation:

  Level One activation involves a complete and full activation with all organizational elements at full staffing. Level One would normally be the initial activation during any major emergency where resources in or near the impacted area are overwhelmed and extensive state and/or federal resources will be required. The numbering sequence of EOC staffing progression is established in the SEMS guidelines and is the opposite of the NIMS numbering sequence. Given that the SEMS guideline has been in place since the inception of SEMS, this plan recommends continuing the sequence as established in the SEMS guidance documents. At this level a local emergency and a State of Emergency will be proclaimed and a Presidential Declaration of an Emergency or Disaster

could be requested for federal assets and assistance. This will be a full activation of the Yuba City EOC Organizational Chart.

The City EOC will be activated and staffed by City personnel and representatives from allied agencies, jurisdictions, and organizations as appropriate.

6.3.2   Emergency Operations Center Location

The primary location for the City EOC is:

Yuba City Fire Station #4
150 Ohleyer Road
Yuba City, CA 95993
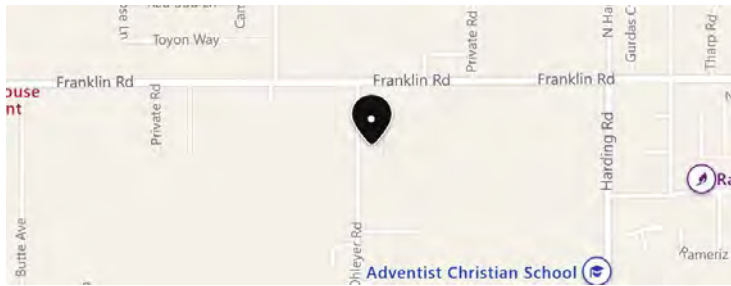
The location of the EOC can change as required by the needs of the incident. Coordination and control for city emergency resources will take place from the EOC as long as environmental and incident conditions allow. However, if conditions require relocation of the EOC, then the EOC Director will designate an alternate facility.

The secondary location(s) for the City EOC, in the event that city EOC personnel are working in an unsafe environment or surrounding, will be the following locations (per MOU agreements):

Chico Fire Training Center   Yolo County Admin Center
1466 Humboldt Road   625 Court Street
Chico, CA 95928   Woodland, CA 95695

6.3.3　Emergency Operations Center Staffing

Depending on the incident type, size and complexity, city departments will provide staff to the EOC to assist in the emergency management and support phase of an incident. The city may receive assistance or collaboration from the County OES to support the EOC. 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. These changes can occur at any time. In the event that local staffing resources are not adequate to maintain the City EOC, the city may submit a request for support to the operational area. The operational area can then coordinate with the region to request assistance from the state to meet local resource needs.

City departments involved in emergency response 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 the limited personnel and resources available in the city, it is imperative that all primary and alternate EOC staff be trained on ICS/SEMS 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.

6.3.4　Emergency Operations Center Action Plan

Action Planning is an essential element and important management tool of SEMS at the local government level and involves the following:

- 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. 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

and then setting a reasonable time frame to establish and accomplish those actions. The action plans need not be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions.

6.3.5   Access and Security

During an emergency, access to the City EOC will be limited to designated and assigned emergency operations personnel due to the large volume of incoming and outgoing sensitive information and plans. The EOC Director may allow access on an individual, case-by-case basis, but these instances will be limited in scope and duration. Appropriate security measures will be in place to identify personnel who are authorized to be present and ensure that sensitive information remains at the EOC and is not spread without authorization and careful evaluation.

6.3.6   Deactivation

Each incident will be continuously evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed or is slowing in pace and duties. This decision is made by the on-scene Incident Commander, EOC Director, Director of Emergency Services, and/or Emergency Services Coordinator(s).

During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the City 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 Director of Emergency Services (or designee) to manage recovery operations as part of his/her non-emergency-related responsibilities.

The Emergency Services Director 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 operational area and any other agencies that were notified it was activated. If necessary, the EOC may also be re-opened and emergency operations re-initiated at any time. As with initial activation, re-activation of the EOC would occur at the direction of the Director of Emergency Services and/or Emergency Services Coordinator(s).

6.3.7 Emergency Operations Center Coordination and Collaboration (Outside Departments/Private)

Coordination with Field Response Level

Communications and coordination must be established between the EOC and field responders who are responding within the city boundaries. This is accomplished through coordination with the Department Operations Centers (DOC), when activated, and as necessary through the city EOC.

Coordination with Sutter County Operational Area and Other Jurisdictions

Direct communications and coordination should be established between Yuba City, Sutter County and any operational area members jurisdiction who have activated an Emergency Operations Center (EOC). Additionally, as time permits, communications will be established by the county with other member jurisdictions that have not activated their EOCs. It should be the goal to establish communications, by any means available and with whomever is available, regardless of their functional EOC position. Ideally, communications and coordination amongst the city, county and special district EOCs will occur along functional lines and these collaborative relationships will foster a common message and action plan. This process is vital to the success of an **area's operational response and recovery and coordination should be** established and worked on prior to any emergency and event.

An agency representative from any operational area jurisdiction that activated its EOC may request to have a liaison at the **city's EOC** and this request will be coordinated through the Sutter County EOC or the Emergency Services Manager if the county EOC is not yet activated. Due to space limitations, this would only be recommended during complex or large-scale operations between the city and other operational area members.

Coordination with the County and Special Districts

The emergency response role of county and special districts is generally focused on restoring their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments (for instance utilizing school districts for incidents involving shelters, school facilities). If a special district does not send a representative to the EOC, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district liaison.

Coordination with the Inland Region Emergency Operations Center

Communications with the Inland Region Emergency Operations Center (REOC) are conducted through the Sutter County Operational Area Coordinator. The REOC will work with the operational area directly on behalf of the city and the methods are described as follows:

- Primary Method - The REOC sends a field representative to the operational area.

- Alternate Method - The operational area and the REOC coordinate through various telecommunications systems.

Coordination and communications between the City of Yuba City EOC and the Inland REOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the Sutter County EOC, if activated, and the Region's Mutual Aid Coordinator, who may be located in the REOC.

Coordination with State and Federal Field Response

There are some instances where a state or federal agency will have a field response. State agency field responses may result from a flood, large scale fire response, oil spill, hazardous materials accident on a highway or any other hazard scenarios that are beyond a local response capability.

Federal field response could result from the same scenarios or a military aircraft accident and/or terrorism incident. When a state agency or federal agency is involved in field operations, coordination may be established with the City of Yuba City EOC. State or federal agencies operating in the field may be found in any ICS section, branch, or unit or part of a unified command. **The agency's responsibilities in responding** to the incident will determine their location in the organization and what their duties and assignments should entail. Per SEMS/NIMS, any multi-agency response will require the formation of a unified command structure.

Coordination with Volunteers and the Private Sector

Within Sutter County and the City of Yuba City, coordination of response activities with non-governmental organizations may occur. Privately-owned utilities, such as PG&E will frequently send representatives to activated EOCs to facilitate coordination of critical facility restoration.   The City EOC will address volunteer requests from the general public by directing them to the logistics section or the Emergency Volunteer Center (EVC) if activated or established. The city should train and emphasize the need for coordinating and establishing an emergency volunteer section of emergency response and recovery.   Other private sector

corporate interests may contact the EOC through the appropriate liaisons to express their interest in assisting in response and recovery operations. City Council members could help field local volunteer requests and work through the proper channels to provide notification.

6.4 Department Operations Centers

In some circumstances a particular city department may have primary responsibility for coordinating the city's response to an emergency without the need for full activation of the city EOC. In that case, the department could choose to establish a Department Operations Center (DOC) to support operations within that particular department and/or city response to an event. The DOC would be the primary method of communicating the plan and updating individual city departments of current events, actions and response.

These departments may include the following:

City Fire Department **–** Fire emergencies
City Police Department **–** Incidents with security impacts
City Public Works Department **–** Incidents with infrastructure impacts (roads, water/wastewater systems)
City of Yuba City All Departments**—**Incidents involving overall health and well-being of residents and city employees

Upon activation of a DOC, notification will be made to the Emergency Services Director and Emergency Services Coordinator(s). The city may choose to activate the EOC to consolidate coordination efforts and in that specific case, the DOC would function within the incident command post or EOC.

6.4.1 PURPOSE AND SCOPE

The Department Operations Center (DOC), when activated, serves as a coordination point for City of Yuba City departments (both collectively and individually). The DOC could be established and implemented to handle emergency response activities during major incidents and/or planned events. It provides direct support to any field level command post(s) or established Incident Management Teams (IMTs), and can serve as the initial set up prior to an EOC activation to provide situational updates to key department members.

6.4.2 ORGANIZATION

The DOC should follow standard organization under the Incident Command System (ICS), and can be scaled up or down based on the necessity or perceived severity of an incident or event.

The Emergency Services Director and/or Emergency Services Coordinator(s) or designee shall designate a member of the department to serve as the DOC Director based on the circumstances surrounding an event or incident. The DOC Director can be a sworn or professional staff member with the appropriate experience and training needed to perform the duties.

The DOC Director shall consider a combination of the following positions under the Incident Command System (ICS) for staffing:

1. Deputy Incident Commander (Deputy I/C)
2. Liaison Officer
3. Public Information Officer
4. Safety Officer
5. Operations Section Chief
6. Logistics Section Chief
7. Planning Section Chief
8. Finance and Administration Section Chief

6.4.3 ACTIVATION AUTHORITY

Activation of the DOC can be initiated for different types of incidents and planned events that may necessitate coordination and support from the DOC.

The following Department Members have the authority to activate the Department Operations Center (DOC) for incidents or pre-planned events:

1. Emergency Services Director (City Manager)
2. Emergency Services Coordinator(s) (Police Chief / Fire Chief)
3. Executive Team Members or designee from any of the above positions

6.4.4 NOTIFICATIONS

Upon activation, the DOC Director shall be responsible for making notifications regarding the DOC and the estimated timeframe of the operational period(s) to the city department members listed below. This can be accomplished through the Executive Team or through the DOC Liaison Officer.

1. Yuba City Mayor
2. Yuba City Council Members
3. Yuba City Department Heads
4. Yuba City Supervisors (mid-mangers and first level managers)
5. Sutter County Office of Emergency Management

The entities listed above will communicate within their individual department to ensure a common objective, message and response.

6.4.5 DOC DUTIES

The following information explains the primary responsibilities of the DOC:

1. Provide situational updates to executive command staff, the operational area and other mutual aid partner agencies that may impact overall department readiness and response capability.
2. Develop specific plans that provide emergency preparedness and response information for impending incidents/events throughout the department or city.
3. Coordinate and manage the assignment of city resources to report to incident command.
4. Establish and maintain agency liaison functions during incidents/events that involve the city, city departments, county or mutual aid agencies or resources.
5. Serve as the central coordination point for gathering, analyzing and disseminating emergency information or intelligence (internally and externally) to other agencies/ divisions, contract cities, county/OA EOC and mutual aid partners.
6. Coordinate appropriate resource requests through the city for any and all mutual aid requests.
7. Provide extended or expanded emergency incidents with appropriate communications and logistical support.
8. Maintain and display current and accurate incident situation and resource status information.

6.4.6 DOC ACTIVATION LEVELS

The Department's DOC operates on 3 general levels or phases of activation/operation:

<u>1. Level 1 (Heightened Awareness)</u>

Level 1 is the lowest level of activation and may require the least amount of personnel. This level requires the Emergency Services Director to be aware of potential situations and make any required notifications outlined in documentation of the activation. This level can be as low as routine day-to-day operations or a virtual activation in which positions are designated and personnel are identified; however, staffing may not be immediately required.

<u>2. Level 2 (Modified Tactical Alert)</u>

Level 2 is a moderate level of activation that may require a pre-determined cadre of personnel or a DOC Manager to be appointed to operate. These personnel shall fill designated DOC positions based on the type of hazard and additional requests may be designated for shift relief if an event extends into multiple operational periods or there is a determined need for a possible EOC activation.

<u>3. Level 3 (Tactical Alert)</u>

Level 3 is the full activation of the City of Yuba City Department Operations Center. This level may require a growing number of city employees, EOC position buildout or a specific Incident Management Team (IMT) to operate. These personnel shall fill positions designated by the DOC Director and may require deployment to a pre-determined location or command post. The DOC may become the single point of ordering of supplies, equipment, resources, etc. for the city.

These activation levels are consistent with the Standardized Emergency Management System (SEMS), the California Office of Emergency Services (Cal-OES), and the City of Yuba City Emergency Operations Plan (EOP).

The level of staffing in the DOC is flexible and scalable driven by the type, size and requested resources for individual incidents/events. The DOC Director will determine the appropriate staffing level and relay pertinent information of the scale of the activation and position need requests. **DOC's are intended to ease the** command load on the city and ensure common objectives are relayed and messaging and response is clear and followed.

6.4.7 DOCUMENTATION

Activity logs for each staffed DOC position shall be required and the DOC Director shall have the responsibility of ensuring this task is followed and completed. These documents are critical and shall be given the utmost priority. Logs shall be accurately maintained for the duration of the DOC activation and shall be used to document all actions taken during the course of the DOC activation.

6.5   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 City of Yuba City will utilize ICS to manage resources and activities during an emergency response, in order to communicate with other responding agencies using common terminology and operating procedures. The city **ICS structure can be expanded or contracted, depending on the incident's changing conditions.**

During a large-scale incident, it can be staffed and operated by qualified personnel from any emergency service agency and any city department member who has received the proper training, this could include personnel from a variety of disciplines. The city ICS structure can also be utilized for lower level emergencies such as a minor incident involving a single emergency response agency. The city has established an EMO, supporting EOC activation and ICS operational procedures and position checklists. These checklists and corresponding ICS forms can be found in the Yuba City Emergency Management Plan Folder located on the City OneDrive.

*See following page for example of YC-EOC organization chart. This chart will be included in the back of the EOP.

YUBA CITY EOC ORGANIZATIONAL CHART
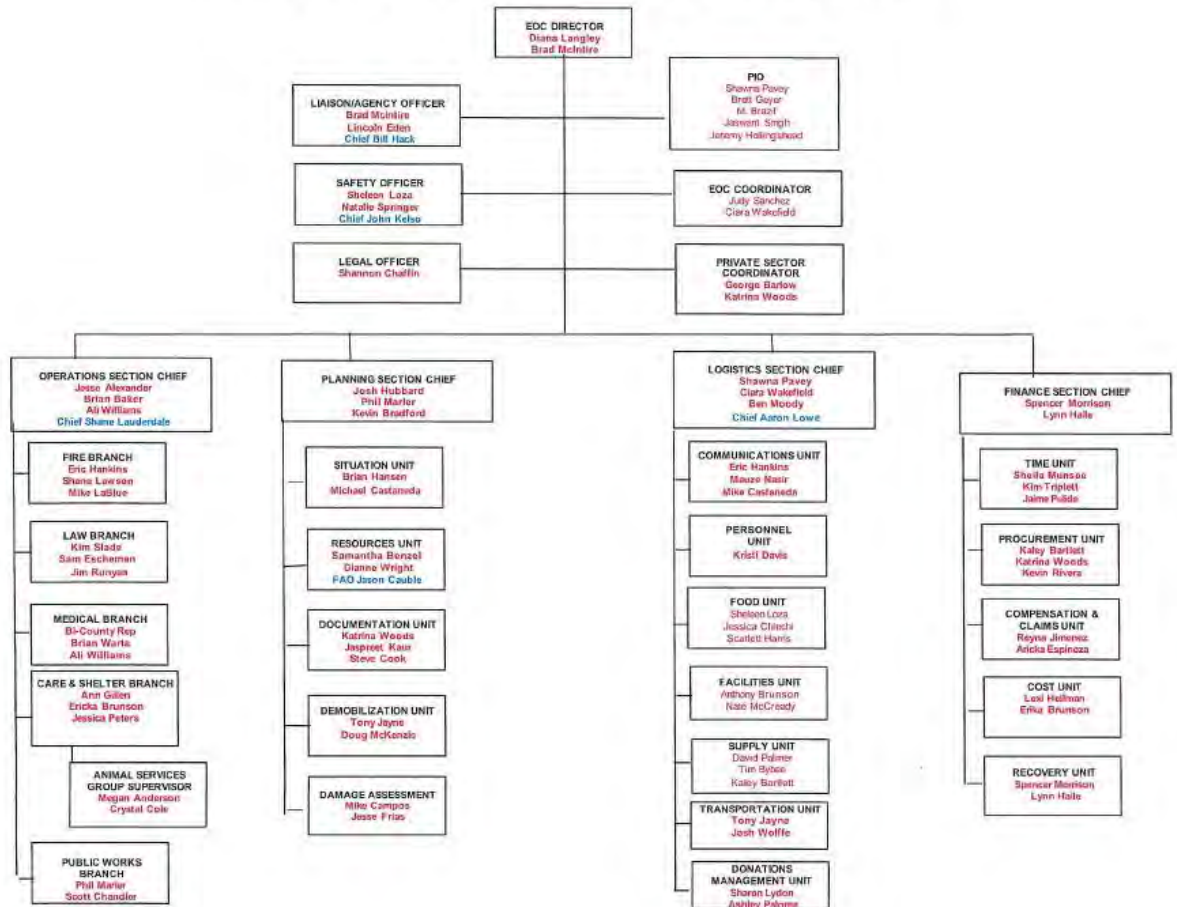
6.6   Emergency Operations Center (EOC) Duties

6.6.1 Emergency Operations Center Director

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

In general, the EOC Director is responsible for the following:

- Maintaining EOC operations in accordance with the principles of SEMS, NIMS and ICS.
- Approving and supporting implementation of an Incident Action Plan (IAP).
- Coordinating activities supporting 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:
    1. Safety Officer
    2. PIO
    3. Liaison Officer
- If the incident expands or contracts or if the incident changes in jurisdiction, discipline or complexity, the EOC Director may change to meet the needs of the incident.
- Sets priorities, promotes unity of effort and ensures guidance and contingency plans are set for EOC staff and support services.
- Ensures EOC staff sets clear guidance and directives and follows up on actions once initiated.
- Reports to City Mayor and Council Members on policy and plans.
- Coordinates with the OES Inland Region.
- Manages transition from response to recovery and makes proper notifications.

6.6.2   Emergency Operations Center Command Staff

Safety Officer

The Safety Officer is responsible for the safety and operations of all emergency response personnel as well as the safety and operations of EOC command and general staff personnel. The Safety Officer will continually be tasked with monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety and clear messaging and planning. They will put emphasis on correcting the unsafe acts or conditions, through the regular line of authority, although the officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Officer maintains awareness of active and developing situations, approves the Medical Plan (ICS Form 206), and includes safety messages in each Incident Action Plan**.**

The Safety Officer's responsibilities include:

- Identifying 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.

Public Information Officer

The PIO will be charged to help coordinate and manage the city's public information network, including local, county, regional, and state agencies, as well as tribal entities, political officials and other emergency management stakeholders. They will be responsible for the formulation and release of information about the incident to the news media and other appropriate agencies and organizations. The Information Officer (PIO) will be the point of contact for the media and other government agencies that desire information directly from the incident.

The PIO's duties include:

- Developing and coordinating release of information to incident personnel, media and the general public.
- Coordinating information sharing among the public information network through the use of a Joint Information System (JIS) and if applicable participating in a JIC.
- Implementing information clearance processes with the EOC Director.
- Conducting and/or managing media briefings and implementing media-monitoring activities.
- Receiving, formulating and distributing accurate information to appropriate agencies and organizations.
- Acting as the point of contact for outside agencies to gather information about the incident.
- Managing and ensuring all social media platforms related to the incident are consistent in message and content.

Liaison Officer

The Liaison Officer is the primary point of contact for assisting and cooperating agency representatives. This includes agency representatives from fire agencies, law enforcement, public works, engineering organizations, independent contractors and other various volunteer organizations (Red Cross, TIP, etc.). The Liaison Officer will be from the jurisdictional agency operating and coordinating the EOC and all other agencies or representatives not involved in the unified command would coordinate through the Liaison Officer.

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.
- Ensure outside agency representatives have a clear understanding of their roles and responsibilities as they pertain to the incident.

Miscellaneous EOC Command Staff Positions

The following positions may be activated and filled depending on the extent of the emergency and the need determined by the EOC Director:

- Emergency Operations Center (EOC) Coordinator
- Private Sector Coordinator
- Legal Officer

Emergency Operations Center (EOC) Coordinator

The Emergency Services Coordinator serves the role as the primary assistant to the Emergency Operations Center (EOC) Director and may serve as the deputy/assistant Director of the EOC.

The Emergency Operations Center Coordinator primary duties include the following:

- Ensures all assigned staff and resources follow the guidance and direction laid out by the director.
- Assists the director to organize the appropriate level of EOC organization.
- Continually monitor the staffing pattern outlined by the director and ensure that functional positions are staffed to the greatest effect with the resources available.
- Assume specific responsibilities outlined and assigned by the director.
- Assist in the layout and setup of the initial EOC activation.

Legal Officer

The Legal Officer is tasked with the responsibility to support the EOC and EOC Director with legal advice and recommendations that directly affect the city and their response to various emergency situations.

The Legal Officer's primary duties include:

- Provide legal guidance and direction to the EOC Director and communicate with the City Council on issues critical to emergency response.
- Provide expertise on issues related to recovery and mitigation.

- Ensure all directives, rules, ordinances and regulations meet legal requirements.
- Participate in the development and implementation of declarations, proclamations, evacuations and related emergency management legal matters.

6.7   ADMINISTRATION

6.7.1   Introduction

The Administration function manages all financial, administrative and cost analysis aspects of the emergency. Initially this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.

6.7.2   Damage Assessment

The Damage assessment is the process of identifying and quantifying damages that occur as a result of a disaster. The objective of the damage assessment is to provide situational awareness to the EOC about the state of critical and essential functions to help facilitate the move from response into recovery. It also facilitates the decisions to appropriately direct resources and teams and is ultimately used as the initial basis to justify or determine state or federal assistance.

Damage assessment is conducted in two phases:

- Initial Damage Estimate (IDE)
- Preliminary Damage Assessment (PDA)

Initial Damage Estimate (IDE):

This estimate begins immediately after the incident occurs and helps to determine life safety issues and is responsible for identifying the hardest hit areas to help estimate the damaged infrastructure. The initial damage assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated.

Preliminary Damage Assessment (PDA):

This assessment is done to verify the initial damage assessment (especially for state/federal assistance) and gather additional information on areas or functions that are going to require additional resources so recovery can be prioritized and planned for.

6.7.3 Processes

Windshield Surveys

Following a disaster, on-duty fire, police and public works field units perform windshield surveys. The survey is done quickly, without exiting the vehicle, and includes a brief observation of the structure or area for obvious damages. The Red Cross, Cal-OES or FEMA may also be tasked with assisting with windshield surveys and initial impression evaluation. Windshield surveys may also be used to develop the Initial Damage Estimate (IDE) discussed in the previous section.

Safety Assessment

Following the emergency event and with high priority, a Rapid Safety Assessment is conducted on occupied buildings and pre-designated essential facilities (e.g., occupied structures, access roads, bridges, utilities etc.) The assessment involves an immediate visual inspection by Safety Assessment Teams (SATs) assigned by the EOC Safety Assessment staff to identify unsafe structures/area and obvious hazards. Unsafe structures are evacuated immediately, hazardous conditions are secured and occupied buildings are posted as Unsafe, Restricted Use or Inspected, as indicated. The inspection and assessment process will be performed in accordance with the Applied Technology Council (ATC-20-2) *Procedures for Post Earthquake Safety Evacuation of Buildings*. Mutual aid for the conduct of these assessments can be obtained through the Safety Assessment Program overseen by Cal EMA.

Detailed Inspection

Based on findings from the SATs, detailed inspections are performed on damaged facilities by personnel assigned by the EOC Safety Assessment staff. This inspection includes a more thorough examination to document damages, identify repair and assess for the need for bracing and shoring requirements. This inspection is in important to evaluate the initial posting of occupied structures and identify facilities that require an engineering assessment as the next step. The condition of occupied structures may be upgraded or downgraded based on the results of the inspection.

Engineering Assessment

Licensed engineers conduct detailed assessments on damaged structures and facilities to prepare plans for repairs, reconstruction and engineering cost estimates. Depending on the type of facility and the nature of the damage, civil, structural, mechanical and other specialty engineering services may be contracted.

Damage Assessment Chronology Summary

Damage Assessment Chronology		
Time Frame	Purpose	Method/Teams
Windshield Survey		
0-12 hours post-event	Locate and identify casualties and hazards to aid the direction or response efforts.	1. Windshield Survey Form 2. Police, Fire and Public Works field units, and ARC
Safety Assessment		
0-24 hours post-event	Identify life safety problems, obvious structural or utility damage. Includes assessment of roads, bridges, tunnels, and access areas. Buildings are **posted "Unsafe" (Red), "Restricted Use" (Yellow), or "Inspected" (Green). The** assessment is also used to identify requirements for barricades.	1. ATC-20-2 Rapid Evaluation Safety Assessment Form 2. Safety Assessment Teams assigned by the EOC Safety Assessment staff
Detailed Damage Assessment		
24 hours to 1-week post-event	Identify and document damage and initial cost estimates. Inspect structures, bridges, tunnels, water lines, fire alarm systems, sewer lines, street lights, and roadways. The assessment is also used to prepare for emergency repairs, bracing and shoring.	1. ATC-20-2 Detailed Evaluation Safety Assessment Form 2. ATC-20-2 Fixed Equipment Checklist 3. Safety Assessment Teams assigned by the EOC Safety Assessment staff
Engineering Assessment		
1 week to 2 months post-event	A quantitative engineering evaluation of damage. This assessment is used to prepare plans for permanent repairs and to prepare engineering cost estimates.	1. Engineers and architects 2. Consulting structural, mechanical and geotechnical engineers

Figure 9 - Damage Assessment Chronology Summary Chart

6.7.4 Documenting and Reporting Damage Assessments

Reporting

Any damage that immediately endangers life safety or the continued safe operation of a facility, should be immediately reported to the EOC Operations Section and this evaluation process and updating should occur routinely. Initial damage, secondary damage and damage growth should be evaluated to ensure all information and reports are accurate and up to date. As this reporting process is updated, copies of all damage reports should be forwarded to the Planning Section for review, analysis and posting on status boards.

Windshield Survey

Field units should report hazards or major damage, via phone or radio, to the assigned EOC Operations Section Chief or his/her designee and Community Emergency Response Teams (CERTs) or volunteer service groups (if available and involved) should report any damage observed via phone or runner to their predetermined liaison contact.

Safety Assessment

The results of safety assessments are reported by SATs to the assigned Operations Section Safety Assessment staff via phone or radio. Based on the results of these assessments, initial response strategies and priorities may be received by the Operations Section Chief.

Detailed Damage Assessment

Each SAT submits its findings in writing on the appropriate form to the EOC Safety Assessment staff. The Safety Assessment staff arrange for further engineering assessments based on the findings from this assessment. Copies of all forms are forwarded to the Planning Section for the Situation/Status Report.

Engineering Evaluation

Each SAT submits its findings in writing to the EOC Safety Assessment staff. The engineering reports will include all supporting materials, such as drawings, calculations, cost estimates, etc., and will be used to develop, repair and reconstruct plans.

Documentation
Police, Fire and Public Works field units conduct the Windshield Surveys and document their findings. The information may be reported verbally to the EOC, or to the appropriate Law, Fire or Public Works representative who in turn records the information.

6.8   AFTER ACTION REPORTING

The Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) protocols require any city or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report (AAR) to Cal-EMA within 90 days of the close of the incident period.

At a minimum, the after-action report will provide the following:

- Response actions taken
- Application of SEMS
- Suggested modifications to SEMS
- Necessary modifications to plans and procedures
- Training needs
- Recovery activities to date

The after-action report will serve as a source for documenting **Yuba City's** emergency response activities and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements in the future.

The goal of the after-action report will be to provide a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents and addressing all areas specified in regulations. It will include an overview of the incident, including attachments, and will also address specific areas of the response. It will be coordinated with, but not encompass, hazard mitigation efforts and **may be included in the "recovery actions to date" portion of the after**-action report.

The Director of Emergency Management Services will be responsible for the completion and distribution of the after-action report, including sending it to the California Emergency Management Agency (Cal-EMA) within the required 90-day period.

For the City of Yuba City, the after-**action report's primary audience will b**e Cal EMA, the Emergency Services Director, Emergency Services Coordinator(s) and all city employees. As public documents, these reports are accessible to anyone who requests a copy and will be made available through the City **Manager's Office** as part of the Public Information Act.

Therefore, the after-action reports should be written in clear text with it being well structured, brief and well-presented and geared to the primary audience. Data for the after-action report will be collected from debrief reports, RIMS documents and other documents developed during the disaster response.   Additional

emphasis should be placed on discussions with emergency responders. The most up-to-date form, with instructions, can be found on RIMS.

6.9 Emergency Operations Center General Staff

6.9.1 Operations Section Chief

The Operations Section Chief position is typically filled by the lead agency managing response activities for a specific type of incident and is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution while additionally directing the preparation of unit operational plans, requesting or releasing resources, making expedient changes to the Incident Action Plan as necessary and reports such to the EOC Director.

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

- Fire **–** emergencies dealing with fire, search and rescue, earthquake or flood response or hazardous materials.
- Law Enforcement **–** incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents and/or criminal investigations.
- Public Health Officials / Medical Branch **–** contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal and/or environmental health. Additionally, the triage, treatment and transport of individuals needing medical attention or evaluation.
- Public Works **–** incidents resulting in major utility disruptions, damage to critical infrastructure and/or building collapse.
- Care and Shelter Branch-The evaluation of individuals needing assistance with basic necessities (food/clothes/shelter) and the evaluation and care for those with functional needs.
- Animal Services- Identifies and coordinates with the sheltering of stray animals, relocation and evacuation of animals to safe locations, the collection and disposal of deceased animals and coordinates information, via the PIO, to residents seeking information or details.
- Private entities, companies and nongovernmental organizations may also support the Operations Section. Examples of these **organizations'** assistance may provide or include the following:

  1. Grassroots social media support for situational awareness, as well as identifying and connecting resources to citizens in need.
  2. Non-hazardous debris clearance collection and disposal.

- Developing and coordinating tactical operations to carry out the IAP.
    1. Managing field response activities
    2. Directing implementation of unit operational plans
    3. Requesting resources as needed

- Managing and incorporating community partners and stakeholders (private entities, companies, and nongovernmental organizations) into response operations and plans.

6.9.2 Planning Section Chief

The Planning Section is responsible for forecasting the needs of the response as well as implementing appropriate procedures and processes. Additionally, the Planning Section is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources, in the current mode and moving forward within an incident.

The purpose of the information from the Planning Section is to:

1) Understand the current situation.
2) Predict probable course of incident events.
3) Prepare alternative strategies and control operations for the incident.

This Section Chief is typically supported by five primary units: Resources, Situation, Documentation, Demobilization, and Damage Assessment.

The Planning Chief is responsible for:

- Collecting and evaluating information and distributing incident information through status summaries.
- Maintaining resource status, availability and need.
- Preparing and disseminating the IAP, including developing alternatives for tactical operations.
- Conducting planning meetings.
- Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
- Notifying the Resources Unit of personnel and equipment that has been activated, including names and locations of assigned personnel.
- Establish a weather data collection system when necessary.
- Assemble information on alternative strategies, future outlooks and contingency planning.
- Identifying the need for use of specialized resource(s).
- Provide periodic predictions on incident potential.

- Compile and display incident status summary information.
- Advise general staff of any significant changes in incident status.
- Ensure that normal agency information collection and reporting requirements are being met.

6.9.3 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 can** be divided into two branches: Service and Support and have seven units supporting these branches. The Units established in the Yuba City EOC are as follows: Communication Unit, Personnel Unit, Food Unit, Facilities Unit, Supply Unit, Transportation Unit and Donation Management Unit. The Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises the branches and units within the Logistics Section.

The Logistics Chief is responsible for:

- Managing various 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 Section to estimate future support and resource requirements.
- Assisting with development and preparation of the IAP.

Logistics Resource Priorities

When activated, the Yuba City Emergency Operations Center establishes priorities for resource allocation during the emergency. All city resources are considered part of a pool, which may be allocated by the city EOC to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the EOC.

Logistics Resource Requests

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

- Discipline-specific (usually Fire and Law) mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.

- All other resource requests will be made through the logistics function at each level.

Resource requests from jurisdictions within the city will be coordinated with the Sutter County OA EOC to determine if the resource is available internally or other more appropriate sources located within the OA. Emergency Management Mutual Aid Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area. The availability of resources is needed to plan for future requests.

Resource requests from the City of Yuba City EOC to Sutter County OA EOC will be verbally requested and then documented on the Resources Request Form available on the One Drive under supporting documents or forms. Available resources will be allocated to the requesting local government field Incident Commander and if requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the city EOC are responsible for ensuring that priorities are followed.

Resources that are not available within the OA will be requested through the regional level which is the State's Inland REOC. Resource requests for equipment, personnel or technical assistance not available to the city should be coordinated with the Sutter County OA and requested through the Sutter County OA level and system. Once the resource requested is coordinated, approved and deployed, the Resource Status Unit is responsible for tracking the resource in coordination with various Operations Branches

Yuba City Emergency Resource Directory

The Yuba City Police and Fire Departments maintain an Emergency Resource Directory that lists available vendors, supplies, and equipment that can be available during a disaster situation. *This list can be found in the appendix at the end of this document.*

6.9.4   Finance Section Chief

The Finance Section is activated for large-scale emergencies or incidents that require emergency funding or use of specialized services and equipment that are not within the city's resources. The Finance Section is ultimately responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance Section to ensure all associated costs are tracked and documented. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time and Recovery. Conversely, during some incidents responding agencies may not require outside assistance as only relatively minor finance or administrative operations are required or necessary. In these instances, the Finance/Administration section can be staffed by a technical specialist in the Planning Section.

The Finance and Administration Chief is responsible for the following:

- Monitoring costs related to the incident.
- Maintaining accounting, procurement and personnel time records.
- Conducting cost analyses.
- Working closely with federal and state agencies for financial assistance and/or reimbursement for the incident.

Expenditure Tracking

The city may be reimbursed from insurance, state and/or federal sources for disaster-related expenses. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Ineligible expenses include costs for standby personnel and/or equipment and lost revenue.

Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all costs claimed will be required and all information must relate back to individual original source records.

The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenues associated with emergency operations should be segregated from normal operating expenses.

- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations.

- Vehicle and equipment documentation should include the miles and/or hours operated by location and by operator.

- Vehicle operating expenses should include fuel, tires, tubes and maintenance.

- Labor costs should be compiled separate from vehicle and/or equipment expenses.

- Equipment documentation should include exactly where the equipment was used and for what purpose (i.e. hours and minutes used and the name of the equipment operator if applicable.)

- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.

- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed.

- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.

- All noncompetitive procurements must be justified.

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials and other expenses. The Incident Commander(s), EOC Director, and EOC staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. The city will activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance Section will compile reports, including total expenditures by category. The Finance Section Chief will submit a summary report on total costs to the EOC Director as requested. This information will be used for state and federal disaster assistance applications. The expenditure data and documentation process are vital to state and federal agencies for requesting financial assistance during and after the disaster.

6.10   Command Strategies

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. The table below presents a comparison of a single Incident Commander and Unified Command.

Single Incident Commander	Unified Command
The Incident Commander is solely responsible (within the confines of his or her authority) for establishing incident objectives and strategies. The Incident Commander is directly responsible for ensuring that all functional areas activities are directed toward accomplishment of the strategy.	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.

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

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

Multi-Agency Coordination

In the event that the city is coordinating a response with other jurisdictions or agencies 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 be tasked with establishing the priorities among incidents, harmonizing agency policies and providing strategic guidance and direction to support incident management activities.

7.0:   INFORMATION COLLECTION AND DISSEMINATION

7.1   Action Planning

The success and reliability of any emergency management process is dependent on the collection, dissemination and consistency of the planning process and the unified spread of information. Therefore, it will be a priority standard of the Yuba City EOC to use action plans to provide a clear and measurable process for identifying objectives and priorities for a given event.

Action Planning is an important management tool that involves the following:

- Process for identifying priorities and objectives for emergency response or recovery efforts.

- Plans which document the priorities, objectives and the tasks of departments, groups and personnel assignments associated with meeting the outlined objectives.

- Providing safe and reliable information that is consistent within in the EOC and the community.

The Action Planning process should involve the EOC Director and section chiefs (one from each Section), along with other EOC staff, such as agency representatives.

7.1.1   Action Planning Requirements

The initial EOC Action Plan may be a verbal plan that is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel. This initial verbal plan may be limited in scope but readily able to be expanded to fill all necessary elements.

An EOC Action Plan shall be developed whenever the EOC is activated, either partially or fully, and a standardized response is deemed necessary.

The Yuba City EOC Action Plan will be required whenever:

- Two or more agencies are involved in the response

- The incident overlaps more than one operational period

- All EOC functions are partially or fully staffed

The EOC Action Plan addresses a specific operational period which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted.

7.1.2 Action Plan Elements

The elements to be included in the EOC Action Plan are as follows:

- Operational period covered by the plan.

- Parts of the EOC organization that have been activated on the specified organizational chart.

- Assignment of primary and support personnel and material resources to specific tasks and locations.

- Any logistical or technical support to be provided and by whom.

- Objectives (attainable, measurable and flexible) to be accomplished.

- Current priorities to meet the objectives.

- The strategy to be utilized to achieve the objectives.

- Elements that directly affect the action plan (i.e. weather/safety concerns/ threats)

In addition to the required elements listed above, the Action Plan may also include:

- Specific departmental mission assignments.
- Policy and/or cost constraints.
- Any inter-agency or multi-jurisdictional considerations.

7.1.3   Planning Responsibilities

Primary responsibility for developing the EOC action plan rests with the Planning Section Chief; However, development of the plan requires the active participation of the EOC management and general staff. The operations section plays a vital role in action planning and must work closely with the planning section during action plan development. When indicated, the Planning Section Chief will request specific technical experts to provide input to the plan and the EOC Director is responsible for approving the plan and ensuring the operational period, incident objectives, priorities and information messaging is consistent and meets the direction of the city and the emergency management organization.

For incidents requiring close coordination with external agencies, (e.g., Cal-EMA, state first responder agencies and/or federal response, etc.), the action planning process should grow in scope and input from the corresponding agencies involved.

7.2   EOC Reporting

Information may be sent to city departments, EOC personnel, the Sutter County Operational Area and other key agencies directly involved or impacted using the Response Information Management System (RIMS), OASIS, radio, telephone, email, internet or fax. Regardless of the method of communication, all data should be verified and protected prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information. Consistency within the EOC and working through the proper Action Plan and PIO will ensure that information shared is reliable and deemed necessary to share.

The Yuba City EOC should transmit the following reports to DOCs, city departments and the Sutter County Operational Area:

- Preliminary reports
- Situation reports
- Flash Reports

7.2.1   Preliminary Reports

Preliminary reports are used during the first two hours of an emergency to provide an initial picture of the scope and magnitude of the situation.

7.2.2   Situation Reports

Situation reports are brief narratives that present a concise picture of the emergency situation and are prepared for specific time periods.   The following should be considered:

- At the beginning of an emergency response, the EOC Management and planning staff will determine appropriate times for submitting data and issuing situation reports.

- The Situation Report is intended for use after the first two hours of an emergency and can be updated as requested or needed.

- The Inland Region Situation Status forms contain the information presented on the Situation Report form. The information may be transmitted via the Internet or fax.

7.2.3   Flash Reports

Flash Reports are used for transmitting critical, time-sensitive information outside regularly scheduled Preliminary Reports or Situation Reports. For example, a flash report would be used to report an impending dam failure or a receipt of a Federal Declaration of a Major Disaster.

Oral Flash Reports may precede written reports and the written report later serves as confirmation and documentation of the information that was provided.

7.2.4   Documentation

Unit/activity logs are used to record significant events, communications and daily actions associated with an emergency for a given operational period or shift. Each EOC staff position is responsible for maintaining a unit/activity log and documenting the activities that pertain to actions and response.

All copies of reports, SEMS forms and logs must be submitted to the Planning Section (Documentation Unit) prior to the close of each operational period or prior to EOC deactivation if operations do not require multiple shifts.

7.2.5   Status Boards

Status Boards are erasable boards or projections from computer systems located around the EOC. The Status Boards provide decision-makers and EOC staff with essential information such as road closures, shelter location information, river gauge levels etc., at a glance.

7.3   EOC Reporting Systems

The State of California has an internet based information reporting system for use during emergencies. The purpose of the Response Information Management System (RIMS**) is to improve the state's ability to** respond **to major disasters. The system will increase the level of service and efficiency by improving the state's ability** to:

- Respond to, manage and coordinate requests for resources
- Collect, process, and disseminate information during and after a disaster

7.4   Emergency Public Information

Emergency public information is a priority of utmost importance during emergencies and disasters and city government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats and protective measures.   To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies and organizations.

This information will be collected, analyzed and organized to ensure clear direction to the Yuba City community. The goal of emergency public information will be to provide information that is relevant to the safety and welfare of recipients in the event of an emergency. Such information shall include but not be limited to instructions and directions to alleviate or avoid the impact of an emergency. The next section of this EOP (Section 8) will explain the process of emergency notifications to the residents of Yuba City and Sutter County.

The City of Yuba City has established a Public Information Officer (PIO) Team, with members from various departments, and they are tasked and trained with the handling of information and the coordination in disseminating that information to the general public, the local/regional/state/national media and ensuring the information is accurate, readily available and easily understood. The PIO Team will use a variety of methods **(i.e. press releases, social media, press conferences, PSA's and ot**her various means) to maintain the necessary flow of information between the EOC/IC and residents in the community.

8.0   Communication and Emergency Alert Notification Systems

In coordination with established public safety warning protocols, the activated EOC will manage the dissemination of timely and adequate warnings to threatened populations in the most effective manner possible. Warning information will be issued as quickly as a threat is detected, using the most direct and effective means possible. These Emergency Alert Notifications should be actively promoted within the community and annual tests and media campaigns should be a part of the Emergency Management Organization.

8.1   Warning Responsibility

When the EOC is not activated, the city Public Safety Departments (Police/Fire) will coordinate the dissemination of official alerts and warnings through the Yuba City Police Department Dispatch Center. These official alerts will be generated to the general public and allied agencies using the available methods (CodeRED, Zonehaven, Reverse 911) and any other available alert and warning mechanisms available to the city.

8.2   Warning and Alert Mechanisms

Depending upon the threat and time availability, the EOC will initiate alerts and warnings utilizing any of the following methods:

- Activation of the Emergency Alert System (EAS)
- Activation of the Emergency Digital Information System (EDIS)
- Activation of the California Law Enforcement Mutual Aid Radio System (CLEMARS)
- Activation of the Telephonic Alert and Warning System (CodeRED / Zonehaven)
- Social Media Platforms (Twitter/Facebook/Instagram)
- Media broadcast alerts

As in any emergency, the effectiveness of any warning will be dependent upon many factors including:

- Time availability
- Initial notice of threat
- Time of day
- Language barriers
- Receiving challenges for those with or caring for functional needs

8.3   Warning Conditions

Typically warnings will be issued during periods of flash flooding, dam or levee breach threats, major hazardous materials incidents, public health emergencies, fast moving fires, severe weather conditions and/or potential acts of violence. However, warnings may be issued wherever and whenever a threat is perceived and the potential for safeguarding the public is possible through rapid alerting. These notifications systems allow streamlined flow of information and are designed to prepare the community to act when a situation arises or is impending.

8.4   Types of Warning Notifications

The City of Yuba City, and those who reside within city limits or county response, may be involved in several types of public safety notifications based upon the complexity and/or severity of the incident.

These are the three types of Emergency Alert Warning Notifications that residents will receive:

Evacuation Warning

- Alerts people in an affected area of a potential threat to life and property.
- Informs residents that need additional time to evacuate, that they should consider leaving during this time and facilitating their own action plan.
- Prepares people for potential Immediate Evacuation Order.

Evacuation Order (Mandatory)

- Immediate movement of people out of the area.
- Advisement that staying risks the life of civilians and First Responders.
- This is a lawful order to leave the area immediately.
- The area is lawfully closed to public access

Shelter-In-Place

- Advises people to stay secure at their current location by remaining in place as evacuation will cause a higher potential for loss of life.

8.4.1   Authorization

- Pursuant to California Penal Code 409.5(a), state, county and city peace officers, and <u>other designated officials</u>, are vested with the authority to close public and private lands and order evacuations.
- Per Penal Code 409.5(a), the Yuba City Police Department Chief could designate a Battalion Chief, Division Chief or Fire Chief as an official who may issue one or more of the emergency notifications listed in Section 8.4 of this EOP. These notifications can be used for any large-scale emergency, which may include flooding or potential flood Incidents, wildland fires, hazmat incidents, significant structure fires, weather related emergencies, issues involving threats to the public, acts of terror or any issue that directly affects the health, safety or well-being of the community and the residents. With that being said, the Yuba City Police Chief must be immediately notified and involved in the process.

8.5   Emergency Alert Notification-Code/RED

CodeRED is a web-based critical communication solution that enables local public safety personnel to notify residents and businesses by telephone, text message, email and social media of time-sensitive information, emergencies or urgent notifications. The system can reach hundreds of thousands of individuals in minutes to ensure information such as evacuation notices, missing persons, inclement weather advisories and more are quickly shared. Only authorized officials have access to send alerts using the CodeRED system. The CodeRED system is an all risk / multi-emergency notification and evacuation system.

Any message regarding the safety of our residents and community will be disseminated using CodeRED. Alerts will be sent out via phone, email and social media in a variety of situations including boil water notices, gas leaks, evacuation notices or alerts, police activity, fire emergencies, missing persons and a wide variety of other issues or events that threaten public health and safety.

This is a community alert system to ensure that you remain informed of important and pertinent information. CodeRED allows users and participants to register and select the types of messages and mean of communication that they prefer. CodeRed messages place phone calls to land and cellular phone lines with a pre-recorded voice message. In addition, they send a text message of up to 640 characters to the cell numbers. Finally, an email is sent with no limit on the amount of content in the email.

To sign up for CodeRed visit the Community Notification Enrollment website:

Yubacity.net/YCFD or text "Yuba City" to 99411

8.5.1 City of Yuba City Evacuation Zones and Map

Currently the City of Yuba City is broken into 6 numeric zones with 35 evacuation zones identified within those boundaries. These zones have pre-built CodeRed evacuation messages that can be selected by dispatch and relay specific messaging that involve **"Evacuation Order", "Evacuation Warning", and "Shelter in Place".**
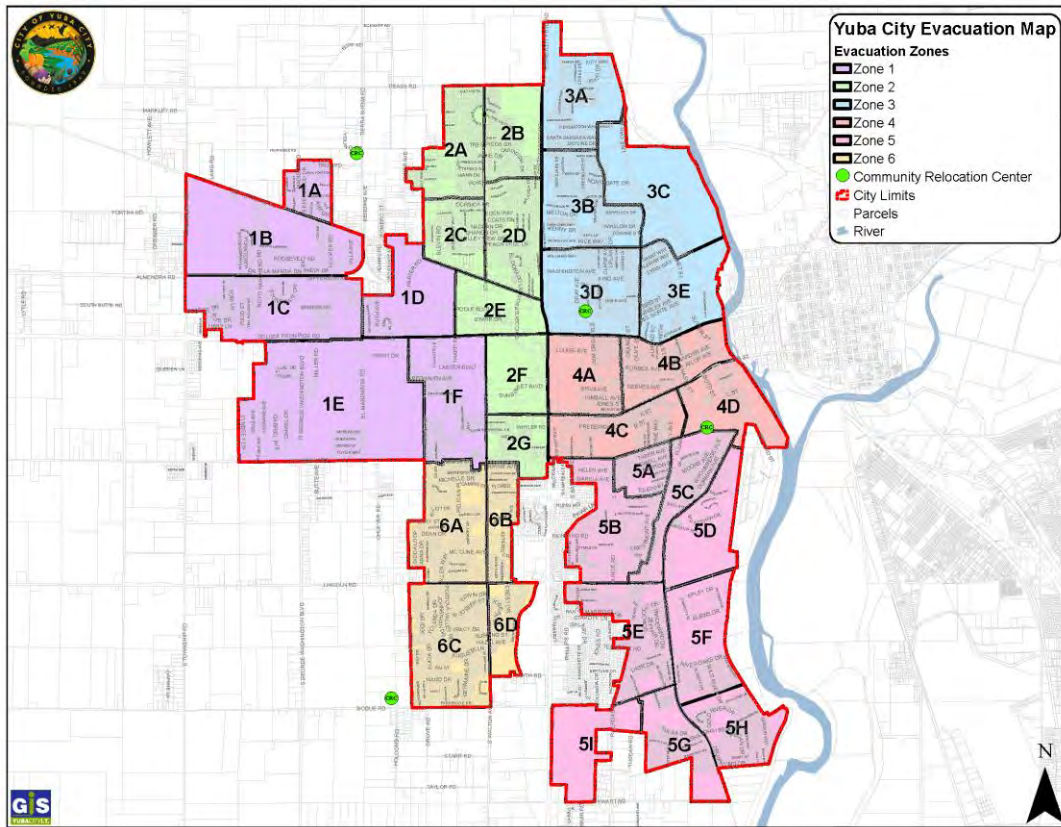
Yuba City Fire may be involved in several types of public safety notifications based upon the complexity and/or severity of the Incident, which may include:

- Chemical Spills and HazMat Incidents
- Wildfire Events
- Flooding or High-Water Events
- Active Shooter Situations
- Power Outages
- Severe Weather

8.5.2   Community Relocation Centers

In addition, this evacuation map identifies four Community Relocation Centers. These locations are not evacuation sites; however, these locations are capable of transitioning into an evacuation shelter for the grouping of evacuees in a safe location for a limited time.   These pre-established Community Relocation Centers allow first responders to immediately evacuate citizens in a hazard zone without the delay of establishing a full evacuation site. The following are the pre-set sites:

- Yuba-Sutter Fairgrounds
- Yuba City Senior Center
- Sikh Temple on Bogue Road
- Sikh Temple on Tierra Buena Road

8.6   Emergency Alert Notification-Zonehaven

While the City of Yuba City uses CodeRED as the primary emergency information platform to communicate with city residents and share evacuation orders, warnings and shelter information, it is necessary to discuss and be informed on a separate evacuation platform that is used by Sutter County for residents.

Zonehaven is a cloud-based, evacuation only, platform that uses the critical data input into the program to model and show evacuation zones and routes. The platforms goal is to deliver usable insights to help emergency responders and communities develop, understand and deliver evacuation plans and zones for pre-set areas within the county.

Zonehaven provides two interconnected applications, Zonehaven EVAC and Zonehaven AWARE, and both are designed to provide community residents and responders with reliable sources for evacuation updates and preparation. This platform has been used successfully in wildland fire response applications and allows multi-agency collaboration, communication and an access point for information. Pre-built evacuation routes, road closures, target hazards and areas of concern can be built into the system and allow streamlined planning and updates.

Sutter County will be using this system for residents and Yuba City will be active in the process.

9.0   Plan Development, Maintenance and Implementation

9.1   Plan Development/Review and Maintenance Responsibility

This plan is developed under the authority and authorization conveyed to the Emergency Services Coordinator(s) (Fire Chief and Police Chief) in accordance with and by the direction of the Emergency Services Director (City Manager). It is then the primary responsibility of the Emergency Services Coordinator(s) to ensure that the necessary changes and revisions to this plan are prepared, coordinated, published and distributed to all involved entities, departments and personnel.

9.2   Review Components and Updates

This Emergency Operations Plan (EOP), functional annexes, hazard threat appendices, contingency plans and all supporting documents will be reviewed and evaluated annually, with a full document update/evaluation process conducted minimally every three (3) years. Changes to the plan will be published and distributed to all involved departments and organizations.

Recommended changes will be received by the Emergency Services Coordinator(s), reviewed and distributed for comment on a regular basis or following emergency activation, training exercises or updates with key EOC members. Elements of this plan may also be modified by the Emergency Services Coordinator(s) any time state or federal mandates, operational requirements, or legal statutes are updated or adjusted in standard or expectation. Once distributed, new editions to this plan shall supplant older versions and render them inoperable.

Additionally, this EOP will be re-promulgated, reviewed and training will be provided whenever a new senior elected or appointed official takes office, a new Emergency Services Director is put in place or whenever changes are made to the Emergency Service Coordinator(s).

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 functional annexes and Hazard/Threat Appendices and evaluate the contingency plans assigned to personnel and departments.

Recommended changes should be forwarded to:
- Emergency Services Coordinator(s)—Fire Chief and/or Police Chief
- Emergency Services Director—City Manager

9.3   Event Critique and After-Action Reporting

An important part of the continued development and maintenance of this Emergency Operation Plan (EOP), will be the open and honest dialogue that must occur before, during and after an emergency event. This critique process should be in place for all emergency activations and training events and a primary focus should be made to gather the information, opinions and ideas and analyze how to grow and develop the EOP moving forward.

In order to document and track lessons learned from exercises, the Emergency Services Coordinator(s) will **conduct a review, or "hot wash," with exercise participants after each exercise. The Emergency Services** Coordinator(s) will also coordinate an After-Action Review (AAR), which will describe the objectives of the exercise, document the results of the evaluation and improve the c**ity's readiness** through open and honest communication.

After Action Reviews contain a detailed critical summary or analysis of a past event and are created to re-assess decisions and consider possible alternatives for future scenarios. AARs can help summarize and categorize notes taken during and throughout an event and provide participants with early and tangible lessons that were assessed before, during and after response to an event or training.

Reviews and AARs will also be facilitated after an actual disaster and 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 also include the future planning of exercise events and disaster related programs. In coordination with the Emergency Services Coordinator(s), the Emergency Services Director will ensure that **equipment, training and planning shortfalls identified following an incident are addressed by the City's** Emergency Management Organization.

9.4   Community Outreach and Emergency Preparedness Education

Emergency preparedness refers to the preventative measures the city, its residents and emergency responders should take to reduce the effects of a disaster on life, property, the environment and the community in which we live and work. The goal is to lessen the impact on your life, prepare organizations for extra activity and create a plan that makes the most of resources and time and reduces the efforts needed to keep the population safe.

Within any city or community, an unexpected or large-scale emergency or disaster has the potential to overwhelm city services and emergency response. Due to this fact, it is imperative that community members and residents are prepared to receive information and follow direction. A plan must be in place and early communication and education is the key to success.

The City of Yuba City is dedicated to educating the public about threats, disasters and what to do before, during and after an emergency occurs. The city will maintain an active community preparedness program and recognizes that citizen preparedness and education are vital components of the city's overall readiness. Information about the city's public education programs, hazard and mitigation information and other emergency management and services can be found on the city's website. The city will continue to build upon the services provided and information will be shared via city, fire and police social media and the "Be Prepared Yuba City" section of the Fire Department website. These platforms will be vital resources and should be referenced by the community and promoted by the city departments.

9.4.1   Emergency Preparedness Planning

The City of Yuba City is responsible to conduct a wide array of emergency planning activities. These planning efforts include the development and maintenance of this Emergency Operations Plan (EOP), the development and training for the Emergency Operations Center (EOC), internal Department Operation Plans (DOP) that cover and plan for continuity of operations and other internal operational documents and contingency plans for each department and city response. In addition, emergency planning must account for interagency response plans that have multi-jurisdictional participation and resource acquisition/assistance from various local, regional, state and federal agencies.

Emergency readiness cannot be conducted within a vacuum. The city is responsible for working with all city departments, special districts and allied agencies that are considered a component or resource of the Yuba City Emergency Organization plan. Such coordination extends to the following activities:

- Interagency plan development
- Interagency training coordination
- Interagency exercise development and presentation
- Interagency response management
- Interagency emergency public information activities

Additionally, the Emergency Service Coordinator(s) act as the city government's key representative and lead agent for day-to-day emergency management activities such as: mitigation, preparedness, response, and recovery.   Non-emergency functions include planning, training, exercise development, preparedness presentations, interagency coordination, hazard assessment, development of preparedness and mitigation strategies, grant administration and support to city response agencies.

9.4.2 Community Preparedness and Awareness

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Public awareness and education prior to an emergency or disaster will directly affect Yuba City emergency operations and recovery efforts. For this reason, the City of Yuba City will make emergency preparedness information from county, state and federal sources available to the member jurisdictions and our citizens upon request.

9.4.3 Preparedness Actions

In identifying general preparedness actions, city government works with community-based organizations, faith-based organizations, other local governments/special districts, private industry, preparedness groups, and other entities to provide information relating to individual and group preparedness.

Government is limited in its ability to provide endless services and support during times of disaster, so public preparedness is essential for ensuring individual and organizational safety and protection.

10.0   Training

10.1   Goals/Expectations/Standards

To assist with the training and preparation of essential response staff and supporting personnel to incorporate SEMS/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. All City of Yuba City employees are designated as Disaster Service Workers, per CA Code 3100 and each individual department will be responsible for keeping up to date on new employees and ensuring existing employees are completing training and requirements in a timely manner.

The Emergency Services Coordinator(s) are responsible for establishing and ensuring the training for city personnel and encouraging them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region. Current training and operational requirements set forth under SEMS and NIMS have been adopted and implemented by the city (see minimum training requirements in Table below). The Emergency Services Coordinator(s) maintain records and lists of training received by city personnel and ensures compliance.

Training requirements apply to all first responder and disaster workers, including first-line supervisors, middle management and command and general staff, as well as the following list:
- EMS personnel
- Firefighters
- Law enforcement personnel
- Public works/utility personnel
- Skilled support personnel
- Other emergency management response personnel
- Support/volunteer personnel at all levels

Minimum Training Requirements

Emergency Personnel	Required Training
Direct Role in Emergency Management/Response	ICS-100, IS-700a
First-line Supervisors, mid-level management, Command and General Staff	ICS 100, ICS 200, IS-700a
Supervisory role in expanding incidents or a management role in the EOC	ICS 100, ICS 200, ICS 300, IS-700a
Management capacity in Area Command or an EOC	ICS 100, ICS 200, ICS 300, ICS 400, IS-700a, 701a
Public Information Officers	IS-702a
Resource Management	IS-703a
Communication or incident information systems	IS-701
Development of mutual aid agreements and/or mutual aid operational plans	IS-706
Planning	IS-800b

10.2   Exercise Program

It will be the intent and goal of the City of Yuba City to conduct an exercise, once every other year, to test and evaluate this Emergency Operations Plan (EOP) and the city response to EOC or DOC activation. The city will seek coordinate with other agencies, organizations (nonprofit, for profit, and volunteer), neighboring jurisdictions and state and federal government resources to participate in joint exercises when deemed necessary and beneficial to the scope and nature of the exercise/training. These exercises can consist of a variety of tabletop exercises, drills, functional exercises and full-scale exercises. As appropriate, the city will use the 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 Emergency Services Coordinator(s) will work with other city/county departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

10.3   Readiness Training

The Yuba City Fire Department Fire Chief will notify holders and participants, within this plan, of training opportunities associated with emergency management and operations. These training components will be targeted to ensure members are receiving proper training in components of ICS/NIMS/SEMS and individual roles associated with EOC positions, roles and responsibilities.

Individual city departments and agencies within the City of Yuba City are responsible for maintaining training records and notifying the Fire Chief of needs associated with personnel and mandatory and recommended training. Jurisdictions and agencies having assigned functions under this plan are encouraged to ensure that assigned personnel are properly trained to carry out these tasks.

The Emergency Services Coordinator(s) will develop and execute a comprehensive training program for emergency management topics on a regular basis. The established training schedule will include applicable courses of instruction and education that cover management subjects. Such instruction shall meet or exceed the state SEMS and federal NIMS training requirements.

10.4   Exercise and Evaluation

Elements of this plan will be exercised regularly. The Fire Department will conduct emergency preparedness exercises, in accordance with its annual exercise schedule, following appropriate state and federal guidance. Deficiencies identified during scheduled exercise activities will result in the development of a corrective action plan to initiate appropriate corrections and growth and development in areas of concern.

The planning, development and execution of all emergency exercises will involve close coordination between all city departments, allied agencies, special districts and supporting community and public service organizations.

The primary focus will be to establish a framework for inter-organizational exercise, collaboration in coordination with all-hazard response and recovery planning and training activities conducted within the City of Yuba City.

Emergency exercise activity will be scheduled as to follow state and federal guidance and program requirements. Exercise activity will follow the *Homeland Security Exercise and Evaluation Program* (HSEEP) guidance and may be designed as one or more of the following exercise types:

- Drills
- Seminars (Workshops)
- Table Top Exercises (TTX)
- Functional Exercises (FE)
- Full Scale Exercises (FSE

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GLOSSARY OF TERMS

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

All Hazards: Refers to a policy or program that is designed to deal with a variety of natural and technological hazards.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), 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, Non-Governmental Organizations (NGOs) may be included to provide support.

Catastrophe: Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale and/or government functions.

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

Command/Management: Command is responsible for the directing, ordering and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

Command Post: See Incident Command Post.

Command Staff: The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer and Liaison Officer. They report directly to the Incident Commander and may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS and they report directly to the EOC Director and comprise the Management Staff.

Common Terminology: Normally used words and basic phrases that provide consistency and allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios. Clear text communication without special knowledge of codes or references that do not cross into common scope.

Continuity of Government (COG): Includes measures to ensure continued leadership and preservation of vital records, thereby maintaining a viable system of government supported by law. Additionally it establishes legal emergency authorities, vested in government leaders, so that they have prescribed powers to act ensure survivability of mechanisms and systems for direction and control so that actions directed by leaders can be communicated and coordinated; sustain essential emergency services and resources so that critical response and recovery actions can achieve widest possible implementation.

Continuity of Operations Planning (COOP): An internal effort within an organization to assure that the capability exists to continue essential business functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological and/or attack/terrorist-related emergencies. Accordingly, an effective Emergency Management Program (EMP) not only addresses the four phases of mitigation, preparedness, response and recovery, but includes COOP planning activities to ensure that ancillary and support functions would continue with little or no interruption.

Critical Infrastructure: The Systems and assets, physical or virtual, deemed vital to Yuba City and Sutter County that the incapacity or destruction of such systems and assets would have a debilitating impact on security, local economic viability, local public health or safety, or any combination of those matters.

Department Operations Center: A centralized location for a single department or agency where their internal incident management and response takes place.

Disaster: A sudden and extraordinary misfortune or calamity which threatens or effects extraordinary loss of life or property in a community.

Disaster Service Worker (DSW): All public employees in California are subject to such emergency or disaster activities as may be assigned by their supervisors or by law.

Emergency: A condition of disaster or extreme peril that affects the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Alert System (EAS): An established system to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

Emergency Management: The discipline and the profession of applying science, technology, planning, and management to deal with extreme events that can injure or kill large numbers of people, do extensive damage to property and disrupt community life. As a process it involves preparing, mitigating, responding and recovering from

an emergency. Critical functional components include planning, training, simulating drills (exercises), and coordinating activities.

Emergency Operations Center (EOC): A centralized location where individuals responsible for responding to a large-scale emergency can have immediate communication with each other and with emergency management personnel for the purpose of enhancing coordination in exercising direction and control of emergency response and recovery efforts.

Emergency Operations Plan (EOP): The EOP is the document that describes strategies for managing emergency situations.

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

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

Emergency Resource Directory (ERD): A directory containing information on agency or organization personnel emergency certifications and qualifications and vendor and support organization supplies, equipment, etc. that may be needed during an emergency. Supplies and equipment can include such items as potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be typed by capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

Evacuation: The process of moving persons out of an area affected or potentially affected by a disaster situation.

Federal Coordinating Officer (FCO): The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

Federal Disaster Area: An area of a state (oftentimes defined by counties) that is declared eligible for federal disaster relief under the Stafford Act. These declarations are made by the President usually as a result of a request made by the Governor of the affected state.

Federal Emergency Management Agency (FEMA): An agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation, preparedness, response, and recovery. FEMA **manages the President's Disaster Relief Fund, and coordinates the disaster assistance activities of all federal** agencies in the event of a presidential disaster declaration.

Federal Emergency Response Team: An interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support Function and key

members of the Federal Coordinating Officer's staff, formed to assist the Federal Coordinating Officer in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to Emergency Support Functions and other response requirements. Emergency Response Team members respond to and meet as requested by the Federal Coordinating Officer. The Emergency Response Team may be expanded by the Federal Coordinating Officer to include designated representatives of other Federal departments and agencies as needed.

Full-Scale Exercise: An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

Functional Annex: A document that supplements the Emergency Operations Plan and provides further planning information for a specific aspect of emergency management.

Functional Exercise: An activity designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated and no field units are used.

Governor's Authorized Representative (GAR): An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the state and local jurisdictions.

Hazardous Materials Team: A term used to describe a team of highly skilled professionals who specialize in dealing with hazardous material incidents.

Hazard Mitigation Grant Program: A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

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

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

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

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

Individual Assistance: A supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.

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): 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, as well as developing, recommending and executing public information plans and strategies on behalf of the IC. Additionally they are tasked with 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.

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

Local Government: Local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title19, Division 2, Chapter 5, CDAA, §2900(y).

Major Disaster: As **defined in federal law, is " any hurricane, tornado, storm, flood, high water, wind**-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating **the damage, loss, hardship, or suffering caused thereby."**

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

Mitigation: Activities taken to eliminate or reduce the degree of risk to life and property from hazards, either prior to or following a disaster or emergency.

Mobilization: A process of activating resources including personnel, equipment and supplies. The process would include notification, reporting and setup to attain full or partial readiness to initiate response and recovery actions.

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

Mutual Aid: Voluntary aid and assistance in the event that a disaster should occur by the interchange of services and facilities; including, but not limited to: fire, police, medical and health, communication, transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid Region: A subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county operational areas.

National Response Framework (NRF): A national level plan developed by the Federal Emergency Management Agency (FEMA) in coordination with 26 federal departments and agencies plus the American Red Cross.

National Warning System (NAWAS): The federal portion of the Civil Defense Warning System used for the dissemination of warnings and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding and other activities which affect public safety and well-being.

Operational Area: An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. The operational area is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an operational area. An operational area may be used by the county and the political subdivisions comprising the operational area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operating centers and the operating centers of the political subdivisions comprising the operational area. The operational area augments, but does not replace, any member jurisdiction.

Preliminary Damage Assessment (PDA): The joint local, state and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The Preliminary Damage Assessment is documented through surveys, photographs and other written information.

Preliminary Damage Assessment Team: An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state and local representatives to do an initial damage evaluation to sites damaged.

Preparedness: Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include continuity of government, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, public education programs, exercise of plans, mutual aid agreements, stocking of disaster supplies, training of emergency response personnel, and warning systems.

Presidential Declaration: A formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of FEMA preliminary damage assessments.

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

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

Political Subdivision: Any city, county, district or other local governmental agency or public agency authorized by law.

Public Assistance (PA): A supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special districts, Native Americans, or eligible private nonprofit organizations.

Public Assistance Officer (PAO): A **member of the FEMA Regional Director's staff who is responsible for** management of the Public Assistance Program.

Public Information: Processes, procedures and systems for communicating timely, accurate and accessible **information on the incident's cause, size**, 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 (PIO): A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Recovery: An activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include but are not limited to: crisis counseling, damage assessment, debris clearance, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing and business resumption full scale.

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

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

Response: Actions taken immediately before, during or after an emergency occurs, to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization and warning systems activation.

Robert T. Stafford Disaster Relief and Emergency Assistance Act: (Public Law 93-288, as amended by Public Law 100-707) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary and provision of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

Safety Officer: A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants assigned.

Section: The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g. Operations, Planning, Logistics, Finance/Administration).

Situation Report: Often contains confirmed or verified information regarding the specific details relating to the incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

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

Standardized Emergency Management System (SEMS): That consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in CCR Title 19, Division 2, §2400 et sec. It identifies at each level of the statewide emergency organization the direction of field forces and the coordination of joint efforts of government and private agencies. The Incident Command System (ICS) is the field level component of SEMS.

State of Emergency: A governmental declaration that may suspend some normal functions of government, alert citizens to change their normal activities and an order of governmental agencies to implement emergency operations plans.

Table Top Exercise: An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency/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 NIMS, a volunteer is 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 553.101.

Windshield Survey: A quick visual overview of the affected disaster area performed within the first 24 hours after the disaster.

ALL SUPPORTING DOCUMENTS WILL BE ADDED IN THE FOLLOWING SECTIONS:

- FUNCTIONAL ANNEXES
- HAZARD THREAT APPENDICES
- CONTINGENCY PLANS/CONTRACTS
- EMERGENCY VENDOR LISTS
- MAPS
- EXAMPLES PRE-BUILT RESOLUTIONS/PROCLOMATIONS/DECLARATIONS
- EXAMPLES OF PRESS RELEASES

ATTACHMENT 3

Disaster Declarations and Hazard/Threat Specific Appendices
City of Yuba City

Table of Contents

Disaster Declarations

In the event of a disaster or condition of extreme peril to persons and/or property within the City of Yuba City, the City Council or City Manager/Emergency Services Director (ESD) may proclaim a local emergency as follows:

1. Step 1 – Qualifying Emergency: Determine if there is a qualifying "emergency" under either City or State law (any one of the following apply):

    A. City Code:[1] Actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and/or property within the City caused by such conditions as:

      i. Air pollution,
      ii. Fire,
      iii. Flood,
      iv. Storm,
      v. Epidemic,
      vi. Riot,
      vii. Earthquake, or
      vii. Other conditions, including conditions resulting from war or the imminent threat of war, which conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the City, requiring the combined forces of other political/military subdivisions to combat.

    B. State Law:[2] Additional grounds under State law include disaster or extreme peril to the safety of persons and/or property within the territorial limits of the City caused by conditions such as:

      i. Drought,
      ii. Cyberterrorism,
      iii. Sudden and severe energy shortage, or de-energization event,
      iv. Plant or animal infestation or disease,
      v. **The Governor's warning of an earthquake or volcanic prediction, or an earthquake, or**
      vi. Other conditions, other than conditions resulting from a labor controversy, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat.

    *Note: Conditions resulting from a labor cont*roversy are generally not considered an "emergency."

2. Step 2 – Declare the Emergency: There are two options to declare a local emergency: use either i) the City Manager/Emergency Services Director (with subsequent City Council ratification); or ii) the City Council.[3]

    A. City Manager/Emergency Services Director Option:[4] Under this option, the City Manager, acting as the Emergency Services Director (ESD), declares a local emergency as follows:

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[1] Muni Code § 2-8.02

[2] Gov't. Code § 855(c)(1).

[3] Gov't. Code §8558(c).

[4] Municipal Code Sec. 2-8.04.

    i. <u>Confirm City Council Not Meeting</u>: Confirm that the City Council is not in session (having a Council meeting) at the time the ESD declares the local emergency.

    ii. <u>Complete the Proclamation</u>: Fill out the Proclamation declaring the existence of a local emergency. Have the City Manager sign as the Director of Emergency Services

    iii. <u>Notice</u>: **Post the notice per "Give Notice of the Emergency Proclamation"** in Step 3 below.

    iv. <u>State Assistance</u>: If State Assistance has been requested, see Step 4.

    v. <u>Council Ratification</u>: The City Council must call a special meeting (see immediately below) to confirm the proclamation within seven days of the proclamation, or the local emergency automatically expires.

B.   <u>City Council Option</u>: The City Council can either declare a local emergency in the first instance or ratify the City Manager/Emergency Services Director's proclamation of emergency as follows:

    i. <u>Determine if the City Council Still Exists</u>: At least three members of the Council are generally required to hold a meeting and conduct business. However, a member is considered **"unavailable" during an emergency**; they are either killed, missing, or so seriously injured as to be unable to attend meetings and otherwise perform duties.

If there are at least 3 Councilmembers available, then skip this step. If not, then:

1. *Are any Regular Councilmembers Available*? Determine if there is even one regular Councilmember available. If so, that Councilmember may call the meeting, declare a local **emergency, and reconstitute the City Council using "standby" and "temporary"** Councilmembers.[5]

2. *Activate Standby Councilmembers*: If there are not even one regular Councilmember **available, then active "standby" Councilmembers.** The regular City Council may appoint up **to 3 "standby" Councilmembers.**[6] The standby Councilmembers should be activated in order (Standby Councilmember 1, then 2, then 3) as needed. The standby then serves until the regular Councilmember becomes available or until the election or appointment of a new regular Councilmember.[7]

3. *Temporary Councilmembers* (*No Councilmembers at all)*: Should all members of the Council, including all standby members, be unavailable, temporary officers shall be appointed to serve until a regular member or a standby member becomes available or until the election or appointment of a new regular or standby member.[8] Temporary officers shall be appointed as follows:

    a. By the chairman of the Sutter County Board of Supervisors, but if not available, then

    b. By the chairman of the Board of Supervisors of any other County within 150 miles of the City, beginning with the nearest and most populated county (Yuba County) and going to the farthest and least populated. If none is unavailable, then

    c. By the mayor of any City within 150 miles of the City, beginning with the nearest and most populated City (Marysville) and going to the farthest and least populated.

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[5] See Gov't. Code 8643.

[6] Gov't. Code §8638(a).

[7] Gov't. Code §8641(d).

[8] Gov't. Code §8664.

Note: If it appears there are no regular or standby Councilmembers available, and it may be some time until three temporary Councilmembers are appointed, consider using a series of City Manager/DES proclamations. Technically, each proclamation would only last seven days, and the same emergency condition cannot be re-used. However, catastrophic events often involve multiple emergencies that may evolve over time. For example, a flood could also de-energize large sections of the City, resulting in the development of epidemic conditions, increased fire risk, etc. Although not legally recommended, if worst comes to worst, the DES could declare an emergency for the flood, then once that expires, an emergency for the loss of electricity, then an epidemic, etc., to buy time until the City Council can be reconstituted.

ii. <u>Call and Set a Council Meeting</u>:

1. *Regular Meeting*: If a regular Council meeting is available, include the emergency proclamation on the Regular Agenda. (No special call of a meeting is required.)

2. *Special Meeting*: If a regular Council meeting is unavailable, a special meeting may be called with 24 hours advance notice using the standard process. The following people may call a special meeting for an emergency:

   a. Mayor,
   b. City Manager (if a state of war emergency, a state of emergency, or a local emergency exists),
   c. 3 Councilmembers,[9]
   d. If there are not at least 3 Councilmembers available in person (such as due to death, serious bodily injury, or resignation), then even one remaining Councilmember can call and hold the meeting, as well as take acts necessary to reconstitute the governing body **using "standby" Councilmembers or requesting the appointment of "temporary"** Councilmembers until a minimum quorum to vote on items can be met.[10] (See Section 2(B)(1), above.)

3. *Emergency Meeting*: An emergency Council meeting may be called within as little as 1-hour notice when there is an emergency situation and prompt action is necessary for the disruption or threatened disruption of public facilities.[11] No written notice or posting is required. News media that have requested written notice of special meetings must be notified by telephone at least one hour in advance of an emergency meeting, and all telephone numbers provided in the written notice must be tried. If telephones are not working, the notice requirements are deemed waived. However, the news media must be notified as soon as possible of the meeting and any action taken. That notice must contain the fact of holding the emergency meeting, the purpose of the meeting, and the action taken at the meeting.[12]

   Note: If possible, use the City Manager/ESD option followed by either a regular or special Council meeting rather than an emergency Council meeting.

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[9] Although not expressly recognized by the Municipal Code, 3 Councilmembers can call the meeting if neither the Mayor or City Manager is available per Government Code section 8642.

[10] Gov't. Code §8642.

[11] Gov't Code §54956.5(b)(1); see also Municipal Code § Sec. 2-1.01(d) [

[12] Gov't. Code §54956.5.

iii. <u>Location</u>: If the emergency makes the usual meeting place unsafe, the meeting may take place at another location, even outside of the City, for the duration of the emergency.[13]

Note: If City Hall is not safe, try to hold the meeting within the City limits if reasonably possible, and if not, as nearby to the City as reasonably possible.

iv. <u>Quorum</u>: Generally, 3 Councilmembers are needed to hold a meeting. However, if there are just 1 or 2 members of the City Council available, then they can still hold the meeting to declare the **emergency, reconstitute the Council using "standby" Councilmembers (if available) or request the appointment of "temporary" Councilmembers until regular** Councilmembers are available or an election can be held. (Gov. Code Section 8642.)

v. <u>Vote</u>: If the Council has at least three members still remaining, then three affirmative votes are required to adopt the Council resolution, either proclaiming an emergency or ratifying the City Manager/ESD proclamation of emergency.

Note: If there are only 1 or 2 Councilmembers left on the entire Council and no "standby" Councilmembers available, then they may unanimously vote to adopt the Council resolution either proclaiming an emergency or ratifying the City Manager/ESD proclamation of emergency. Once the Council is reconstituted (using regular, standby, or temporary members), the Council should adopt a result ratifying the initial decision to proclaim the emergency.

vi. <u>Resolution</u>: At a special meeting, the City Council either adopts a resolution:

1. Confirming the ESD proclamation of emergency (Resolution Of The City Council Of The City Of Yuba City Confirming The Emergency Services Director**'s** Proclamation Of The Existence Of A Local Emergency Within The City Of Yuba City); or

2. Declaring a local emergency (Resolution Of The City Council Of The City Of Yuba City Proclaiming And Declaring Of The Existence Of A Local Emergency Within The City Of Yuba City).

3. <u>Step 3 - Give Notice of the Emergency Proclamation</u>: Every proclamation, resolution, order, curfew, etc., related to the local emergency must be published and given as much publicity and notice throughout the City as possible, given the circumstances of the local emergency. Include the following if available:

A. **Post at City Hall (at the City Clerk's board).**
B. Send to the newspaper(s) and local television station (the City may have to pay for publication in the newspaper to ensure it is published.)
C. **Post on City's website in a conspicuous manner.**
D. **Post on City's social media sites.**

Note: Orders and regulations regarding curfews must be in writing and are required to be given **"widespread publicity and notice," which is more than just the regular** *notice listed above.[14]*

4. <u>Step 4 – Evaluate Whether to Request State Assistance</u>: After a proclamation of a local emergency, the Council or City Manager may request that the Governor proclaim a state of emergency.[15] Any

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[13] Gov't. Code §8642

[14] Gov't. Code §8634.

[15] Muni. Code §2-8.06(a)(2)

request from the City must be made by written resolution/proclamation. An Initial Damage Estimate ("IDE") **must be forwarded to the Governor's Office of Emergency Services along with the** proclamation/resolution. IDE must include the following:

A. Type and extent of public/private sector damage;
B. Estimates of damages and emergency response costs; and
C. Any acute public health and environmental issues.

5. Step 5 – Renew Council Proclamation Every 60 Days as Warranted: The Council must review the need for continuing the local emergency proclamation at least every 60 days and should proclaim the termination at the earliest possible date. If the Council does not renew the proclamation within the 60-day period, then the proclamation of local emergency automatically expires – unless the Governor has issued an emergency executive order suspending the 60-day period under Government Code section 8630 (as was done for COVID-19).

*Note: Even though it is possible an emergency may not be as imminent after a period of time, consult with the Finance Department prior to letting an emergency proclamation expire, as it **could affect the City's ability to recover emergency funding.***

Flooding

Hazard Definition
A flood is defined as an overflowing of water onto an area of land that is normally dry. Floods generally occur from natural causes, usually weather-related, such as a sudden snow melt, often in conjunction with a wet or rainy spring or with sudden and very heavy rainfalls. Floods can, however, result from human causes such as a dam impoundment bursting. Dam break floods are usually associated with intense rainfall or prolonged flood conditions.
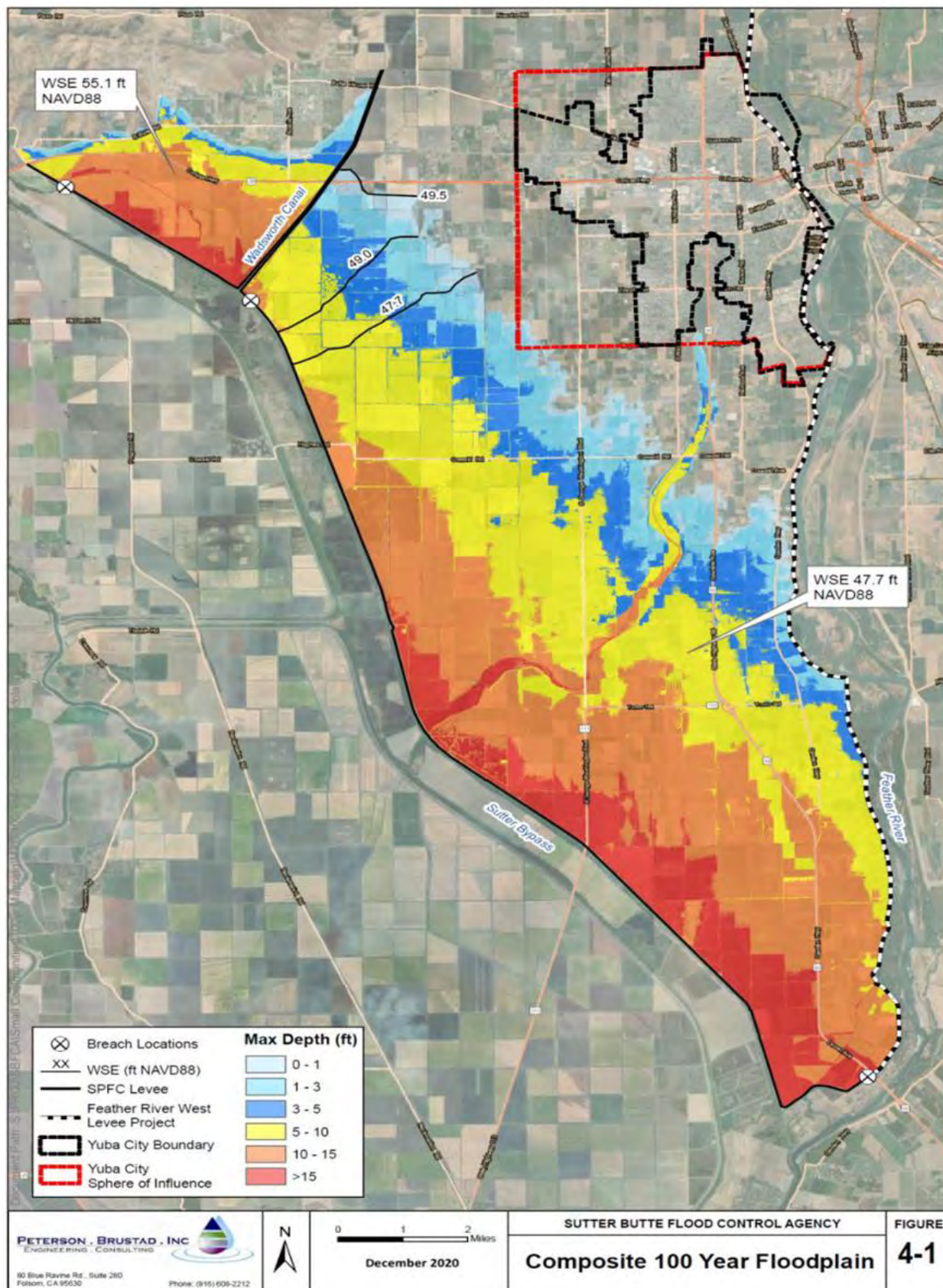
Local Situation
The levees protecting the Sutter Basin have been subject to several high-water events that led to repeated performance problems, including levee breaks in 1907, 1909, 1914, and 1955. In addition, in 1963, 1965,1986, and 1997 (highest recorded 78.23 feet), high-water events led to some areas of flooding or seepage. In 2022, **SBFCA's Feather River West Levee Project was certified,** which increased the level of protection for the Yuba City Area. The completed levee project is designed to provide protection to the Yuba City area on the west side of the Feather River against a 1 in 200 (200-year flood) chance of occurring in any given year.

The following maps detail the local situation and will assist with the Operational decision-making process:

- Sutter Basin 100-Year (Post Feather River West Levee Improvement Project) Floodplain
- Sutter Basin 200-Year (Post Feather West Levee Improvement Project) Floodplain
- Known Historical Flooding Areas in Yuba City
- Regional Levee Map

Composite 200 Year Floodplain

Figure 1-2

Known Historical Flooding Areas

County of Sutter and
Gilsizer County Drainage District
Yuba City Basin
Drainage Study
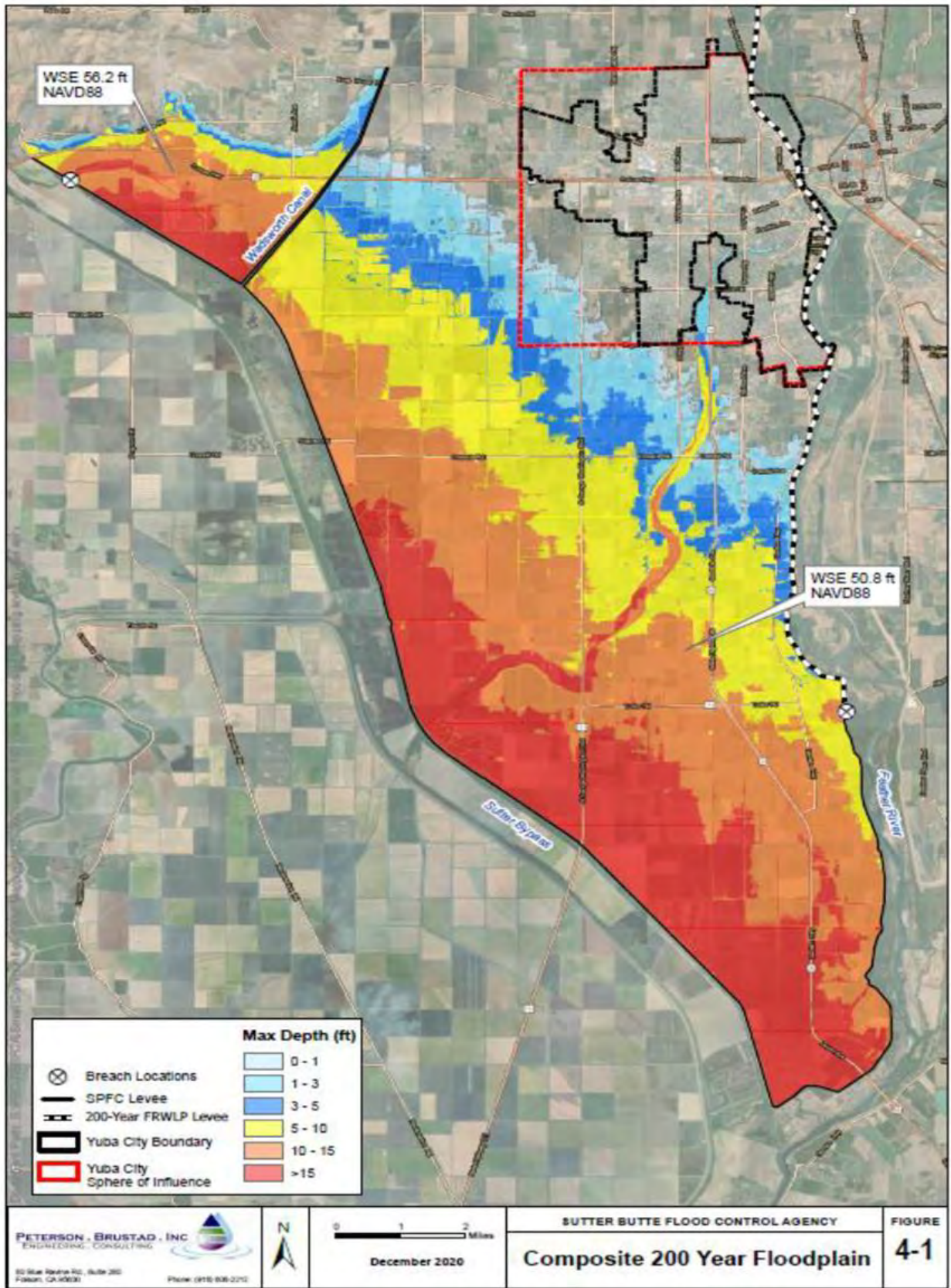
Source: 2018 Yuba City Drainage Study

Regional Levee Map (2021 LHMP)
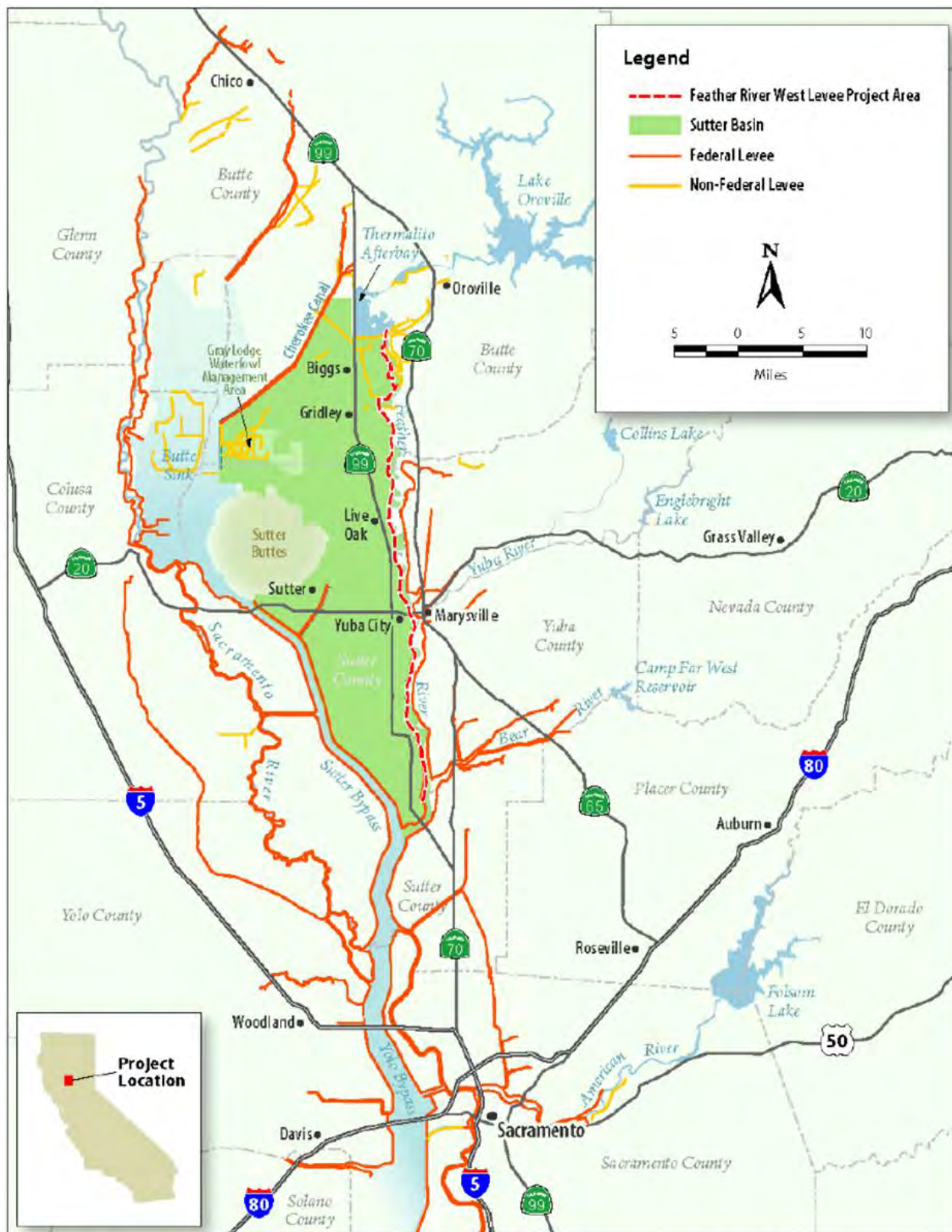
Source: Determination Of 1-In-200-Year Floodplain for the City of Yuba City Urban Level of Flood Protection Determination – MBK Engineers

Emergency Response

This slow-rise flood plan is structured on five stages of emergency response related to the elevation of the Feather River, measured from the Yuba City side of the 5th Street Bridge (Twin Cities Memorial Bridge). The river elevations are intended to be guides for declaring the response stages. The City will declare response stages based on a variety of circumstances, including weather forecasts, dam releases and river flows, and levee conditions.

The City of Yuba City (City) and the County of Sutter's (County) slow-rise flood plans differ slightly in how various response stages are designated, but there is consistency in the river levels that trigger the local government's emergency response. The following chart illustrates the correlation between the City's and County's response stages.

City of Yuba City		County of Sutter	
Warning Stage	River Level	Warning Stage	River Level
1 Watch Stage	60 feet and rising	Planning & Preparation Phase	Below 70 Feet
2 Warning Stage	65 feet and rising		
3 Full Alert Stage	70 feet and rising	Ready for Action Stage	Above 70 feet
4 Full Readiness Stage	75 feet and rising		
5 Emergency Stage	77 feet and rising	Emergency Phase	Above 77 feet

Project Flood Stage: 80.2 feet
The stage at which the flow in a flood control project is at maximum design capacity. At this level, there is a minimum freeboard of 3 feet to the top of the levees.

Danger Level: 81.2 feet
The stage at which the flow in a flood control project is greater than maximum design capacity and where there is an extreme danger with threat of significant hazard to life and/or property in the event of levee failure.

Top of Levees: 83.5 feet

There are numerous factors that contribute to the flood danger present at any given time. For example, factors that contribute to the river level, the length of time the water has been on the levee, the number of times water has been on the levee in the season, the forecasted weather, the forecasted river crest, the releases from the upstream dams, the time of day, and the number of people to evacuate are all considered before an evacuation is ordered. There is no way to predetermine how all the facts will combine in any given storm or rainy season to provide hard and fast levels for evacuation. Evacuation decisions are always seriously considered, and evacuation orders are only issued when absolutely necessary.
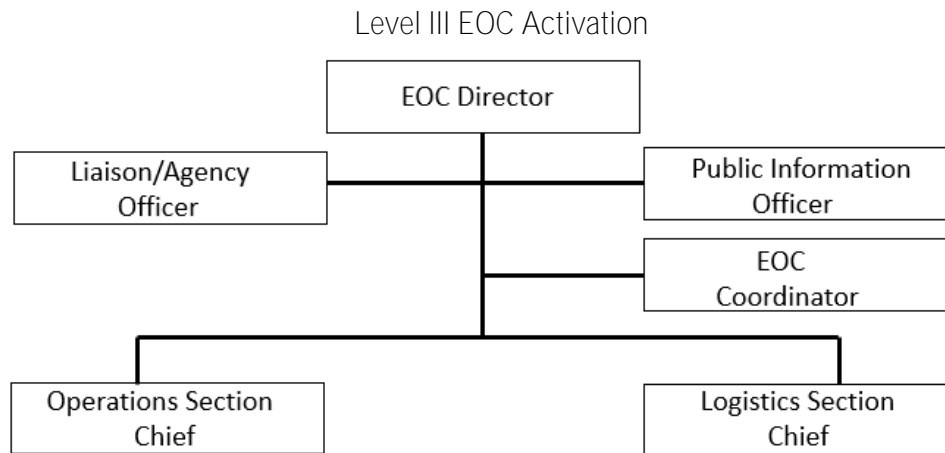
SLOW RISE FLOOD
EMERGENCY WARNING STAGES

- This plan is meant to address a slow river-rise flood situation, which will evolve through a series of stages. The plan identifies specific activities to reduce risk to life and property during the evolution of a slow river rise emergency which could begin with a minor problem, such as excessive rainfall, and culminate in a catastrophe, such as a major levee break and flooding.

- This entire plan is structured on five stages of emergency response related to the elevation of the Feather River measured at the 5th Street Bridge. The river elevations are intended to be "guides" for declaring the response stages and may be adjusted according to the rate of rise and other factors. The local Office of Emergency Services will declare response stages based on a variety of circumstances, including weather forecasts, dam releases, and levee conditions.

- These warning stages were developed by the National Weather Service. The Department of Water Resources, in contact with the National Weather Service, will indicate and distribute warning stages levels as needed.

Warning Stage I (Watch Stage)
60' and Forecast to Rise

- Warning Stage 1 (Watch Stage) is pre-emergency. The river level is at 60' and is forecast to rise. This situation warrants readiness in government without formally alerting the public.

- As the situation develops, the Office of Emergency Management (OEM) Manager will evaluate the information and initiate appropriate notification (City Manager, Yuba City Dispatch, Sutter County Administrator, and Sutter County Dispatch).

- Key personnel will be notified (All Department Heads, Mayor, and Council).

- The OEM Manager will brief the City Manager/County Administrator on river readings and forecast information.

- All City and County Department Heads and private agencies will confirm all telephone lists.

- The County Administrator and City Manager, or designees, will review the readiness of their EOC staff and facilities, verify lines of succession to key positions in the emergency organization, and coordinate operations.

- The City Manager (EOC Director) and County Administrator evaluate the need for, and staff as necessary, the Public Information Officer position.

- OEM Manager, City Manager (EOC Director), or designee will notify appropriate private sector agencies of the current situation (BiCounty Ambulance, Recology, Yuba/Sutter Transit, Yuba City Unified School District, Red Cross).

- The City Manager and County Administrator, or their designees, will be responsible for ensuring the above items have been accomplished.

- Once notified, the City Manager and County Administrator shall contact each Department Head to inform them of Warning Stage 1 once a day.

- Each Department Head, or designee, will review and implement Warning Stage 1 activities.

- The City Manager and County Administrator may consider staffing ICS positions.

Warning Stage II (Warning Stage)
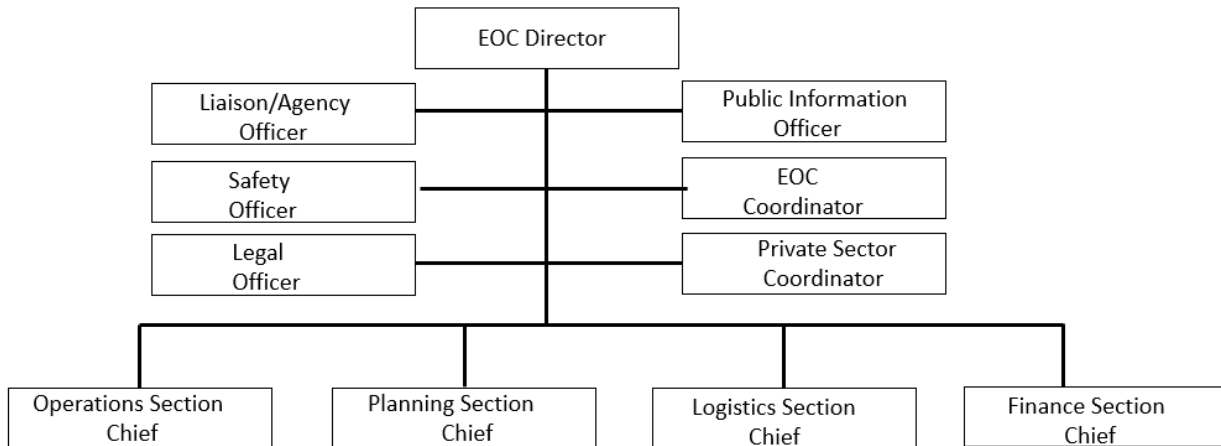## 65' and Forecast to Rise

- Warning Stage 2, river level is 65' and forecast to rise.

- Conditions exist which could result in a flood emergency, such as continuing and excessive rainfall or unusually rapid snowmelt.

- At Warning Stage 2, the staffing of additional ICS positions will be warranted.

- The City Manager, or designee, shall evaluate the need to activate a Level III EOC and fill the Operations Section Chief position and Logistics Section Chief position.

- The City Manager and County Administrator, or designees, will be notified of the upgrade to Warning Stage 2. Once notified of Warning Stage 2 condition, the City Manager and County Administrator or designees will notify all City Department Directors.

- Each City Department will review Emergency Operations Plan and ensure department readiness, including procedures for alerting and mobilizing emergency organizations.

- Each department head or designee will review and implement Warning Stage II activities.

- If not already staffed, fill the Public Information Officer position, which will answer public inquiries and advise news media of the situation.

- The Operations Chief, or designee, will check with mass care centers for readiness (Operations Chief may consider staffing the Care and Shelter Branch) and contact Red Cross.

- The Operations Chief shall ensure the availability and readiness of regular and auxiliary equipment and personnel (the Operations Chief may consider staffing the Public Works, Fire, Law, and Medical Branches at this time.).

- Department Directors or designees will advise emergency personnel to provide for the safety of their families.

- The EOC Director, through the Liaison Officer, should contact the Superintendent of the Yuba City Unified School District and the Sutter County Superintendent of Schools, including private schools, regarding possible school closures.

- The EOC Director will ensure documentation of all flood-related events.

- The EOC Director with meet with Department Directors to discuss emergency preparedness. EOC Coordinator will prepare rosters of personnel and operational periods in the EOC.

- The City Manager and County Administrator of Yuba City and Sutter County shall convene to evaluate the feasibility of activating one joint EOC or activating individual EOC's. The city and County will coordinate the activation of their EOC's.

Level III EOC Activation

Warning Stage III (Full Alert Stage)
70' and Forecast to Rise

- Warning Stage 3 (Full Alert Stage) River level is 70' and forecast to rise. Flooding is possible but not probable. Seepage may begin to occur on levees.

- The EOC Director shall evaluate the current situation and consider going to a Level II EOC Activation, which would fill Command and General Staff positions.

- If not previously done, the Logistics Chief will activate the EOC and test equipment for proper operation. All City/County employees are advised to remain in contact with their departments.

- The Public Information Officer (PIO) distributes emergency information, advises the public to continue normal activities, reviews personal and family readiness plans, and keeps informed of the developing situation by listening to local radio and cable television stations and complying with emergency instructions.

- The Liaison Officer shall maintain contact with the Superintendent of the Yuba City Unified School District and the Sutter County Superintendent of Schools, including private schools, regarding possible school closures.

- The City Manager, in conjunction with City and County officials, assesses the need for Disaster Declaration.

- Transfer essential resources and vital documents, and records to higher elevations, if appropriate.

- Verify that individuals designated as alternates or standby successors of key government offices or positions carry a disaster services worker card.

- The Operations Chief confirms the availability of open evacuation routes through the Law Branch and the availability of shelters and shelter space, through the Care & Shelter Section, prior to any civilian evacuation.

- The Planning Chief (or Situation Unit Leader), in conjunction with the Fire Branch, shall identify locations of Hazardous Materials storage in threatened areas and notify the Operations Chief.

- The Planning Section Chief should consider developing an Incident Action Plan (IAP) for each operational period.

- Once notified, the City Manager and County Administrator shall contact each of their respective department heads to inform them of the change in Warning Stage status.

Level II EOC Activation

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                        ┌──────────────┐
                        │ EOC Director │
                        └──────┬───────┘
   ┌─────────────────┐         │         ┌──────────────────┐
   │ Liaison/Agency  │─────────┤─────────│ Public Information│
   │     Officer     │         │         │     Officer       │
   └─────────────────┘         │         └──────────────────┘
   ┌─────────────────┐         │         ┌──────────────────┐
   │     Safety      │─────────┤─────────│       EOC         │
   │     Officer     │         │         │   Coordinator     │
   └─────────────────┘         │         └──────────────────┘
   ┌─────────────────┐         │         ┌──────────────────┐
   │     Legal       │─────────┴─────────│  Private Sector   │
   │     Officer     │                   │   Coordinator     │
   └─────────────────┘                   └──────────────────┘
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| Operations Section Chief | Planning Section Chief | Logistics Section Chief | Finance Section Chief |

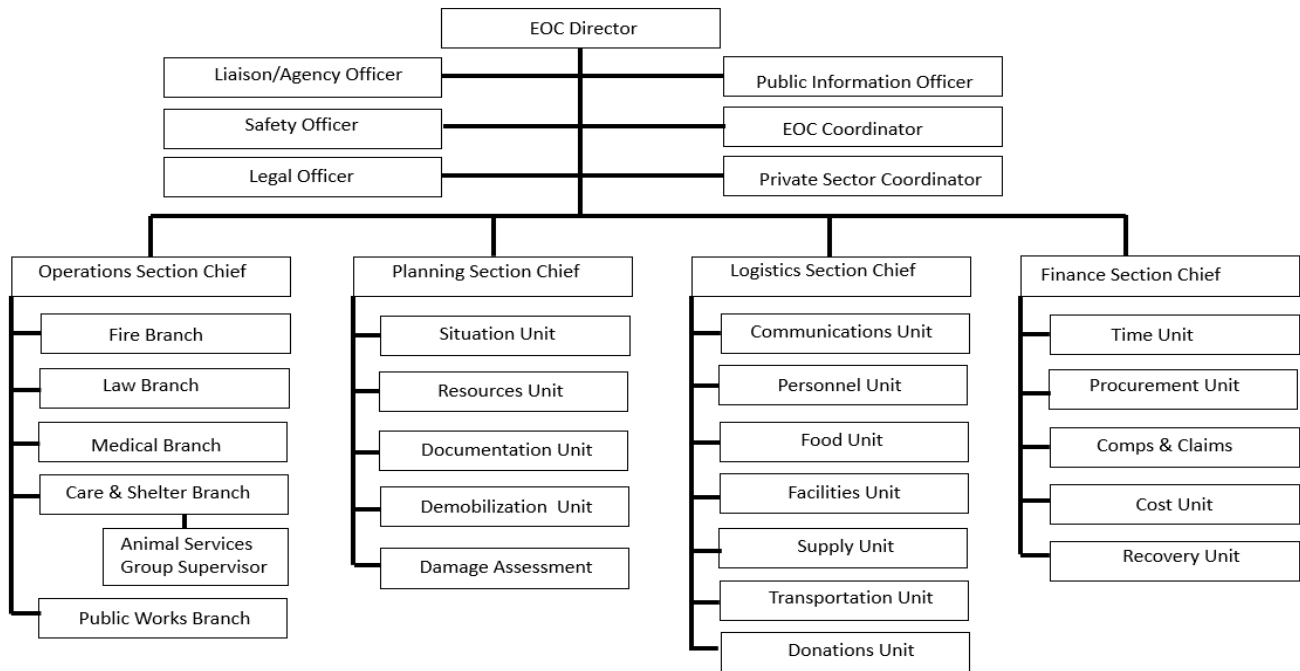Warning Stage IV (Emergency Stage)
75' - 77' and Forecast to Rise

- Warning Stage 4 (Emergency Stage) River level is 75'- 77' and forecast to rise. Flooding is expected in southern areas of the County. Boils and seepage may be evident along the landside of the levees.

- The EOC Director, or designee (Liaison Officer), will contact and request the closure of public and private schools. The PIO will notify the public.

- The EOC Director, or designee (PIO), will advise the public of appropriate emergency information (recommended evacuation warnings).

- The city should consider implementing an Incident Management Team (internally) and request to go into Unified Command with the Department of Water Resources (DWR), Levee District 1, YCPD, YCFD, Sutter County OEM, and SBFCA.

- The Planning Section, in conjunction with Law Branch, Fire Branch, and Medical Branch, will evaluate the need for evacuation of medical facilities and rest homes. Liaison Officer will work with skilled nursing facilities, care and in-home care contacts, and local medical facilities.

- The City Manager (EOC Director) may consider a Disaster Declaration.

- The Incident Commander will request mutual aid through the Operational Area Coordinators. Incident Management Team will identify Staging and Check-In locations for Mutual Aid Resources.

- The Public Information Officer will advise the news media of the situation and disseminate emergency public information.

- The EOC Director or designee (Planning Section Chief) will ensure that an Incident Action Plan is completed for each operational period.

Warning Stage V (Evacuation Stage)
77' and Forecast to Rise

- Warning Stage 5 (Evacuation Stage) River level is 77' and forecast to rise. This is 3.2' below the maximum design capacity of the levees. This is considered a significant flood threat.
- The Unified Incident Commander will receive information and evaluate the need for evacuation warnings and orders in coordination with EOC.

- If the need for evacuation warnings and orders is determined, the Incident Commander will notify the appropriate staff.
- The Public Information Officer will keep the news media and public informed of this situation; provide information on appropriate actions to be taken.
- The Incident Commander will take steps to ensure that all alerted agencies and departments are promptly notified of this new change in conditions.
- EOC Director will consider alternative sites for the EOC facility out of the immediate threat zone.
- In the event of evacuation orders being issued, the EOC Director should consider moving to a Level I EOC activation.

Level I EOC Activation

EOC Director	
Liaison/Agency Officer	Public Information Officer
Safety Officer	EOC Coordinator
Legal Officer	Private Sector Coordinator

Operations Section Chief	Planning Section Chief	Logistics Section Chief	Finance Section Chief
Fire Branch	Situation Unit	Communications Unit	Time Unit
Law Branch	Resources Unit	Personnel Unit	Procurement Unit
Medical Branch	Documentation Unit	Food Unit	Comps & Claims
Care & Shelter Branch	Demobilization Unit	Facilities Unit	Cost Unit
Animal Services Group Supervisor	Damage Assessment	Supply Unit	Recovery Unit
Public Works Branch		Transportation Unit	
		Donations Unit	

Historical Stage/Flow Data from Feather River at 5th Street Bridge

Historical Stage/Flow Data			
Water Year	Peak Discharge (cfs)	Stage (feet)	Date
Most Recent 5 Years			
2021*	5,070	36.40	Oct 10, 2020
2020*	1,860	37.81	Dec 5, 2019
2019*	25,400	51.17	Feb 27, 2019
2018*	36,000	54.34	Apr 7, 2018
2017*	116,800	66.74	Feb 11, 2017
Historical High Stage/Flow Events (Period of Record - Oct 1943 to Present) - Ranked by Flow			
1997*	376,000**	78.23	Jan 02, 1997
1965*	319,000	76.42	Dec 23, 1964
1986*	316,000	76.30	Feb 20, 1986
1963*	257,200	74.20	Feb 01, 1963

In the event of moderate to significant flooding occurring in the Yuba City area, the Incident Management Team (either internal or a State/Federal Incident Management Team deployed through the Master Mutual Aid System) will work closely with the EOC to determine the City's Goals, Objectives, and Priorities. These will be identified in the Incident Action Plan, which will be developed by the EOC Planning Section Chief for each

Operational Period. All Incident Action Plans, Press Releases, and social media posts must be approved by the EOC Director or designee.

The following internal City documents will be utilized to assist with EOC, Operational, and Strategic decision-making process:

- Emergency Incident Evacuation Plan
- City Evacuation Zones
- Department Continuity of Operations Plans
- City Emergency Management Document Center
    - ICS Forms
    - Disaster Declarations
    - EOC Positions-Responsibilities-Checklists
    - Situation Reports and IAP

The continued severity of the Incident will dictate the EOC level of activation. At any time, Department Operations Centers (DOC) may be established to assist with the Operational mitigation of the Incident.

The following standardized evacuation terminology established by the State of California will be utilized when communicating any evacuations or closures.

<u>California Standard Statewide Evacuation Terminology (Cal OES)</u>

Evacuation Order: Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.

Evacuation Warning: Potential threat to life and/or property. Those who require additional time to evacuate and those with pets and livestock should leave now.

Shelter In Place: Go indoors. Shut and lock doors and windows. Prepare to self-sustain until further notice and/or be contacted by emergency personnel for additional direction.

Evacuation Order(s) Lifted: The formal announcement of lifting evacuations in an area currently under evacuation.

Hard Closure: Closed to all traffic except Fire and Law Enforcement.

Soft Closure: Closed to all traffic except Fire, Law Enforcement, and critical Incident resources (i.e., Utility, Caltrans, City/County Roads, etc., or those needed to repair or restore infrastructure.)

Dam Failure

Hazard Definition
A dam failure is the partial or complete collapse of an impoundment, with the associated downstream flooding. Flooding of the area below the dam may occur as the result of structural failure of the dam, overtopping, or a seiche. Dam failures are caused by natural and manmade conditions. The list of causes includes earthquakes, erosion of the face or foundation, improper siting, structural/design flaws, and prolonged rainfall and flooding. The primary danger associated with a dam failure is the swift, unpredictable flooding of those areas immediately downstream of the dam.

.
There are three general types of dams: earth and rock fill, concrete arch or hydraulic fill, and concrete gravity. Each of these types of dams has different failure characteristics. The earth and rock fill dam will fail gradually due to erosion of the breach; a flood wave will build gradually to a peak and then decline until the reservoir is empty. A concrete arch or hydraulic fill dam will fail almost instantaneously, with a very rapid build-up to a peak and then a gradual decline. A concrete gravity dam will fail somewhere between instantaneous and gradual, with the corresponding build-up of flood waves.

Local Situation
Dam failure is a natural disaster from two perspectives. First, the inundation from released waters resulting from dam failure is related to naturally occurring floodwaters. Second, a total dam failure would most likely happen as a consequence of the natural disaster triggering the event, such as an earthquake. There is no scale with which to measure dam failure. However, the CA DWR Division of Safety of Dams (DSOD) assigns hazard ratings to dams within the State that provides information on the potential impact should a dam fail. The following two factors are considered when assigning hazard ratings: existing land use and land use controls (zoning) downstream of the dam. Dams are classified into four categories that identify the potential hazard to life and property: Low, Significant, High, and Extremely High. High and Extremely High hazard dams can result and loss of life; thus, dams with these classifications are the focus of this risk assessment.

While a dam may fill slowly with runoff from winter storms, a dam break has a very quick speed of onset. The duration of dam failure is generally not long – only as long as it takes to empty the reservoir of water the dam held back. Yuba City would be affected for as long as the flood waters from the dam failure took to drain downstream.

According to the Sutter County Local Hazard Mitigation Plan, Yuba City falls within the inundation areas of:

Extreme High Hazard Dam Inundation Areas

- √ Lake Almanor Dam *
- √ New Bullards Bar Dam **
- √ Oroville Dam
- √ Scotts Flat Dam***

*Requires the assumption that Oroville Dam will fail
**Requires the assumption that Englebright Dam will cause failure and West Feather River Levee failure
***Requires the assumption of West Feather River Levee failure

Sutter County EOP reported by USBR also identifies Yuba City as having inundation from a Shasta Dam failure.

California Dam Breach Inundation Maps are located at: **DIVISION OF SAFETY OF DAMS (DSOD) (ca.gov)**

Area Dams Surrounding Sutter County

Dam	Type	River/Stream	Owner	Location	Storage (AF)	EAP on File
(A) Oroville	Earth Fill	Feather	DWR	Butte County	3,537,600	Yes
(A) Thermalito Diversion	Concrete	Feather	DWR	Butte County	13,300	Yes
(A) Thermalito Forebay	Earth Fill	Feather	DWR	Butte County	11,768	Yes
(A) Thermalito Afterbay	Earth Fill	Feather	DWR	Butte County	57,500	Yes
(A) Lake Almanor	Concrete	Feather	PG&E	Plumas County	1,142,964	No
(B) New Bullards Bar	Concrete	Yuba	YCWA	Yuba County	966,103	Yes
(B) Englebright	Concrete	Yuba	YCWA	Yuba County	70,000	Yes
(C) Shasta	Concrete	Sacramento	USBR	Shasta County	4,552,000	Yes
(C) Keswick	Concrete	Sacramento	USBR	Shasta County	23,800	Yes
(C) Spring Creek	Earth Fill	Sacramento	USBR	Shasta County	5,015	Yes
(C) Whiskeytown	Earth Fill	Sacramento	USBR	Shasta County	241,100	Yes
(D) Camp Far West	Earth Fill	Bear	SSWD	Placer County	104,000	Yes

Notes:
DWR – Department of Water Resources
PG&E – Pacific Gas & Electric
SSWD – South Sutter Water District, 2464 Pacific Ave., Trowbridge, CA 95659, (530) 656-2242
USBR – US Bureau of Reclamation, Mid-Pacific Regional Office, 2800 Cottage Way, Sacramento, CA 95825, (916) 978-5228
YCWA – Yuba County Water Agency, 1402 D Street, Marysville, CA 95901, (530) 741-6278

Estimated Flood Arrival Time to Yuba City (DWR & *YCWA):

Dam	Main Channel Flood Wave	Total Inundation Time
Oroville	8.6 hours	11.3 hours
New Bullards Bar Dam*	2 hrs 54 mins (Flood Stage)	6 hrs 21 mins (Flood Stage)
Englebright	1 hour	N/A
Shasta	N/A	134 hours

Extremely High Hazard Dam Failure Inundation Map of Yuba City (DWR 2020)
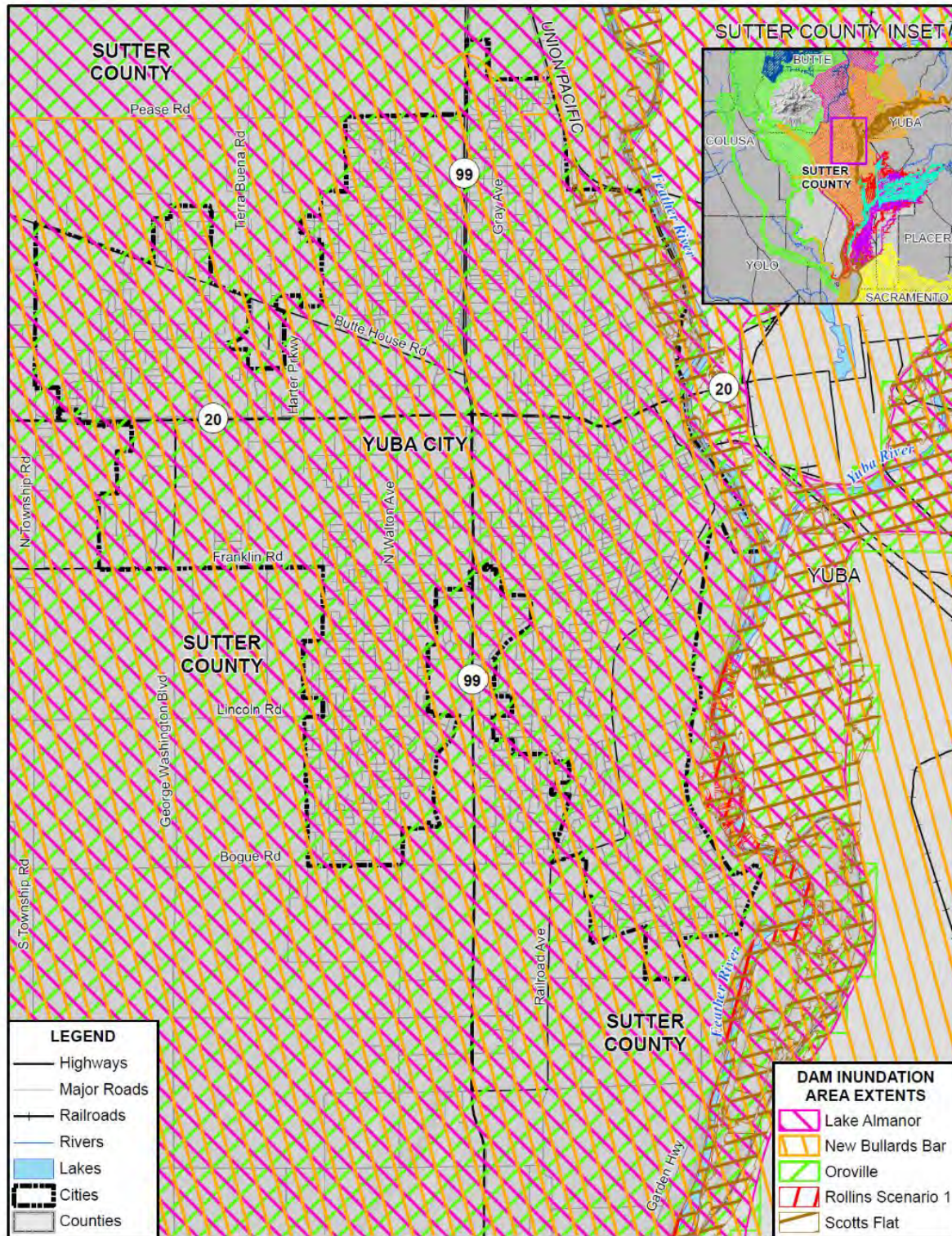
High Hazard Dam Failure Inundation Map of Yuba City (DWR 2020)
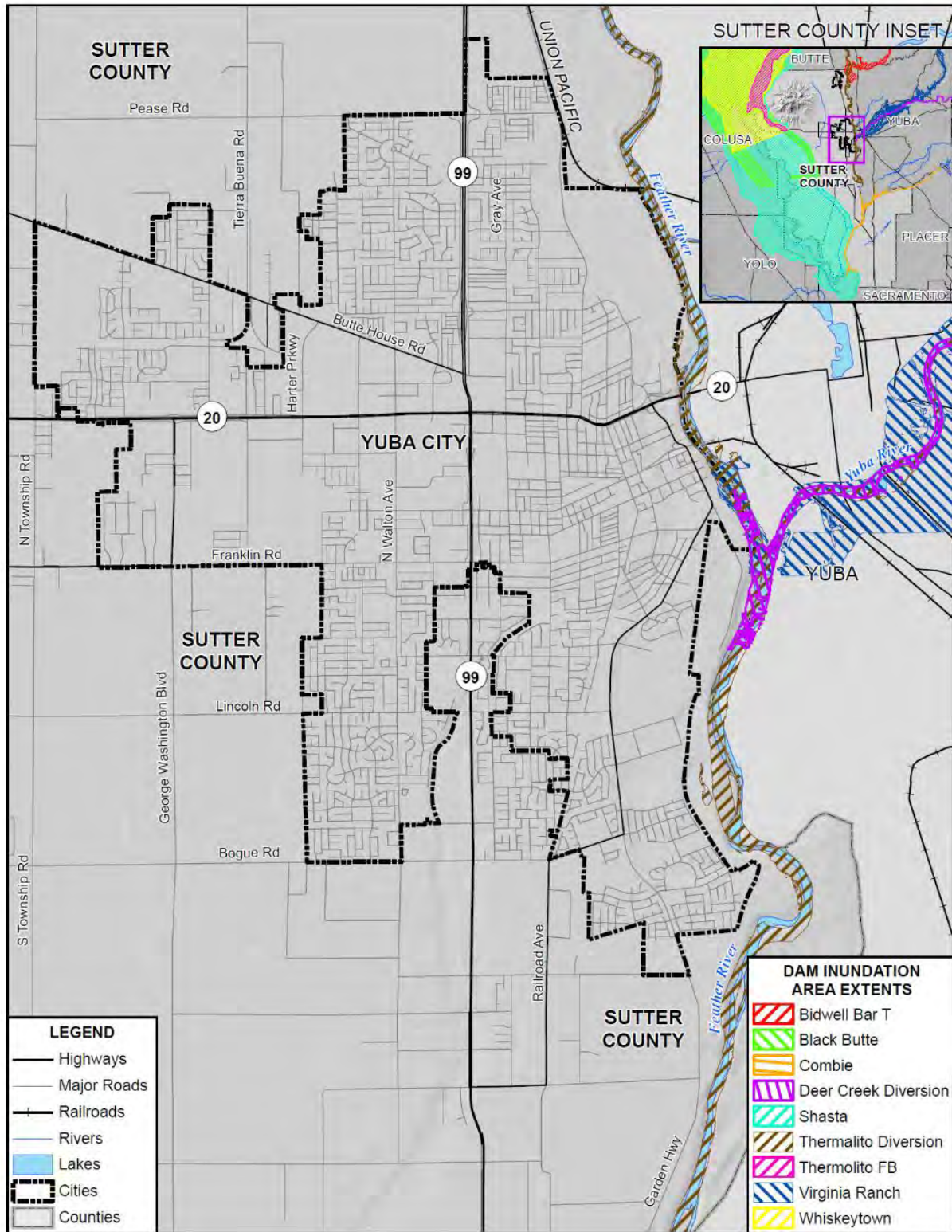
Emergency Response Actions

Notification Process:
As part of each Dam's Emergency Action Plan, a flow chart for notifications to affected agencies is identified. In the event of a potential dam failure, Yuba City should receive notification through either the Sutter County **Sheriff's Office or** the Sutter County Office of Emergency Management. Upon notification to Yuba City, the City Manager will brief the Department Directors.

Potential Failure:

- The City Manager, in conjunction with the Department Heads, will analyze the following:

  o   Probability of failure

  o   Current or expected water levels

  o   Current inundation study maps

  o   Time frames from failure to inundation

- The City Manager (EOC Director) should consider a Level III EOC Activation based on the potential threat.

- The City Manager (EOC Director) will assess the need for a Disaster Declaration.

- The Public Information Officer should develop Public Information Alerts for distribution. All press releases and social media posts should be approved by EOC Director or designee.

- Determine if the **Department's Continuity** of Operations Plans should be implemented

- All City and County Department Heads and private agencies (BiCounty Ambulance, Recology, Yuba/Sutter Transit, Yuba City Unified School District, Red Cross, TIP) will confirm all telephone lists.

- Each City Department will review Emergency Operations Plan and ensure department readiness, including procedures for alerting and mobilizing emergency organizations.

- The Operations Chief, or designee, should check with mass care centers for readiness (Operations Chief may consider staffing the Care and Shelter Branch) and contact Red Cross.

- The EOC Director, through the Liaison Officer, should contact the Superintendent of the Yuba City Unified School District, and the Sutter County Superintendent of Schools should advise them of the current and projected situation. In addition, request the availability of school buses for potential evacuation.

- Department Heads should brief their staff on the current and projected situation.

- The City Manager (EOC Director) should consider alternative EOC Facility locations outside of the potential inundation area.

- Operations Chief should utilize Emergency Incident Evacuation Plan and City Evacuation Zones to pre-determine any evacuation notifications.

- Operations Chief should make notifications to the Community Relocation Centers and advise them of the potential use of gathering areas for evacuations.
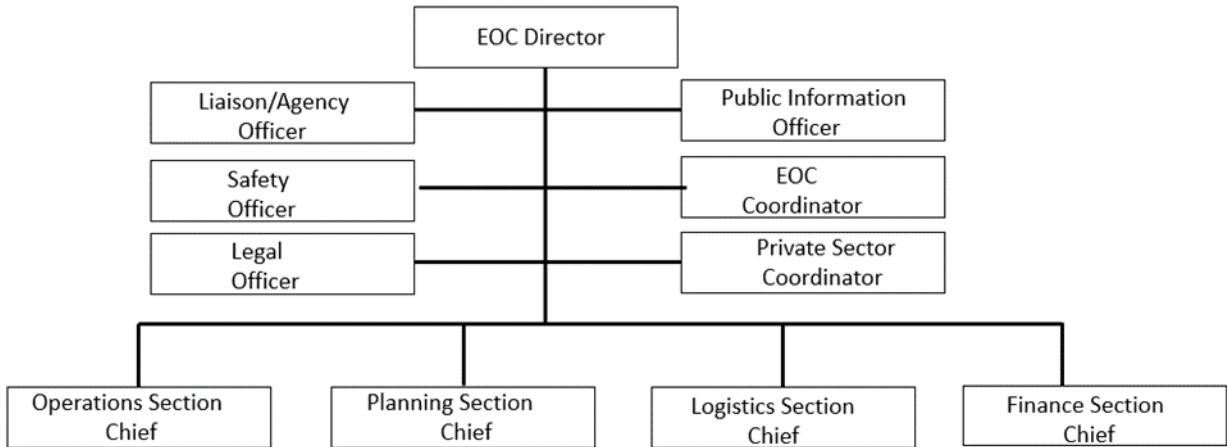
Level III EOC Activation
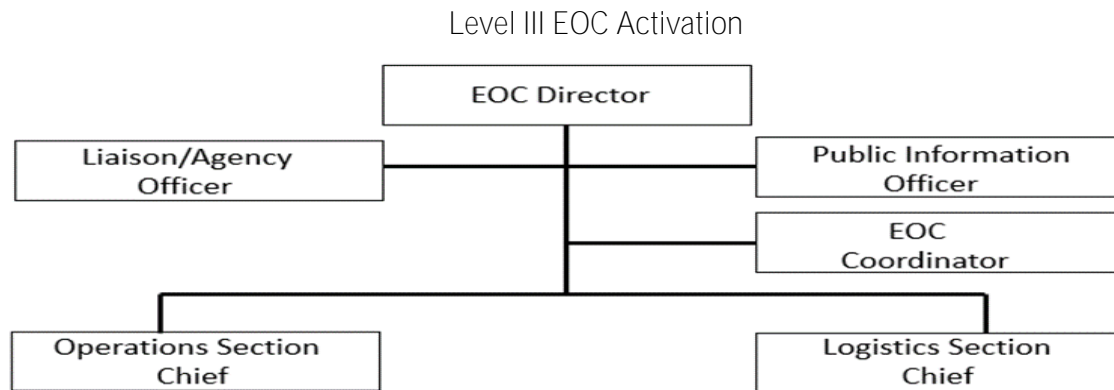
Dam Failure:

- The City Manager, in conjunction with the Department Directors, will analyze the following:

  o Current or expected water levels
  o Current inundation study maps
  o Time frames from failure to inundation

- The City Manager (EOC Director) should consider a Level II EOC Activation based on the potential threat.

- The City Manager (EOC Director) will assess the need for a Disaster Declaration.

- Under the direction of the EOC Director, the City should issue a statement via our Emergency Notification System (CodeRed) of the current situation.

- The Public Information Officer will keep the news media and public informed of the current situation; provide information on appropriate actions to be taken. All press releases and social media posts should be approved by EOC Director or designee.

- The city should consider implementing an Incident Management Team (internally) and request to go into Unified Command with the Department of Water Resources (DWR), Levee District 1, YCPD, YCFD, Sutter County OEM, and SBFCA. An Incident Command Post should be established.

- Request Mutual Aid Assistance through the Mater Mutual Aid System. If necessary, request an Incident Management Team (IMT) from Cal OES.

- The Unified Incident Commander will receive information and evaluate the need for evacuation warnings and orders in coordination with EOC. Incident Management Team (IMT) should utilize the Emergency Incident Evacuation Plan and City Evacuation Zones to determine appropriate evacuation notifications.

- If Evacuation Orders or Warnings are being given, the Operations Chief of the EOC shall establish Emergency Shelter Locations with Red Cross outside of the potential hazard area.

- The Unified Incident Commander should utilize pre-existing Community Relocation Centers as gathering points for individuals under an evacuation order or warning who do not have the ability to leave on their own devices. Buses should be utilized to transport those individuals to established emergency shelter locations.

- City Staff should be notified of the current and projected status by their Department Head.

- Determine if the **Department's Continuity of Operations Plans should be implemented**.

- The Liaison Officer shall contact private agencies (BiCounty Ambulance, Recology, Yuba/Sutter Transit, Yuba City Unified School District, Red Cross, TIP) and advise them of the current and projected status. In addition, request access to transient or school buses for potential evacuation.

- Department will review Emergency Operations Plan and ensure department readiness, including procedures for alerting and mobilizing emergency organizations.

- The City Manager (EOC Director) should use an alternative EOC Facility location outside of the potential inundation area. In the event this is needed, the EOC Director should consider a Level I EOC activation at this alternative site.
- Planning Section Chief shall coordinate the development of an Incident Action Plan for each Operational Period.
- The EOC Director, or designee, will take steps to ensure that all alerted agencies and departments are promptly notified of any new change in conditions.

Level II EOC Activation

Level I EOC Activation
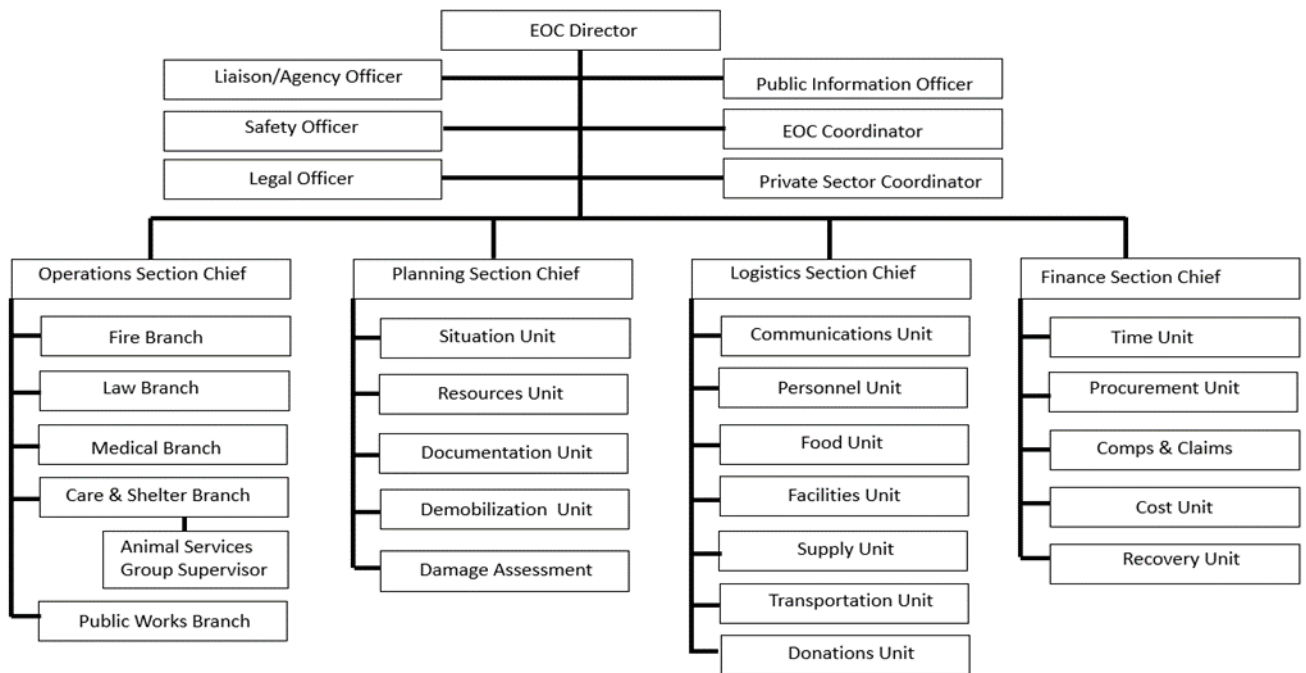
In the event of a serious dam failure, the Incident Management Team (either internal or a State/Federal Incident Management Team deployed through the Master Mutual Aid System) will work closely with the EOC to determine the **City's Goals, Objectives, and Priorities. These will be identified in the Incident Action Plan,** which will be developed by the EOC Planning Section Chief for each Operational Period

The following internal City documents will be utilized to assist with EOC, Operational, and Strategic decision-making process:

- Emergency Incident Evacuation Plan
- City Evacuation Zones
- Department Continuity of Operations Plans
- City Emergency Management Document Center
  - ICS Forms
  - Disaster Declarations
  - EOC Positions-Responsibilities-Checklists
  - Situation Reports and IAP

The continued severity of the Incident will dictate the EOC level of activation. At any time, Department Operations Centers (DOC) may be established to assist with the Operational mitigation of the Incident.

The following standardized evacuation terminology established by the State of California will be utilized when communicating any evacuations or closures.

<u>California Standard Statewide Evacuation Terminology (Cal OES)</u>

Evacuation Order: Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.

Evacuation Warning: Potential threat to life and/or property. Those who require additional time to evacuate and those with pets and livestock should leave now.

Shelter In Place: Go indoors. Shut and lock doors and windows. Prepare to self-sustain until further notice and/or be contacted by emergency personnel for additional direction.

Evacuation Order(s) Lifted: The formal announcement of lifting evacuations in an area currently under evacuation.

Hard Closure: Closed to all traffic except Fire and Law Enforcement.

Soft Closure: Closed to all traffic except Fire, Law Enforcement, and critical Incident resources (i.e., Utility, Caltrans, City/County Roads, etc., or those needed to repair or restore infrastructure.)

Wildfire

Hazard Definition
A wildfire is an uncontrolled fire spreading through vegetative fuels, posing a danger and destruction to life and property. Wildfires can occur in undeveloped areas and spread to urban areas where structures and other human development are more concentrated.

To describe an area where urban development has been located in proximity to open space or wildland areas, **the term "urban-wildland interface" is commonly used. The most common type of urban**-wildland interface results when development occurs immediately adjacent to wildland vegetation. Other interface conditions can be created when urban development is intermixed with wildland vegetation or when pockets of wildland vegetation occur inside developed areas.

Local Situation

Wildfires can affect all areas of the City. CAL FIRE has estimated that the risk varies across the City and has created maps showing risk variance.   The below map shows the CAL FIRE Fire Hazard Severity Zone (FHSZ) in the City. Yuba City is mostly urbanized, with small areas of moderate wildfire risk. Wildfire threat within the City is generally low, with areas of moderate risk in the river bottoms and near waterways in the City. Due to the limited open space or wildland areas, the greatest potential damage from a wildfire is a conflagration of fire from structure to structure due to direct flame impingement, radiant heat, or ember cast. This would most likely occur during a high wind event during spring, summer, or fall that falls into the National Weather Service as a Red Flag event or Particularly Dangerous Situation event.

Yuba City Fire Department is responsible for fire and rescue services for the CSA-G area that falls outside the Yuba City limits. The CSA-G outside of the urban area consists of open space and agricultural land, which has the potential enhanced wildfire threat.

Due to **Yuba City's location in the Central Valley, it is surround**ed by a number of Counties that have large areas for extreme fire potential. The large fires could, and have, affected Yuba City in regards to hazardous air quality due to smoke from these fires. The air quality conditions from 2018 (Camp Fire) and 2020 (Bear Fire) placed Yuba City in an unhealthy category.

CALFire Fire Hazard Severity Zone (LHMP)
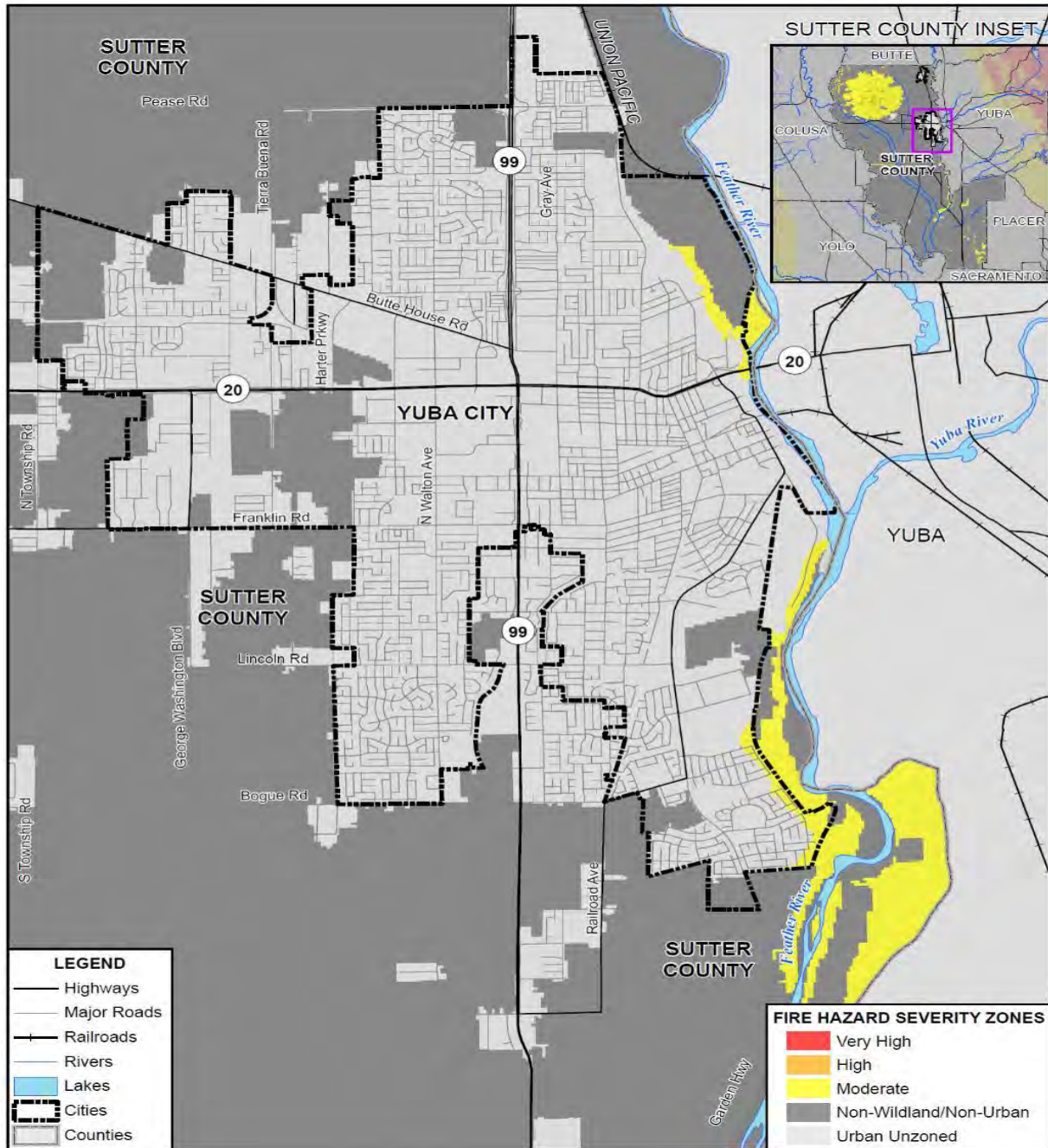
Emergency Response Actions
In an effort to prepare for wildfire potential, the Fire Chief, or designee, will routinely monitor the following criteria through Geographic Area Coordination Centers-Predicted Services and the National Weather Service:

- Fuel Moisture Levels
- Fuel Loading
- Heat Advisories
- High-Wind Advisories
- Red Flag Events
- Particularly Dangerous Situation Events

All known National Weather Service (NWS) alerts for weather Warning or Advisory is posted on the Yuba City **Fire Department's website.**

In the event of wildfire or conflagration of structure fires, Yuba City Fire Department (YCFD) will utilize the Incident Command System and request the appropriate mutual aid resources as part of the Master Mutual Aid system. Depending on the severity of the Incident, YCFD may go into Unified Command with the appropriate agencies and declare an Incident Command Post. In addition, the following actions may be considered by the Unified Incident Command, Fire Chief, or designee, based upon the extent of the fire, structural damage, life threat, risks to other Communities, risks to critical infrastructure, and/or depletion of Public Safety resources:

- Opening a Department Operations Center (DOC).
- Notifications to City Manager, Department Directors, and Elected Officials.
- Utilization of the Emergency Notification System (CodeRed).
- Law Enforcement, as part of a Unified Command, will utilize the Emergency Incident Evacuation Plan and City Evacuation Zones for threatened areas.
- Incident Commander or City Notifications to possible affected jurisdictions.
- The City Manager (EOC Director) may consider a Level III EOC activation.
- The Liaison Officer shall contact all private agencies (BiCounty Ambulance, Recology, Yuba/Sutter Transit, Yuba City Unified School District, Red Cross, TIP) and advise them of the current and projected status.
- The Public Information Officer will keep the news media and public informed of the current situation; provide information on appropriate actions to be taken.
- Utilization of established Community Relocation Centers.
- Utilization of emergency shelter locations.
- Unified Command may request air monitoring through California Air Resource Board (CARB) or Feather River Air Quality Management District(FRAQMD).

Level III EOC Activation
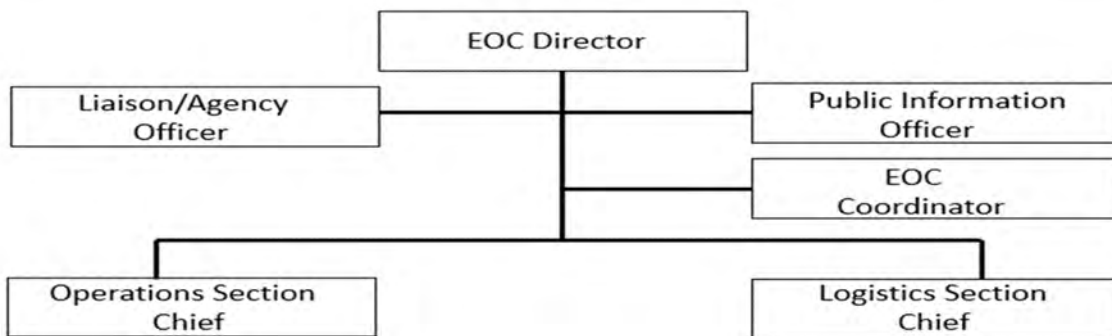
In the event that the wildfire incident will involve multiple Operational Periods:

- If necessary, request a State or Federal Incident Management Team through Cal OES.
- The City Manager (EOC Director) should consider a Level II EOC activation.
- Planning Section Chief shall coordinate the development of an Incident Action Plan for each Operational Period.
- The City Manager (EOC Director) should consider establishing a Local Assistance Center (LAC)
- The EOC Director or designee will take steps to ensure that all alerted agencies and departments are promptly notified of any new change in conditions.

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                          │   EOC Director  │
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   ┌──────────────────┐                      ┌──────────────────┐
   │  Liaison/Agency  │                      │ Public Information│
   │     Officer      │                      │     Officer       │
   └──────────────────┘                      └──────────────────┘
   ┌──────────────────┐                      ┌──────────────────┐
   │      Safety      │                      │       EOC        │
   │     Officer      │                      │   Coordinator    │
   └──────────────────┘                      └──────────────────┘
   ┌──────────────────┐                      ┌──────────────────┐
   │      Legal       │                      │  Private Sector  │
   │     Officer      │                      │   Coordinator    │
   └──────────────────┘                      └──────────────────┘

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│Operations    │  │Planning      │  │Logistics     │  │Finance       │
│Section Chief │  │Section Chief │  │Section Chief │  │Section Chief │
└──────────────┘  └──────────────┘  └──────────────┘  └──────────────┘
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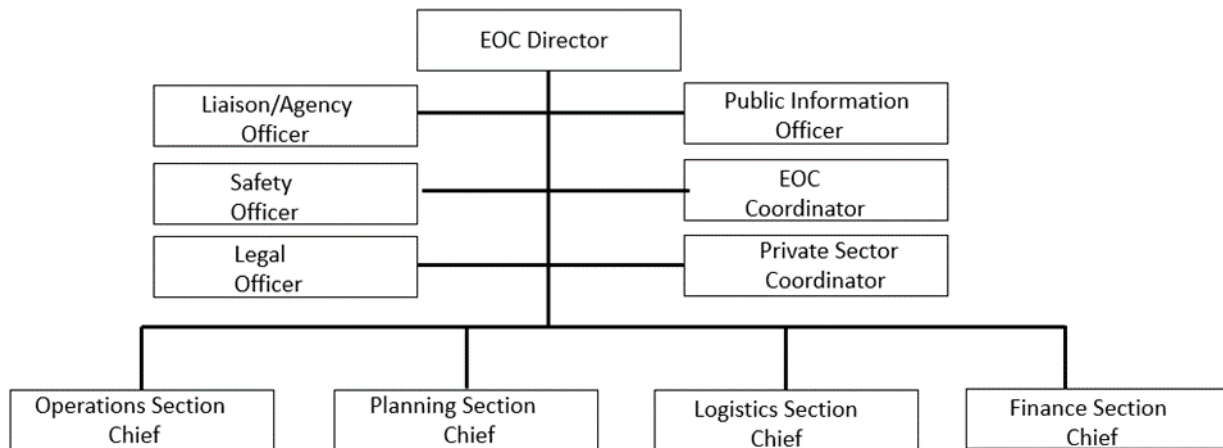
In the event of a serious wildfire, the Incident Management Team (either internal or a State/Federal Incident Management Team deployed through the Master Mutual Aid System) will work closely with the EOC to **determine the City's Goals,** Objectives, and Priorities. These will be identified in the Incident Action Plan, which will be developed by the EOC Planning Section Chief for each Operational Period

The following internal City documents will be utilized to assist with EOC, Operational, and Strategic decision-making process:

- Emergency Incident Evacuation Plan
- City Evacuation Zones
- Department Continuity of Operations Plans
- City Emergency Management Document Center
  - ICS Forms
    - Incident Status Summary (ICS 209)
  - Disaster Declarations
  - EOC Positions-Responsibilities-Checklists
  - Situation Reports and IAP
- Fire Management Assistance Grant (FMAG) **–** Priority
- **Yuba City's Wildfire Smoke Policy**

The continued severity of the Incident will dictate the EOC level of activation. At any time, Department Operations Centers (DOC) may be established to assist with the Operational mitigation of the Incident.

The following standardized evacuation terminology established by the State of California will be utilized when communicating any evacuations or closures.

Evacuation Order: Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.

Evacuation Warning: Potential threat to life and/or property. Those who require additional time to evacuate and those with pets and livestock should leave now.

Shelter In Place: Go indoors. Shut and lock doors and windows. Prepare to self-sustain until further notice and/or be contacted by emergency personnel for additional direction.

Evacuation Order(s) Lifted: The formal announcement of lifting evacuations in an area currently under evacuation.

Hard Closure: Closed to all traffic except Fire and Law Enforcement.

Soft Closure: Closed to all traffic except Fire, Law Enforcement, and critical Incident resources (i.e., Utility, Caltrans, City/County Roads, etc., or those needed to repair or restore infrastructure.)

Earthquake

Hazard Definition
An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the Earth's surface. For hundreds of millions of years, the forces of plate tectonics have shaped the Earth as the huge plates that form the Earth's surface move slowly over, under, and past each other. Sometimes the movement is gradual.

At other times, the plates are locked together, unable to release the accumulating energy. When the accumulated energy grows strong enough, the plates break free, causing the ground to shake. Most earthquakes occur at the boundaries where the plates meet; however, some earthquakes occur in the middle of the plates.

Local Situation
Since earthquakes are regional events, the whole of the City is at risk of earthquakes. Yuba City and the surrounding area are relatively free from significant seismic and geologic hazards. There are no known or inferred active faults within the City.

The amount of energy released during an earthquake is usually expressed as a magnitude and is measured directly from the earthquake as recorded on seismographs. An earthquake's magnitude is expressed in whole numbers and decimals (e.g., 6.8). The faults identified in Sutter County include the Quaternary Faults, located in the northern section of the County within the Sutter Buttes, and the Pre-Quaternary Fault, located in the southeastern corner, just east of where Highway 70 enters into the County. Both faults are listed as non-active faults but have the potential for seismic activity.

Another measure of earthquake severity is intensity. Intensity is an expression of the amount of shaking at any given location on the ground surface.   Seismic shaking is typically the greatest cause of losses to structures during earthquakes.   The City is located in an area where few earthquakes of significant magnitude occur, so both the magnitude and intensity of earthquakes are expected to remain low. Seismic shaking maps for the area show Sutter County and the City fall within a low to moderate shake risk.
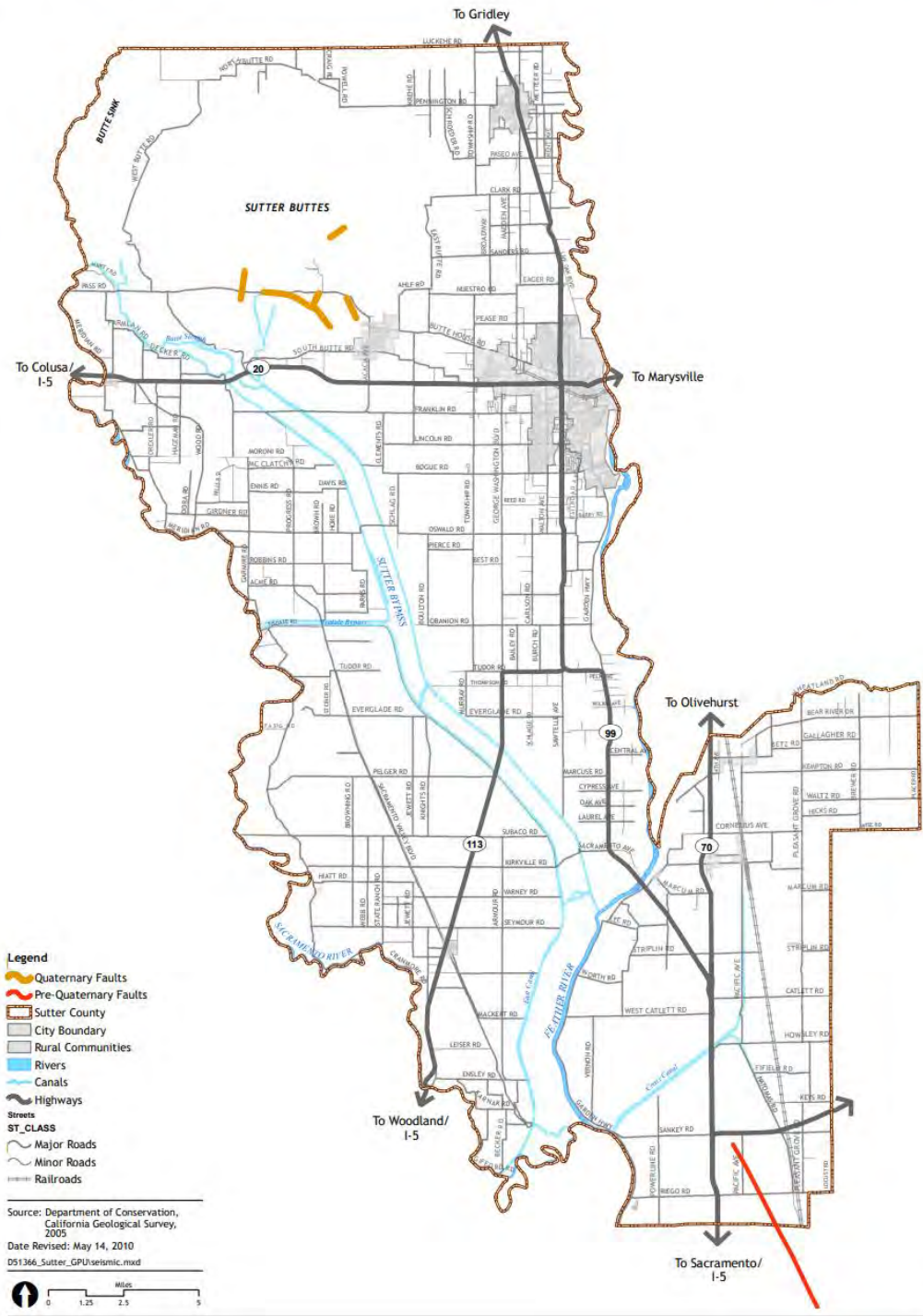
Sutter County Earthquake Shaking Potential (Cal OES)
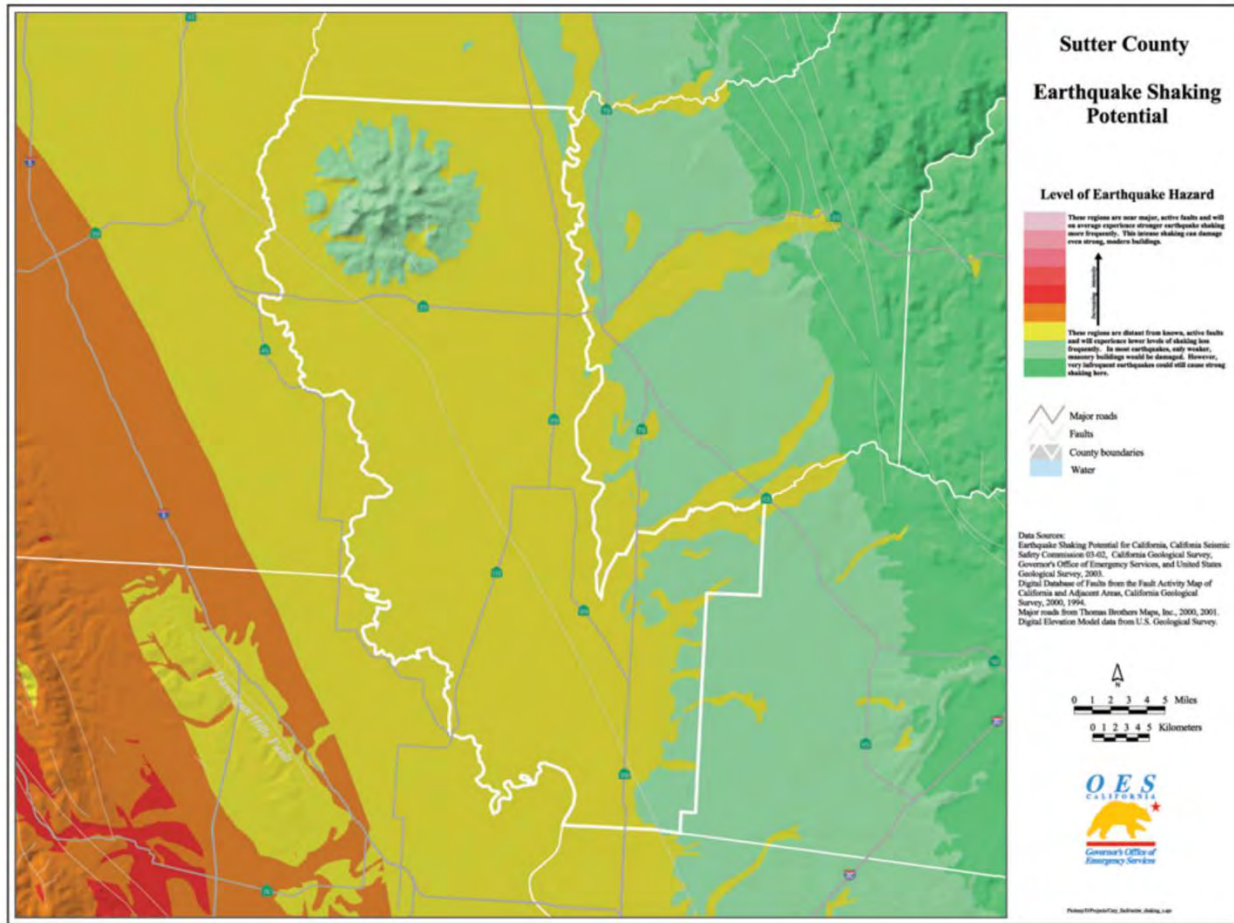
Emergency Response Actions

In the event of an earthquake measured/felt in Yuba City, Department Heads or designees for Fire, Police, and Public Works should attempt to determine the severity of damage based on observations, reconnaissance, emergency call volume, and status reports from critical infrastructure sites.

- The City Manager, in conjunction with the Department Heads, will analyze the following:
  - Possible extent of the damage
  - Potential life threat (Search and Rescue operations)
  - Critical infrastructure needs

    - Water Treatment Plant
    - Waste Water Treatment Plant
    - Dispatch Center and Cell Towers
    - Water Mains
    - Waste Water Lines
    - Electrical & Natural Gas Lines
    - Essential City Facilities
    - Hospital
    - Levee
    - Highways & Bridges

  - Potential search and rescue needs
  - Potential for hazardous materials releases

Minor Damage, Limited/No Life Threat, Minor Infrastructure Damage:

- The City Manager (EOC Director) should consider a Level III EOC Activation.
- The City Manager (EOC Director) will assess the need for a Disaster Declaration.
- The Public Information Officer should develop Public Information Alerts for distribution. All press releases and social media posts should be approved by EOC Director or designee.
- Police, Fire, and Public Works may consider opening individual DOCs.
- Determine if the **Department's Continuity of Operations Plans should** be implemented.
- The Operations Chief may consider staffing the Care and Shelter Branch and contact Red Cross.
- The EOC Director, through the Liaison Officer, should contact the Superintendent of the Yuba City Unified School District and the Sutter County Superintendent of Schools to advise them of the current and projected situation.
- Department Heads should brief their staff on the current and projected situation.
- Operations Chief should make notifications to the Community Relocation Centers and advise them of the potential use of gathering areas.
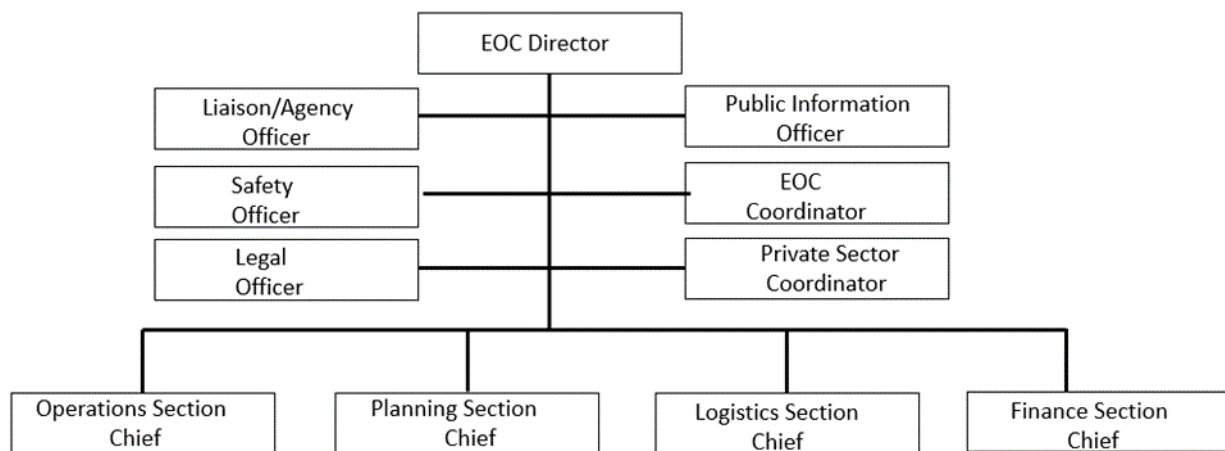
Level III EOC Activation
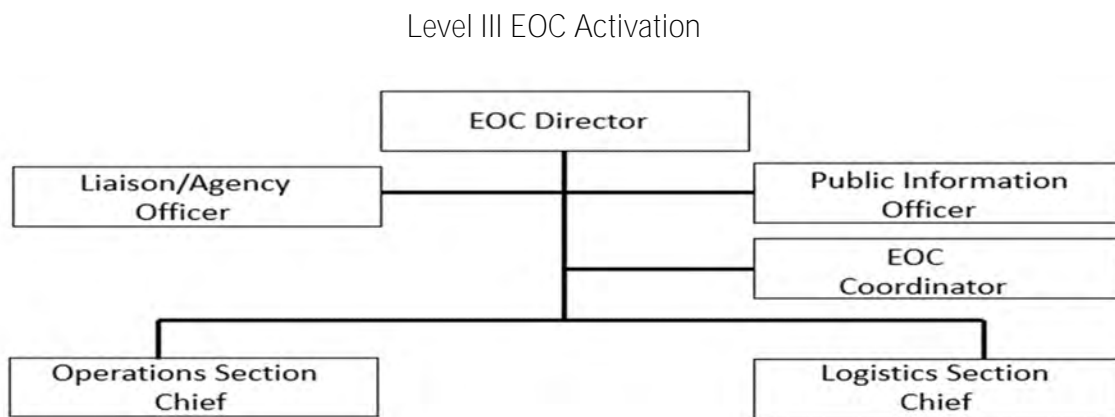
Moderate Damage, Minor Structure Collapse/Moderate Life Threat, or Moderate Infrastructure Damage:

- The City Manager (EOC Director) should consider a Level II EOC Activation.
- The City Manager (EOC Director) will assess the need for a Disaster Declaration.
- Under the direction of the EOC Director, the City should issue a statement via our Emergency Notification System (CodeRed) of the current situation.
- The Public Information Officer will keep the news media and public informed of the current situation; provide information on appropriate actions to be taken. All press releases and social media posts should be approved by EOC Director or designee.
- The city should consider implementing an Incident Management Team (internally) and request to go into Unified Command with the YCPD, YCFD, Public Works, and Sutter County OEM. An Incident Command Post should be established.
  - o Potential Search and Rescue Operations should take priority.
- Request Mutual Aid Assistance through the Master Mutual Aid System. If necessary, request an Incident Management Team from Cal OES.
- The Operations Chief shall establish Emergency Shelter Locations with Red Cross for displaced individuals due to structural damage.

- Operations Chief should make notifications to the Community Relocation Centers and advise them of the potential use of gathering areas.
- City Staff should be notified of the current and projected status by their Department Head.
- Determine if the **Department's Continuity of Operations Plans should be implemented.**
- The Liaison Officer shall contact all private agencies (BiCounty Ambulance, Recology, Yuba/Sutter Transit, Yuba City Unified School District, Red Cross, TIP) and advise them of the current and projected status.
- City Departments will review Emergency Operations Plan and ensure departmental readiness, including procedures for alerting and mobilizing emergency organizations.
- Planning Section Chief shall coordinate the development of an Incident Action Plan for each Operational Period.
- The Operations Chief, through the Law Branch, may consider a City curfew.
- The EOC Director, or designee, will take steps to ensure that all alerted agencies and departments are promptly notified of any new change in conditions.

Level II EOC Activation

Major Damage, Minor Structure Collapse/Moderate Life Threat, or Moderate Infrastructure Damage:

- The City Manager (EOC Director) should consider a Level I EOC Activation.
- The City Manager (EOC Director) should the need for a Disaster Declaration.
- Under the direction of the EOC Director, the City should issue a statement via our Emergency Notification System (CodeRed) of the current situation.
- The Public Information Officer will keep the news media and public informed of the current situation; provide information on appropriate actions to be taken. All press releases and social media posts should be approved by EOC Director or designee.
- The city shall implement an Incident Management Team (internally) and establish Unified Command with the YCPD, YCFD, Public Works, and Sutter County OEM. An Incident Command Post shall be established.
  o Potential Search and Rescue Operations should take priority

- Request Mutual Aid Assistance through the Master Mutual Aid System. If necessary, request an Incident Management Team from Cal OES.
  - Priority request for Urban Search and Rescue Teams (USAR) and National Guard Heavy Equipment.
- The Operations Chief shall establish Emergency Shelter Locations with Red Cross for displaced individuals due to structural damage.
- The Logistics Chief shall establish Staging and Check-In locations/facilities for Mutual Aid Agencies.
- Operations Chief should make notifications to the Community Relocation Centers and advise them of the potential use of gathering areas.
- City Staff should be notified of the current and projected situation by their Department Head.
- The **Department's Continuity of Operations Plans should be implemented.**
- The Liaison Officer shall contact private agencies (BiCounty Ambulance, Recology, Yuba/Sutter Transit, Yuba City Unified School District, Red Cross, TIP) and advise them of the current and projected situation.
- City Departments will review Emergency Operations Plan and ensure departmental readiness, including procedures for alerting and mobilizing emergency organizations.
- Planning Section Chief shall coordinate the development of an Incident Action Plan for each Operational Period.
- The Operations Chief, through the Law Branch, should consider a City curfew.
- Through the EOC, a Local Assistance Center (LAC) should be established.
- The EOC Director, or designee, will take steps to ensure that all alerted agencies and departments are promptly notified of any new change in conditions.

Level I EOC Activation
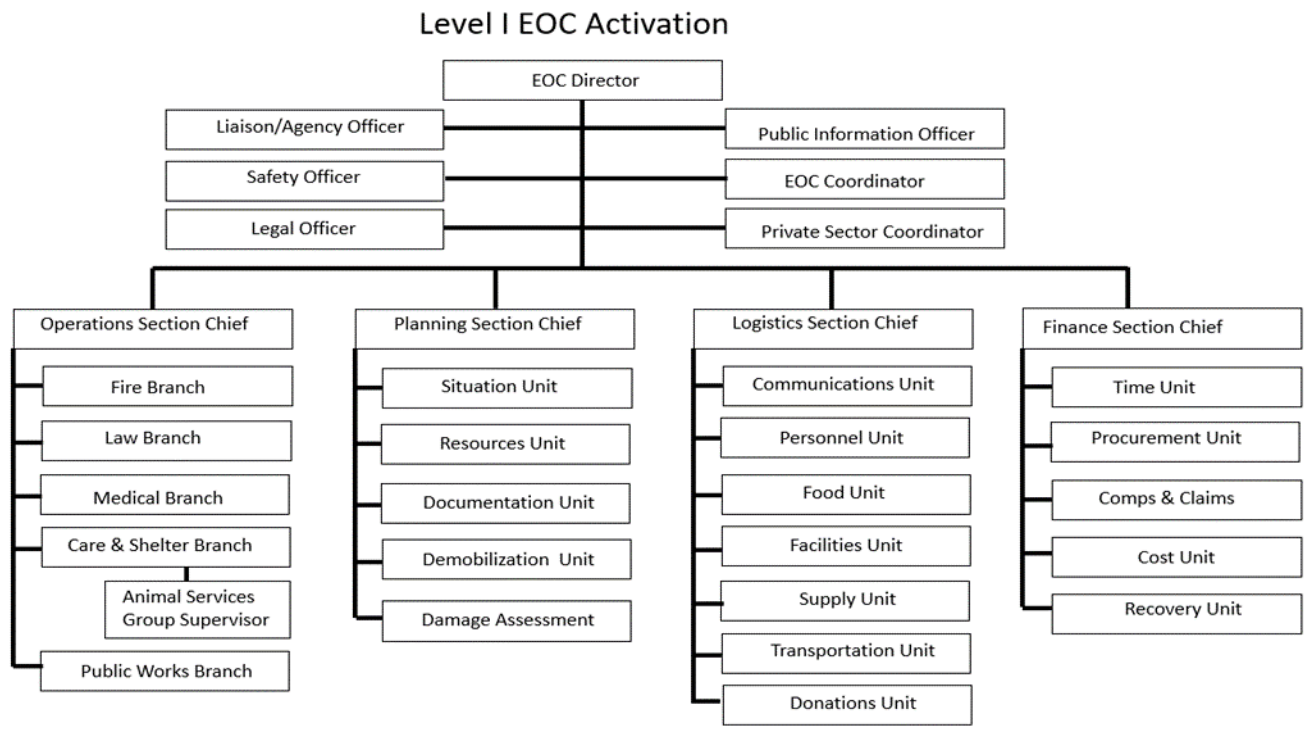
In the event of a serious earthquake, the Incident Management Team (either internal or a State/Federal Incident Management Team deployed through the Master Mutual Aid System) will work closely with the EOC **to determine the City's Goals, Objectives, and Priorities. The**se will be identified in the Incident Action Plan, which will be developed by the EOC Planning Section Chief for each Operational Period

The continued severity of the Incident will dictate the EOC level of activation. At any time, Department Operations Centers (DOC) may be established to assist with the Operational mitigation of the Incident.

The following internal City documents will be utilized to assist with EOC, Operational, and Strategic decision-making process:

- Emergency Incident Evacuation Plan
- City Evacuation Zones
- Department Continuity of Operations Plans
- City Emergency Management Document Center
    - ICS Forms
        - Incident Status Summary (ICS 209)
    - Disaster Declarations
    - EOC Positions-Responsibilities-Checklists
    - Situation Reports and IAP

The following standardized evacuation terminology established by the State of California will be utilized when communicating any evacuations or closures.

<u>California Standard Statewide Evacuation Terminology (Cal OES)</u>

Evacuation Order: Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.

Evacuation Warning: Potential threat to life and/or property. Those who require additional time to evacuate and those with pets and livestock should leave now.

Shelter In Place: Go indoors. Shut and lock doors and windows. Prepare to self-sustain until further notice and/or be contacted by emergency personnel for additional direction.

Evacuation Order(s) Lifted: The formal announcement of lifting evacuations in an area currently under evacuation.

Hard Closure: Closed to all traffic except Fire and Law Enforcement.

Soft Closure: Closed to all traffic except Fire, Law Enforcement, and critical Incident resources (i.e., Utility, Caltrans, City/County Roads, etc., or those needed to repair or restore infrastructure.)

Volcano

Hazard Definition

Volcanic eruptions are characterized by a number of different behaviors. Some eruptions involve the slow and non-**violent release of molten lava from fissures in the ground over a hot spot in the earth's mantle. Other** eruptions are more radical, resulting in the explosive release of molten rock (tephra), ash, and toxic gases. Additional eruptive traits include area seismic activity, lava bombs, landslides, subsidence, peculiar localized weather phenomenon, and plume-dominated columns that can project debris for hundreds of miles.

Local Situation

Yuba City is located approximately 93 miles south of Mount Lassen, which is the southernmost volcano in the Cascade Range. There are numerous active volcanoes in the Cascades, including Mount Shasta in California and several others in Oregon and Washington. Mount Lassen last erupted in the period between 1914 and 1921; this period of volcanic activity included steam and ash eruptions as well as a small lava flow. Like the other volcanoes in the Cascades, Mount Lassen and Mount Shasta are considered dormant, which means that it is not currently erupting but are expected to erupt again in the future. Mount Lassen has erupted at least seven times within the past 1,200 years. Sutter Buttes is an extinct volcano located 11 miles northwest of Yuba City, with the last eruption occurring 1.6 to 1.4 million years ago. The Sutter Buttes are one of the volcanoes in the Coast Ranges.

On the basis of its behavior in the past 10,000 years, Mount Shasta is not likely to erupt large volumes of ash in the near future. The distribution of tephra and prevailing wind directions suggest that areas most likely to be affected by tephra are mainly east and within about 50 km (30 miles) of the summit of the volcano. It has been suggested that, because it is a long-lived volcanic center and has erupted only relatively small volumes of magma for several thousand years, Mount Shasta is the most likely Cascade Range volcano to produce an explosive eruption of very large volume. Such an event could produce tephra deposits as extensive and as thick as the Mazama ash and pyroclastic flows that could reach more than 50 km (30 miles) from the vent. The annual probability for such a large event may be no greater than 10^{-5}, but it is finite.

Mount Shasta Volcano Hazard Zone (USGS)

The areas of highest hazard in the region of Lassen Volcanic National Park are those that could potentially be affected by pyroclastic flows and mudflows. These areas are those in the immediate vicinity and downhill from
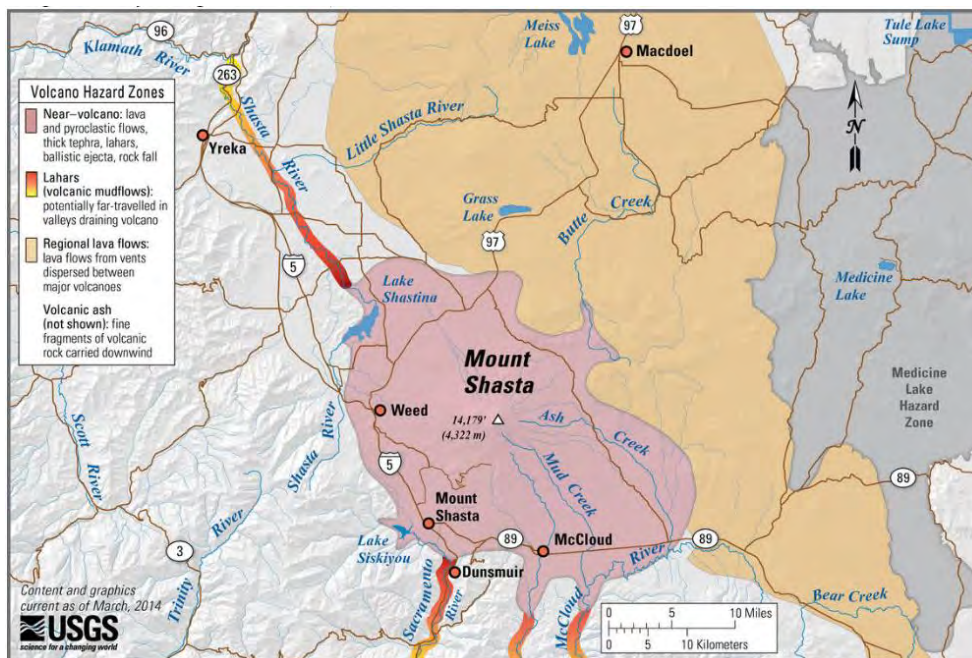
likely eruption sites. The fallout of ash will affect areas downwind at the time of an eruption. Within the hazard zones, the relative hazard is gradational, decreasing away from the location of potential vents.

Mount Lassen Volcano Hazard Zone (USGS)
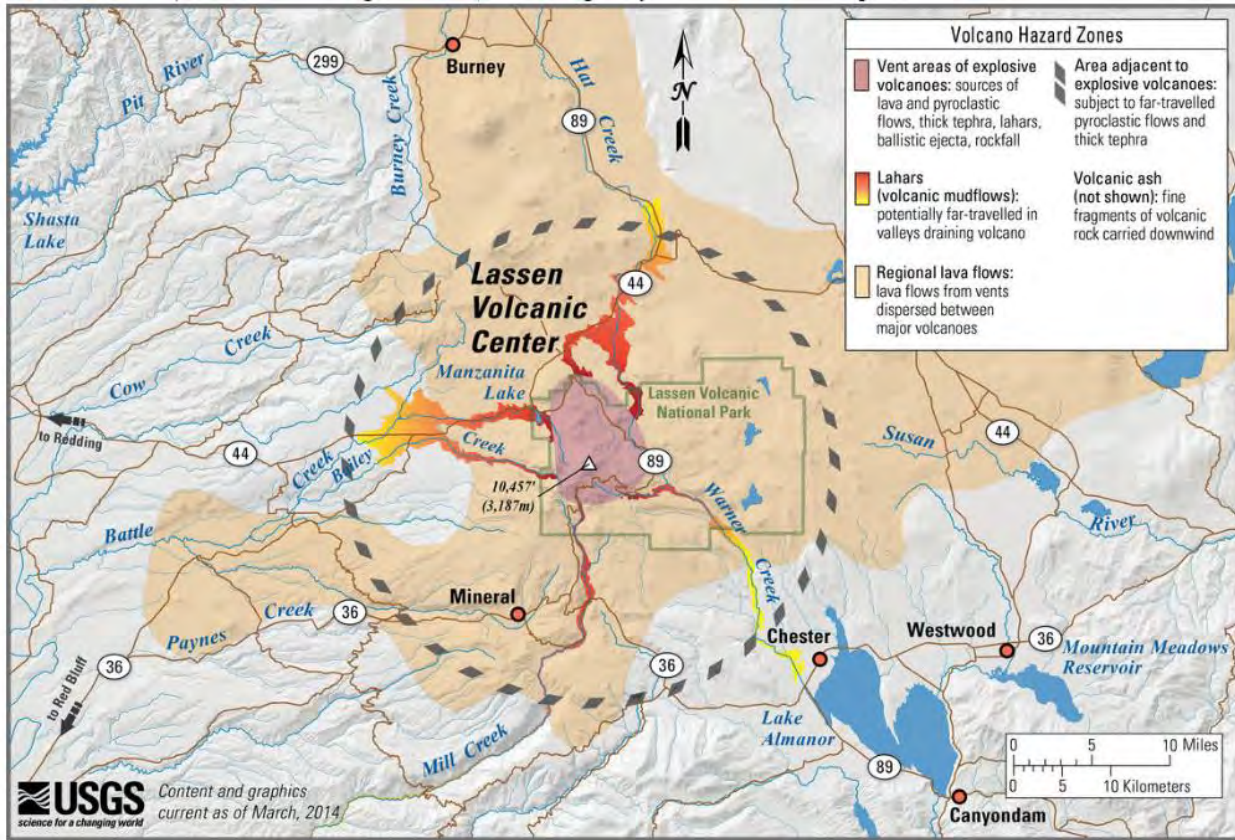
Emergency Response Actions

In the event of a volcano eruption in Northern California or Southern Oregon, the City Manager and Department Heads, or designee, should attempt to determine the severity of the situation and potential impact on Yuba City based upon briefings from Cal OES.

No Tephra, No Toxic Gases, No anticipated Ash accumulation:
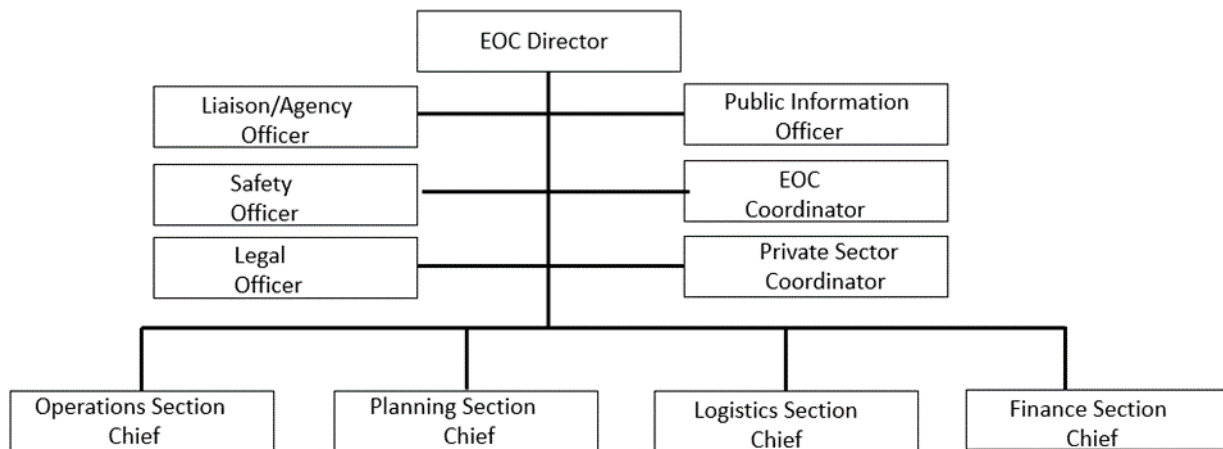- The City Manager and Fire Chief, or designee, will monitor current conditions and expected weather patterns.

No Tephra, No Toxic Gases, Mild/Moderate Ash Accumulation:
- The City Manager (EOC Director) should consider a Level II EOC Activation.

- The City Manager (EOC Director) will assess the need for a Disaster Declaration.

- Under the direction of the EOC Director, the City should issue a statement via our Emergency Notification System (CodeRed) of the current situation.

- The Public Information Officer will keep the news media and public informed of the current situation; provide information on appropriate actions to be taken. All press releases and social media posts should be approved by EOC Director or designee.

- The city should consider implementing an Incident Management Team (internally) and request to go into Unified Command with the YCPD, YCFD, Public Works, and Sutter County OEM. An Incident Command Post should be established.

- Request Mutual Aid Assistance through the Master Mutual Aid System. If necessary, request an Incident Management Team from Cal OES.

- The Operations Chief may consider establishing Emergency Shelter Locations with Red Cross for displaced individuals due to ash accumulation.

- City Staff should be notified of the current and projected status by their Department Head.

- Determine if the **Department's Continuity of Operations Plans should be implemented.**

- The Liaison Officer shall contact all private agencies (BiCounty Ambulance, Recology, Yuba/Sutter Transit, Yuba City Unified School District, Red Cross, TIP) and advise them of the current and projected situation.

- City Departments will review Emergency Operations Plan and ensure departmental readiness, including procedures for alerting and mobilizing emergency organizations.

- The EOC Director, or designee, will take steps to ensure that all alerted agencies and departments are promptly notified of any new change in conditions.

Level II EOC Activation

Tephra, Toxic Gases, Mild/Moderate Ash Accumulation:
- The City Manager (EOC Director) should consider a Level I EOC Activation based on the potential threat (outside of the immediate threat zone).

- The City Manager (EOC Director) should consider the need for a Disaster Declaration.

- Under the direction of the EOC Director, the City should issue a statement via our Emergency Notification System (CodeRed) of the current situation.

- The Public Information Officer will keep the news media and public informed of the current situation; provide information on appropriate actions to be taken. All press releases and social media posts should be approved by EOC Director or designee.

- The city should implement an Incident Management Team (internally) and request to go into Unified Command with the YCPD, YCFD, and Sutter County OEM. An Incident Command Post should be established.

- Request Mutual Aid Assistance through the Master Mutual Aid System. If necessary, request an Incident Management Team from Cal OES.

- The Unified Incident Commander will receive information and evaluate the need for evacuation warnings and orders. Incident Management Team (IMT) should utilize Emergency Incident Evacuation Plan and City Evacuation Zones to determine appropriate evacuation notifications.

- If Evacuation Orders or Warnings are being given, the Operations Chief, through the Care & Shelter Branch, shall establish Emergency Shelter Locations with Red Cross outside of the potential hazard area.

- The Unified Incident Commander should utilize pre-existing Community Relocation Centers as gathering points for individuals under an evacuation order or warning who do not have the ability to leave on their own devices. Buses should be utilized to transport those individuals to established emergency shelter locations.

- City Staff should be notified of the current and projected situation by their Department Director.

- Determine if the **Department's Continuity of Operations Plans should be implemented.**

- The Liaison Officer shall contact private agencies (BiCounty Ambulance, Recology, Yuba/Sutter Transit, Yuba City Unified School District, Red Cross, TIP) and advise them of the current and projected situation.

- City Departments will review Emergency Operations Plan and ensure departmental readiness, including procedures for alerting and mobilizing emergency organizations.

- The EOC Director, through the Liaison Officer, should contact the Superintendent of the Yuba City Unified School District, and the Sutter County Superintendent of Schools should advise them of the current and projected situation. In addition, request access to school buses for potential evacuation.

- The City Manager (EOC Director) should use an alternative EOC Facility location outside of the potential hazard area.

- Planning Section Chief shall coordinate the development of an Incident Action Plan for each Operational Period.

- The EOC Director, or designee, will take steps to ensure that all alerted agencies are promptly notified of any new change in conditions.
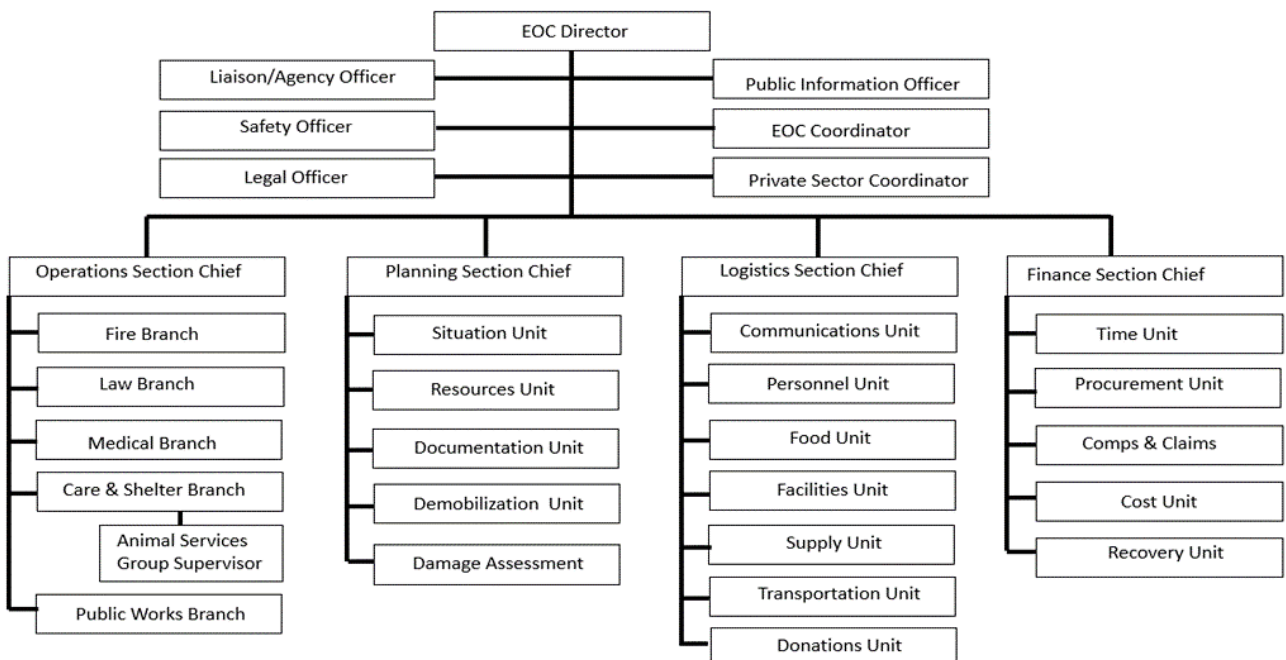
Level I EOC Activation

In the event of a serious volcanic eruption, the Incident Management Team (either internal or a State/Federal Incident Management Team deployed through the Master Mutual Aid System) will work closely with the EOC **to determine the City's Goals, Objectives, and Priorities. These will be identified in the Incident Action Plan,** which will be developed by the EOC Planning Section Chief for each Operational Period.

The following internal City documents will be utilized to assist with EOC, Operational, and Strategic decision-making process:

- Emergency Incident Evacuation Plan
- City Evacuation Zones
- Department Continuity of Operations Plans
- City Emergency Management Document Center
  - ICS Forms
    - Incident Status Summary (ICS 209)
  - Disaster Declarations
  - EOC Positions-Responsibilities-Checklists
  - Situation Reports and IAP
- **Yuba City's Wildfire Smoke Policy**

The continued severity of the Incident will dictate the EOC level of activation. At any time, Department Operations Centers (DOC) may be established to assist with the Operational mitigation of the Incident.

The following standardized evacuation terminology established by the State of California will be utilized when communicating any evacuations or closures.

<u>California Standard Statewide Evacuation Terminology (Cal OES)</u>

Evacuation Order: Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.

Evacuation Warning: Potential threat to life and/or property. Those who require additional time to evacuate and those with pets and livestock should leave now.

Shelter In Place: Go indoors. Shut and lock doors and windows. Prepare to self-sustain until further notice and/or be contacted by emergency personnel for additional direction.

Evacuation Order(s) Lifted: The formal announcement of lifting evacuations in an area currently under evacuation.

Hard Closure: Closed to all traffic except Fire and Law Enforcement.

Soft Closure: Closed to all traffic except Fire, Law Enforcement, and critical Incident resources (i.e., Utility, Caltrans, City/County Roads, etc., or those needed to repair or restore infrastructure.)

Hazardous Materials Incidents

Hazard Definition
Hazardous materials (Hazmat) consist of substances that, by their nature, lack containment and reactivity and have the capability of inflicting harm. Hazmat poses a threat to health and the environment when improperly managed. Hazmat can be toxic, corrosive, flammable, explosive, reactive, an irritant, or a strong sensitizer. Hazmat substances also include certain infectious agents, radiological materials, oxidizers, oil, used oil, petroleum products, and industrial solid waste substances.

Hazardous material incidents are one of the most common technological threats to public health and the environment. Incidents may occur as a result of natural disasters, human error, and/or accidents. The types of hazmat incidents that can occur and the resulting impact are:

Spill or Release
The immediate threat from any hazardous materials released into the atmosphere is from exposure to toxic vapors, gases, liquids, and solids. Even a small release of a hazardous substance can have devastating effects on those who are exposed. A release may result in requiring City residents and businesses to take protective actions such as evacuation or shelter in place.

The secondary risk is to the environment. Unchecked exposure can lead to contamination of the air, ground, subsurface water sources, and soil and affect the health of wildlife. Large spills can contaminate drinking water supplies that may affect entire communities, especially in rivers, underground aquifers, or reservoirs.

Fire
When hazardous materials burn, toxic chemicals are often present in the smoke. The greatest danger is from inhalation, but eye damage and absorption through the skin can also be a danger. Firefighting can be quite difficult. Large hazardous materials fires are mainly a hazard in and around industrial areas, although smoke and vapor plumes can travel for miles.

Explosion
The major threats from an explosion involving hazardous materials are falling objects and flying debris, thermal exposure, released contaminants, and overpressure during detonation. Like hazardous materials fires, explosions are mainly a hazard in and around industrial areas and along ground or marine transportation corridors.

Local Situation
There are several possible sources for hazardous materials incidents in Yuba City, including the transportation of hazardous or toxic chemicals through Yuba City, industries and fixed facilities that use or produce hazardous chemicals, underground pipelines, commercial and military aviation routes, clandestine dumping/labs, asbestos, and household hazardous waste.

Transportation-related Hazards:
State Highways 99 and 20 crosses through the City and both are major trucking routes that carry commercial vehicles transporting hazardous materials such as petroleum products, industrial wastes, toxic gases, and agricultural chemicals.

Union Pacific owns and operates rail lines that run parallel to the Feather River levee and alongside Live Oak Boulevard, crossing over the river near Northgate Drive. These lines operate freight trains from Union Pacific and Burlington Northern Santa Fe (BNSF), carrying petroleum products, industrial chemicals, and toxic wastes. Some examples of commonly found hazardous materials being transported by rail include crude oil, sulfuric acid, chlorine, and radioactive wastes.

Fixed facilities/Industry
Common facilities that are known to either manufacture, warehouse, and/or process toxic chemicals and/or generate hazardous waste materials include:

875 North Walton Avenue - Calpine Yuba City Energy Center
Operates by burning natural gas to create electricity. High volume and high pressure of natural gas may be found at this location.

700 Jones Street - California cold logistics
Anhydrous ammonia may be found in large quantities at this site for use in the refrigeration process.

1612 Starr Drive - Stericycle
Specializes in the collection, transportation, treatment, pick up, and disposal of biohazardous medical waste, pharmaceutical waste, sharps, and COVID-19 waste.

900 North George Washington Boulevard - Wilbur-Ellis Company
Agricultural supply company that stores large amounts of fertilizers and/or pesticides (i.e., Aqueous ammonia).

765 Sutter Street- Amerigas
Large quantities of Liquified Petroleum Gas.

701 Northgate Drive – Yuba City Water Treatment Plant
Large quantity of Chlorine stored and utilized.

302 Burns Drive – Yuba City Wastewater Treatment Plant
Large quantity of Chlorine stored and used.

421 C Strett Gauche Aquatic Park
Large quantity of Chlorine stored and used

Agricultural fields/Orchards
Varying degrees and quantities of fertilizer such as ammonia and other agricultural chemicals and pesticides are widely used in the many orchards and agricultural fields found in Yuba City.

Pipelines
Pacific Gas and Electric (PG&E) owns and operates natural gas transmission pipelines that run underground throughout the City. PG&E defines transmission pipelines as generally larger and operating at a higher pressure than distribution pipelines. This pressure is roughly 60 pounds per square inch gauge (psig). Transmission pipelines move natural gas from compressor stations and storage facilities to regulators. Regulators reduce the pressure before **delivering to PG&E's** distribution system. The distribution system feeds the smaller lines that deliver natural gas to a business or home.

Commercial and Military Aviation routes
Direct paths of commercial flights to and from Sacramento International Airport. Proximity to Beale AFB and military training exercises or operations.

Clandestine dumping/Clandestine Drug labs
Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste products on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it can be anticipated that the illegal dumping of hazardous materials will increase.
The unpopulated industrial areas of Yuba City, the Feather River, its adjacent wooded river's edge, and the numerous undeveloped or vacant lots in Yuba City provide ample opportunity for the illicit dumping of toxic materials and wastes.

Asbestos
The age and era of commercial and residential buildings and construction practices may have the presence of asbestos.

Household Hazardous Waste
A facility for the collection and proper disposal of household hazardous waste for residents in Yuba City is located at 134 Burns Drive.

Hazardous Materials Incident Response
The Yuba City Fire Department (YCFD) is responsible for responding to all hazardous materials incidents in Yuba City. The YCFD has personnel trained as hazardous materials technicians and specialists assigned to 5 Fire Stations throughout the City, as well as a special HazMat Unit (HM 31) from the California Office of Emergency Services Regional Hazardous Materials Program. This unit is located at Fire Station 4 on 150 Ohleyer Road and shares staffing with trained personnel from the YCFD HazMat team and other qualified members from the joint Yuba-Sutter Hazardous Materials Response Team (YSHMRT). The regional team is formed through members from YCFD, Sutter County Fire Department, Sutter County Certified Unified Program Agency (CUPA), Marysville Fire Department, Linda Fire Protection District, Beale AFB Fire Department, Wheatland Fire Authority, and Yuba County CUPA.

Hazardous Materials incidents within Yuba City are classified into three levels:

Level 1:

a. Requires at least one HazMat Specialist.
b. Known substances, including drug lab waste.
c. Minor leaks/spills from 55-gallon or less container(s).
d. Evacuations are limited to a single building or intersection.
e. No Injuries.

Standard Response – Code 2

a. One Engine.
b. Closest HazMat Specialist.

Level 2:

a. Requires at least four HazMat Specialists.
b. Highly hazardous known substances or unknown substances.
c. Leaks/spills from numerous small containers or single containers over 55 gallons.
d. Evacuations involving large facilities or a city block.
e. Critical populations affected, such as schools, etc.

Standard Response – Code 3

a. One Engine and one ambulance.
b. After arrival and confirmation of Level 2, we need a minimum of four HazMat Specialists.

c. Depending on needs:

1. Request additional on-duty HazMat Specialists.
2. Request off-duty HazMat Specialists.
3. Request Yuba Sutter Hazardous Materials Response Team.
4. Notifications to City Manager.
5. The city may implement an Incident Management Team (internally) and request to go into Unified Command with the YCPD, YCFD, and YC Public Works. An Incident Command Post should be established.
6. The IMT will keep the news media and public informed of the current situation and provide information on appropriate actions to be taken.
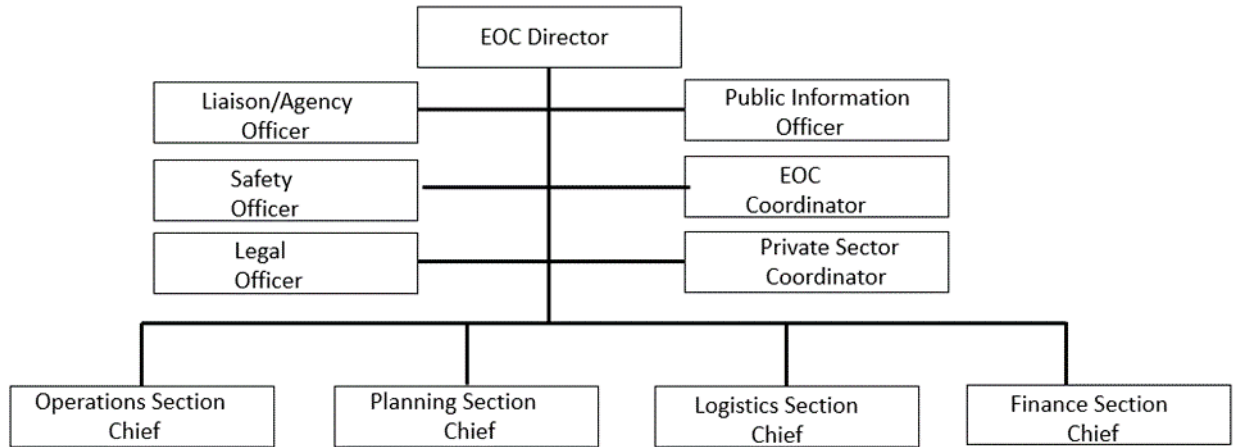
Level 3:

a. Requires one or more HazMat teams.
b. Highly hazardous known substances or unknown substances.
c. Leaks/spills from one or more large containers, such as tank cars.
d. Large-scale evacuations of long duration.
e. Critical populations affected, such as schools, etc.
f. Resource needs exceed the capabilities of local government.

Standard Response – Code 3

a. Two Engines and one ambulance.
b. After arrival and confirmation of Level 3, need a minimum of six HazMat Specialists, one of which should be a Company Officer.
c. Notify Fire Chief.
d. Depending on needs:

1. Request additional on-duty HazMat Specialists.
2. Request off-duty HazMat Specialists.
3. Request Yuba Sutter Hazardous Materials Response Team.
4. Request Butte County HazMat Unit.
5. Notifications to City Manager. The City Manager may consider a Level III or II EOC activation based on the affected population and the scale of possible evacuations.
6. The city should implement an Incident Management Team (internally) and request to go into Unified Command with the YCPD, YCFD, YC Public Works, and Environmental Health. An Incident Command Post should be established.
7. Shelter In Place Orders may be given priority to limit exposure to the population.
8. The Public Information Officer will keep the news media and public informed of the current situation and provide information on appropriate actions to be taken.
9. The EOC Director, through the Liaison Officer, should contact the Superintendent of the Yuba City Unified School District, and the Sutter County Superintendent of Schools should advise them of the current and projected situation. In addition, request access to school buses for potential evacuation.
10. Department Operations Center (DOC) may be established.
11. Determine if the **Department's Continuity of Operations Plans should be implemented.**

Level II EOC Activation

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                        ┌─────────────────┐
                        │   EOC Director  │
                        └────────┬────────┘
    ┌──────────────────┐         │         ┌──────────────────────┐
    │  Liaison/Agency  │─────────┤─────────│ Public Information   │
    │     Officer      │         │         │     Officer          │
    └──────────────────┘         │         └──────────────────────┘
    ┌──────────────────┐         │         ┌──────────────────────┐
    │     Safety       │─────────┤         │        EOC           │
    │     Officer      │         │         │    Coordinator       │
    └──────────────────┘         │         └──────────────────────┘
    ┌──────────────────┐         │         ┌──────────────────────┐
    │     Legal        │─────────┤─────────│   Private Sector     │
    │     Officer      │         │         │    Coordinator       │
    └──────────────────┘         │         └──────────────────────┘
        ┌────────────┬───────────┴───────────┬────────────┐
┌───────────────┐ ┌───────────────┐ ┌───────────────┐ ┌───────────────┐
│ Operations    │ │ Planning      │ │ Logistics     │ │ Finance       │
│ Section Chief │ │ Section Chief │ │ Section Chief │ │ Section Chief │
└───────────────┘ └───────────────┘ └───────────────┘ └───────────────┘
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Yuba City Dispatch coordinates the initial response to calls for hazardous materials incidents in the City. The Incident Commander, along with members from the Hazardous Materials Team, may work together at a Hazardous Materials incident to determine the need to activate the Yuba-Sutter Hazardous Materials Response Team (YSHMRT) response. The individual tasked with activating the YSHMRT will utilize the following information:

ACTIVATION NUMBER:
Hazmat Duty Officer:
** (530) 634-7661**
Backup Duty Officer:
(530) 634-7662

Be prepared to answer the following questions:

- Incident name and jurisdiction.
- **Incident Commander's name and agency**.
- Command and tactical frequencies.
- Known chemical substance or container.
- Reporting location and travel route.
- Any specialty equipment needed. The HazMat Duty Officer will contact Yuba County Dispatch to **initiate notifications to YSHMRT members via the "Code Red" program.**

The Hazardous Materials Team does not conduct clean-up of a hazardous materials release. Hazardous materials clean-up is performed under a private contract and comes at the cost of the responsible party. The responsible party will ensure proper clean-up of the product or ensure that a qualified licensed contractor cleans and properly dispose of the hazardous product.

In the event of a serious hazardous materials incident, the Incident Management Team (either internal or a State/Federal Incident Management Team deployed through the Master Mutual Aid System) will work closely

with the EOC to **determine the City's Goals, Objectives, and Priorities. These will be identified in the Incident** Action Plan, which will be developed by the EOC Planning Section Chief for each Operational Period

The following internal City documents will be utilized to assist with EOC, Operational, and Strategic decision-making process:

- Emergency Incident Evacuation Plan
- City Evacuation Zones
- Department Continuity of Operations Plans
- City Emergency Management Document Center
  - ICS Forms
    - Medical Plan (ICS 206)
    - Safety Message/Plan (ICS 208)
    - Incident Status Summary (ICS 209)
    - Incident Action Plan Safety Analysis (ICS 215A)
  - Disaster Declarations
  - EOC Positions-Responsibilities-Checklists
  - Situation Reports and IAP
- **Yuba City's Wildfire Smoke Policy**

The continued severity of the Incident will dictate the EOC level of activation. At any time, Department Operations Centers (DOC) may be established to assist with the Operational mitigation of the Incident.

The following standardized evacuation terminology established by the State of California will be utilized when communicating any evacuations or closures.

<u>California Standard Statewide Evacuation Terminology (Cal OES)</u>

Evacuation Order: Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.

Evacuation Warning: Potential threat to life and/or property. Those who require additional time to evacuate and those with pets and livestock should leave now.

Shelter In Place: Go indoors. Shut and lock doors and windows. Prepare to self-sustain until further notice and/or be contacted by emergency personnel for additional direction.

Evacuation Order(s) Lifted: The formal announcement of lifting evacuations in an area currently under evacuation.

Hard Closure: Closed to all traffic except Fire and Law Enforcement.

Soft Closure: Closed to all traffic except Fire, Law Enforcement, and critical Incident resources (i.e., Utility, Caltrans, City/County Roads, etc., or those needed to repair or restore infrastructure.)

Natural Occurring Biological Threats

Hazard Definition
Public health-related hazards may be the result of a naturally occurring event or terrorism. Key hazards of concern to Sutter County are West Nile Virus (WNV), Avian Influenza (Bird Flu) and Avian Influenza A (H5N1), COVID-19, Swine Influenza (H1N1), Bovine Spongiform Encephalopathy (BSE, "mad cow disease"), Botulism, Campylobacter jejuni, Canine Distemper, E. coli, Exotic Newcastle Disease, Hantavirus, Hepatitis A, Lyme Disease, Monkeypox, Norwalk Virus, Plague, Salmonella, SARS, Shigella (dysentery), and Tularemia.

Local Situation
Overall, **Yuba City's** exposure (probability) to these threats ranges from Low to High. There is no scientific scale to measure the magnitude of a pandemic. Pandemics are usually measured in the number of people affected by the pandemic and by the number of people who die from complications.

The 20th century saw three outbreaks of the pandemic.
- The 1918-1919 Influenza Pandemic
- The February 1957-1958 Influenza Pandemic
- The 1968 Influenza Pandemic

To date, the 21st century has seen two acknowledged pandemics.
- 2009 Swine Flu (H1N1)
- 2019/2020 COVID-19

Emergency Response Actions
Yuba City's response will be evaluated by utilizing the threat levels and guidance from the following sources:
- World Health Organization
- Centers for Disease Control and Prevention
- California Department of Public Health
- Sutter County Public Health

In the event one or more of the above sources declares an emerging threat as a health emergency and has the potential to affect a significant portion of Sutter County, Yuba City may implement the following:

- The City Manager (EOC Director), in conjunction with the Department Heads, will complete a jurisdictional risk assessment:
  - Possible threat to City employees.
  - Possible threat to vulnerable populations of the City.
  - Possible threat to the Yuba City population.
  - Possible threat to essential City services.
  - Possible threat to City services as a whole.
  - Possible threat to economic stability.

- The City Manager (EOC Director) may consider a Level III or Level II EOC Activation.
- The City Manager (EOC Director) will assess the need for a Disaster Declaration.

- The Public Information Officer should develop Public Information Alerts for distribution. All press releases should be approved by EOC Director or designee.
- Police, Fire, and Public Works may consider opening individual DOCs.
- Determine if the **Department's Con**tinuity of Operations Plans should be implemented.
- Department Directors should brief their staff on the current and projected situation.
- Logistics Section Chief will identify and attempt to secure essential personnel protective equipment for City Staff.
- Operations Section Chief will work with Sutter County Public Health and identify the medical branch as a Closed Point of Dispensing (POD).
- Operations Section Chief will initiate medical countermeasure (MCM) dispensing strategies.
- Planning Section Chief should provide Situational Status Reports.

Level II EOC Activation
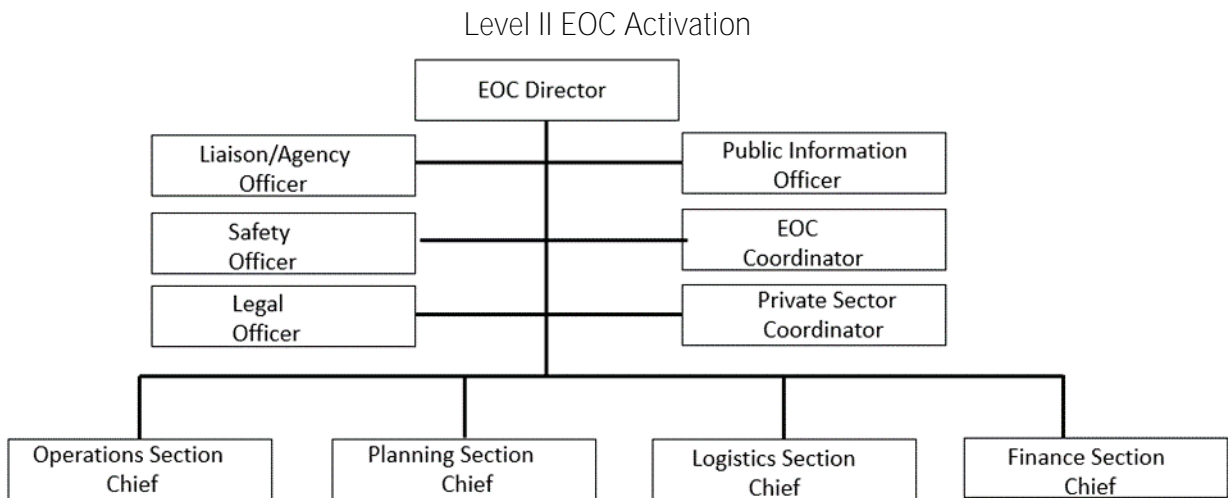
In the event of a serious naturally occurring biological threat, the DOC or EOC will **determine the City's Goals,** Objectives, and Priorities. These will be identified in the Incident Action Plan, which will be developed by the EOC Planning Section Chief for each Operational Period.

The following internal City documents will be utilized to assist with EOC, Operational, and Strategic decision-making process:

- Department Continuity of Operations Plans
- City Emergency Management Document Center
  - o ICS Forms
    - ▪ Safety Message/Plan (ICS 208)
    - ▪ Activity Log (ICS 214)
  - o Disaster Declarations
  - o EOC Positions-Responsibilities-Checklists
  - o Situation Reports and IAP

The continued severity of the Incident will dictate the EOC level of activation. At any time, Department Operations Centers (DOC) may be established to assist with the Operational mitigation of the Incident.

Extreme Weather

Hazard Definition
This hazard category is defined by those naturally occurring events that are environmentally or meteorologically initiated and have either a long-term rate of occurrence or occur with regular frequency. Their impacts, although normally not considered damaging, have the capacity to present significant challenges to the City in the areas of public safety, economic vitality, environmental quality, and other social consequences.

Local Situation

Heat/Cold
Annually, the City of Yuba City **can experience summer temperatures that reach into the 100's**, and winter temperatures can drop into the low teens. Exposure to extreme temperatures can cause unsafe changes to the body temperature and cause the City infrastructure to fail or become otherwise compromised. Overall, this hazard is considered a moderate to high risk to the City.

Air Pollution
The City of Yuba City is at risk for the accumulation of unhealthy levels of air pollution. This pollution can come from a variety of sources, including vehicle exhaust and fires, both wildland and industrial. In the event the air pollution is found to be at emergency levels, mitigation will likely consist of restriction of movement outdoors. Likely, there will also be increased visitation to area **hospitals from the area's medically** fragile or vulnerable populations.

Drought
Generally, extended drought events present a major economic impact, especially in an area heavily involved in agricultural production like Yuba City. Moreover, if the drought is long-term, potable water supplies may dwindle, resulting in the need for rationing, the importation of emergency water supplies, and other mitigation strategies.

High Winds/Tornado
Yuba City is at a moderate to high risk for having wind events that exceed 50 mph, which are considered damaging winds. These usually occur during winter thunderstorms; however, they may reach these speeds during summer North Wind events, which may result in extreme fire behavior. In January 2008, the City experienced moderate to heavy damages, such as toppled trees and downed power lines resulting in power outages from the severe winter storms (wind and rain).

Yuba City is in a Low-Risk area for tornados. According to National Weather Service records, Sutter County has had 21 reported tornados since 1950, with the largest being an F2 that caused two injuries.

Emergency Response Actions
In an effort to prepare for extreme weather events, the Fire Chief or designee will routinely monitor current and forecasted weather events. All known National Weather Service (NWS) alerts for weather Warning or Advisory is posted on the Yuba City Fire Dep**artment's** (YCFD) website.

In the event that extreme weather is forecasted through the National Weather Service, Public Service Announcements (PSA) may be distributed to the public, including the utilization of the **YCFD's** website for preparing citizens for extreme weather conditions.

Extreme Weather Threat:
- The City Manager (EOC Director) or designee will determine if a warming or cooling center is needed.
- Fire Chief or designee will determine the need for opening a Department Operations Center (DOC).
- The City Manager (EOC Director) may consider a Level III EOC activation.
- The City Manager (EOC Director) will make notifications to Department Heads and Elected Officials of the current situation.
- Department Directors will ensure precautions are taken to prepare City facilities.
- The Emergency Notification System (CodeRed) may be utilized **for PSA's**.
- The Public Information Officer will keep the news media and public informed of the current situation; provide information on appropriate actions to be taken.
- Determine if the **Department's Continuity of Operations Plans should be implemented.**
- City Staff should be notified of the current and projected status by their Department Head.

Electrical Power Outage:
Extreme weather often coincides with electrical power outages; however, it may result from Public Safety Power Shutdown (PSPS), rolling blackouts, equipment failure, or natural/man-made disasters. It is understood that determining the length of a power outage may be challenging and will be estimated based on the reconnaissance or intelligence received. In the event of a power outage, the Fire Chief or designee will:
- Attempt to determine the extent of the power outage.
- Attempt to determine the cause of the power outage.
- Attempt to determine the anticipated duration of the power outage.
- Attempt to determine any immediate hazards associated with the power outage.
  - Critical infrastructure affected
  - Extreme heat or freezing conditions
  - Additional life safety issues.

Extent and duration of the power outage:

25% or more of the City involved and expected duration of more than 4 hours:
- Fire Chief or designee may consider opening the Department Operations Center (DOC)
- The city may implement an Incident Management Team (internally) and request to go into Unified Command with the YCPD, YCFD, and YC Public Works. An Incident Command Post should be established.
- Emergency Notification System (CodeRed) may be sent to residents affected.

50% or more of the City involved and expected duration of more than 12 hours:
- Fire Chief or designee should open the Department Operations Center (DOC)
- The city should implement an Incident Management Team (internally) and request to go into Unified Command with the YCPD, YCFD, and YC Public Works. An Incident Command Post should be established.
- The **City's** Emergency Notification System (CodeRed) should be utilized to provide a situation update to residents in the affected area.
- The City Manager (EOC Director) may consider a Level III EOC activation.
- The DOC will identify and determine critical facilities for life safety and/or public safety concerns.
- The DOC and EOC will determine the need for cooling, warming, or charging centers.

- The EOC Director, through the Liaison Officer, should contact the Superintendent of the Yuba City Unified School District, Skilled Nursing Facilities, and Elderly Care Facilities and advise them of the current and projected situation.
- Sutter County of Office of Emergency Services and Sutter Public Health may be consulted to determine the need for cooling/warming/charging centers.

Level III EOC Activation
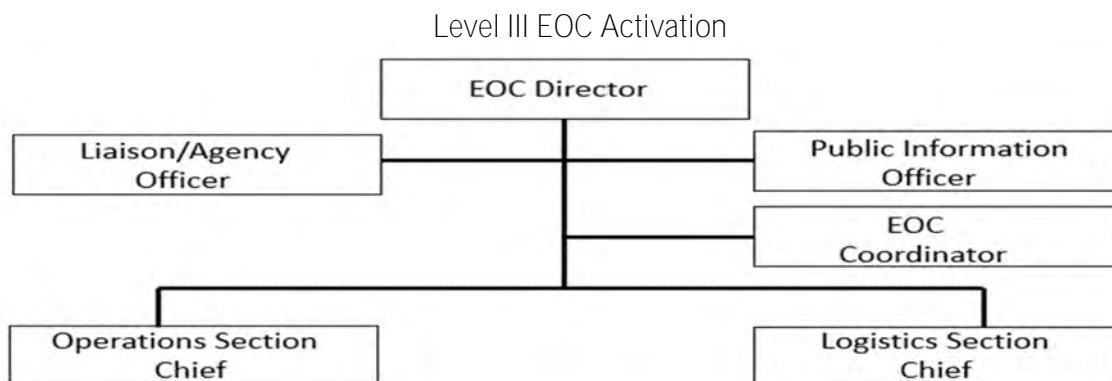
Terrorism

Hazard Definition

Terrorism is **defined in 28 CFR Section 0.85 as** "…*the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives*." Since September 11, 2001, terrorism has become a fact of life for all Americans. **Planning for response to potential terrorist incidents has long been part of California's Emergency Preparedness** Planning effort. California provides a target-rich environment for terrorists, with many facilities and venues and **an easy place to hide in California's diverse population.**

There are many forms that terrorism can take and the most prevalent is a terrorist attack involving Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) agents and/or devices. There is also the threat of Cyber-Terrorism involving the use of computer data and networks to interrupt or shut down critical government infrastructures such as energy, transportation, or financial sectors.

Local Situation

The target of such acts can be mass loss of life, disruption of services, or large property damage. While the Yuba City area has never been specifically targeted, terrorism is a constant threat to our nation and each individual community. Situational awareness must be maintained by all City employees as the area can be a target-rich environment for terrorist attacks.

In addition to terrorist attacks, a specific threat may be received that falls under Yuba City's jurisdiction. Upon receipt of a terrorist **threat, YCPD has specific Sergeants and Officers designated as TLO's (Terrorism Liaison** Officers) who have contacts with State and federal offices through the Central California Intelligence Center (CCIC) and Sacramento Regional Threat Assessment Center (SacRTAC). **Coordination between TLO's and** additional agencies will be required to assess the validity and need for additional resources.

Local Fixed Facilities

City-owned facilities that could be potential terrorist targets include:

>*1201 Civic Center Drive – City Hall*

>*701 Northgate Drive – Water Treatment Plant (including the water intake facility)*

>*302 Burns Drive – Wastewater Treatment Facility*

There are many local private and County owned facilities that could be potential terrorist targets. A list of facilities would be too extensive to include in this document. A terrorist is only limited by their imagination of what a viable target may be. Major infrastructure such as levees, powerplants, and bridges are also a concern of potential terrorist attacks.

Terrorism Incident Response

The Yuba City Police Department and the Yuba City Fire Department would be the first responders on the scene during a local terrorist attack. Personnel from both agencies have received training in most emergency responses that could be caused by a terrorist attack. Given the broad spectrum of types of incidents, YCPD personnel is trained to request assistance with incidents beyond our capabilities. Incidents that may exceed **the City's** capabilities in terms of personnel or expertise and will require the assistance of outside agencies. These resources are known and readily available if requested by the Incident Commander. Resources could come from the local area or the Sacramento area, depending on the incident. Mutual aid can be requested through Sutter County, CCIC, and SacRTAC, and the assistance of the FBI can be requested depending on the scope of an incident.

Civil Disobedience

Hazard Definition
Civil disobedience is often related to a social situation or event that gathers large groups of people that could be protesting, angry, celebrating, or otherwise wanting to express themselves outwardly. These events have become more common in recent years. The power of social media has propelled events causing disruptions across the country. While some protests or marches may start with peaceful intentions, they can quickly turn violent, causing violence and significant damage to property. Yuba City has typically had very little activity during these events; however, in recent years, small groups have formed to protest at high-visibility areas in our jurisdiction.

Civil disobedience may cause the following impacts within our community:
- Injury to targeted population groups or individuals within the perimeter of the event
- Damage to public and private property, structures, and systems
- Interruption of official government operations
- Loss of revenue from people being discouraged from entering affected areas
- Costs of managing response resources
- Interrupted traffic and loss of mobility due to rioting and official road closures
- Societal disruptions and long-term stigma associated with such occurrences

These situations can quickly increase in severity if not addressed appropriately, leading to our jurisdiction quickly running out of available resources to safely handle. Mutual aid from local agencies is a common request in the Yuba Sutter area.

Local Situation
There are many locations within Yuba City that could be potential locations for civil disobedience. High visibility locations are most likely; however, with the availability of social media, any location could be used and live-streamed to garner the attention a group of people is seeking.

Civil Disobedience Response
When a large group gathers that could lead to civil disobedience, YCPD should take the approach of allowing people to safely express their views without infringing upon the rights and property of others in the community. Depending on the situation, contact should be made with the **leader of the group. YCPD's desire** to let them freely express their views should be emphasized, along with which illegal behavior would not be acceptable. YCPD will internally monitor the group through social media outlets to learn of any additional movements or locations that the group is planning.

Depending on the size of the crowds, YCPD will coordinate with local agencies to get the necessary personnel should enforcement action be necessary. Mutual aid for a large-scale event that could turn into **civil disobedience will be coordinated through the Sutter County Sheriff's Office. Implementation of an EOC** will be at the discretion of the Police Chief or designee.

Water and Wastewater Disruption

Hazard Definition
There are several possible sources of potable water Disruption in Yuba City, including the Threat of or Actual Contamination of the Water System, Structural Damage from Explosive Devices, SCADA Security, Chlorine Release, Power Outage, and Water Supply Interruption.

Local Situation:
The Threat to or Actual Contamination of the Water System:
This applies to the intentional introduction of a contaminant into the water system. The contaminant could be introduced at any point within the water system, including raw water, treatment facilities, or distribution system, including pipes, water storage tanks, or pump stations. The adversary may or may not give notice of the contaminant or provide the location. Contamination may have actually occurred, or it may be a hoax.

Emergency Response Actions
Refer to the City of Yuba City Emergency Response Plan
1. Perform actions to estimate the contaminated area and predict the movement of contamination if evidence has been confirmed.
2. Take actions to isolate portions of the water system containing suspect water.
3. **Issue "Boil Water," "Do not Drink," or "Do not Use" orders via the City's Emergency Notification** System (CodeRed) and Press Releases as appropriate.
4. Initiate Alternate Water Supply (Section III.G of ERP for Alternate Water Sources) to provide alternate water supply for customers and fire protection as necessary.

Structural Damage from Explosive Device

This applies to an incident where intentional structural damage has occurred to the water system as a result of an explosive device. The assumed intent of the explosion is to disrupt normal system operations at any point within the system, including raw water, treatment facilities, or the distribution system.

Emergency Response Actions
Refer to the City of Yuba City Emergency Response Plan
1. Physically secure water system facilities and implement heightened security procedures throughout the system.

2. Initiate Alternate Water Supply (Section III.G of ERP for Alternate Water Sources) to provide alternate water supply for customers and fire protection as necessary.

3. Based on the extent of damage, consider alternate (interim) treatment schemes.
4. Issue public **notification, "Boil Water," "Do not Drink," or "Do not Use" orders and other Press** Releases as appropriate.

Request assistance from outside contractors or other water utilities if needed to help repair the damage.

SCADA Security
This applies to a cyber-attack on a SCADA network system when the cyber intruder is conducting DoS (Denial of Service), initiating SCADA/DCS command spoofing, attempting to take the SCADA/DCS system down, and attempting to take control of or is in control of the system.

Emergency Response Actions
Refer to the City of Yuba City Emergency Response Plan

1. Restrict physical access to the area.
2. Physically unplug any phone lines that could dial into the attacked computer.
3. Unplug the computer from the network.
4. Determine if the SCADA system needs to be isolated from process operations and taken completely offline.
5. Photograph the scene, including connections to any peripherals.
6. If the computer is off, DO NOT turn it on (the preferred method is to jumper system disk drive(s) as read-only and perform a post-mortem on a separate computer using suitable tools.)
7. If the computer is on, DO NOT reboot it.
8. Avoid accessing any files on the compromised machine.

Chlorine Release
This applies to an uncontrolled release of any quantity of chlorine gas.

Emergency Response Actions
Refer to City of Yuba City Emergency Response Plan Appendix B Chlorine Emergency Information

1. Personnel must be moved to or seek shelter away from the release area.
2. Determine rate, the volume of release, size of the container, and wind direction, which will influence the ability to control the release as well as determine the impact on both on-site and off-site personnel
3. Contact Yuba City Fire Department and relay all gathered information. Note: Only trained personnel using pre-planned procedures should respond to uncontrolled chlorine releases.

Power Outage
 Power outages may occur at any time. We are especially susceptible to power outages during stormy, windy, or unusually hot weather. They can also be caused by a traffic accident, transformer problems, or the result of

an earthquake, fire, flood, or explosion. Power outages may last from less than a minute to several hours or even several days.

Incident Response
Refer to the City of Yuba City Emergency Response Plan

1. Turn off unnecessary electrical equipment.
2. Start backup generators as necessary for crucial components: Note: Uninterruptible Power Supply (UPS) for SCADA and computers, battery backup for Remote Terminal Unit (RTU) may only supply power for a few hours.
3. Increase disinfectant residual as a precaution against potential contamination.
4. If not able to meet community requirements for water, then arrange for water to be supplied by another source. See Mutual aid agreements. (Section II B. of ERP and Section III.G of ERP for Alternate Water Sources).
5. Notify priority customers.
6. Notify users of service interruption if the backup pump(s) is/are incapable of maintaining supply.
7. **Issue "Boil Water," "Do not Drink," or "Do not Use" orders and Press Releases as appropriate.**
8. Initiate a backup plan for retrieval of current information from outside sources.
9. Consider initiating portable backup pumping and generating capability to serve areas with limited storage, critical wastewater collection, and treatment operations.

Water Supply Interruption
These events will vary in scale from compromised incremental supply volumes to complete, catastrophic loss of water supply. The ability of a utility to respond successfully to a catastrophic water supply interruption will be highly correlated to the existence of interconnections and alternative sources of supply.

Emergency Response Actions
Refer to the City of Yuba City Emergency Response Plan
Several potential levels of severity are involved in a water supply interruption.

1. Water Alert -- A 5% or greater reduction in water usage is implemented. Voluntary conservation is encouraged. The water shortage situation is explained to the public, and voluntary water conservation is requested. WTP maintains an ongoing public information campaign consisting of the distribution of literature, speaking engagements, bill inserts, and conversation messages printed in local newspapers.

2. Water Warning -- A 15% or greater reduction in water usage to meet the immediate needs of customers. The water supply shortage is moderate. The utility aggressively continues its public information and education programs. Consumers are asked for a 15 percent or greater voluntary or mandatory water use reduction. Additional landscape irrigation restrictions may be implemented. Businesses may be asked not to serve water in restaurants unless requested.

3. Water Crisis – A 30% or greater reduction in water usage to meet the immediate needs of customers. The water supply shortage is severe. Additional requirements may include dramatic landscape irrigation restrictions; restrictions on the use of potable water to fill or refill new swimming pools, artificial lakes, ponds, or streams until the water crisis is declared over; prohibition of water use for ornamental ponds and fountains; restrictions on the washing of automobiles and equipment (such as requiring that it shall be done on the lawn or at a commercial establishment that uses recycled or reclaimed water); restriction of flushing of sewers or fire hydrants to cases of emergency and essential operations, and; Introduction of a permanent water meter on existing non-metered services

and/or flow restrictors on existing metered services at customer's expense upon receipt of the second water violation.

4. Water Emergency -- A 50% or greater reduction in water usage to meet the immediate needs of customers. Water shortage is critical. Additional requirements may include: disallowing all landscape irrigation; disallowing potable water for construction purposes such as dust control, compaction, or trench jetting. In addition, large industrial users, for example, canneries and other food manufacturers, may be required to reduce or cease all water use.

Emergency Phone Lists

911 Area	Direct Phone Number
Yuba City Police / Fire	530-822-4661 or 530-822-4686
Sutter County Sheriff / Fire	530-822-7307 or 530-822-4575
California Highway Patrol	530-674-5141

The individual(s) who discover the threat or emergency situation will immediately notify City's 24-hour Call Center. The **Dispatcher at the Call Center** will then notify the Water Utility Emergency Response Manager or WUERM. The remainder of the City staff will be notified according to the table below.

Name and Title	Responsibilities during an Emergency	Contact Numbers
Water Treatment Supervisor	Plant Supervisor	530-822-4636 x3400
Water Distribution Supervisor	Distribution Supervisor	530-822-4777
Chief Plant Operator	Plant Operator	530-822-4636 x3401
Data (IT) Manager	I.T. Manager	530-822-4785
WTP Deputy Director	Manager	530-822-3264 x3300
Director of Public Works	Director	530-822-4783
Maintenance Supervisor	Plant Supervisor	530-822-4636 x3405
Laboratory Supervisor	Chemist	530-822-3264 x3500
Emergency Dispatch	Dispatcher	530-822-4661
Facility Supervisor	Supervisor	530-822-0212

Local Agencies	Name	Contact Numbers
Local Police	Police Chief	530-822-4661
Fire Department	Fire Chief	530-822-4686
HAZMAT Team	Fire Chief	530-634-7661
Hospital / Critical Care Facility	Adventist Health and Rideout	530-749-4300
Power Company	PG&E	1-800-743-5000
Elected Official	Mayor / City Council / City Clerk Administrator	530-822-4817

Local Agencies	Name	Contact Numbers
Sutter County Public Health Officer	Officer	530-822-7215
Sutter County Public Health Branch Director	Director	530-822-7215
Sutter County Emergency Operations Manager	Manager	530-822-4575
County HAZMAT Team	Emergency Services	530-822-4575

Access and Functional Needs

Local Situation
Persons with disabilities are a protected class under the Americans with Disabilities Act of 1990 and other federal laws. Other factors, in addition to a disability, may affect an individual's ability to access services or to care for their own needs and affect their safety in an emergency or disaster.

According to the Sutter County Public Health Division's Emergency Operations Plan, the U.S. population is growing in ethnic, linguistic, and cultural diversity. Persons over age 65 will comprise more than 18% of the population by 2025. An increasing proportion of persons with disabilities and other people with access and functional needs are in the community living independently in their homes or with home services provided. There are more than 56 million people with disabilities in the U.S., 20% of the population, including, but not limited to:

- 12% of all children birth – 18 years old
- 10% of all adults 19-64 years old
- 38% of seniors over 65 years old

Disability definition from ADA Section 12102:

(1) Disability means, with respect to an individual,

  (A) A physical or mental impairment that substantially limits one or more major life activities of such individual;

  (B) A record of such an impairment; or

  (C) Being regarded as having such an impairment.

(2) Major life activities: In general, for the purposes of paragraph (1), major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking breathing, learning, reading, concentrating, thinking, communicating, and working.

Types of disability:

- Developmental/intellectual disabilities: refers to a diagnosed disability that begins before an individual reaches adulthood. These disabilities include cerebral palsy, epilepsy, mobility, and

autism.

- Acquired disabilities: These can occur due to auto crashes, falls, sports, violence, and wartime injuries. These injuries can damage the brain, spinal cord, hearing, seeing, mobility, memory, and learning.
- Medical conditions: These can include diabetes, arthritis, asthma, and epilepsy.

Emergency Response Actions

Disasters, regardless of type, disproportionately affect individuals with access and functional needs, and the impact results in higher incidents of fatalities, suffering, and personal hardship among historically vulnerable populations before, during, and following emergencies compared to individuals who do not have access or functional needs.

Registries: The City should attempt to identify and retain a voluntary registry of individuals who possess access or functional needs. This voluntary registry is a list of individuals who need additional support during emergencies which the City can use to help when crisis strikes. The City may use the following sources for establishing a registry.

- Volunteer Outreach for Independent Citizens and Elderly (VOICE) program by YCPD
- Sutter County Public Health
- Medical Health Operational Area Coordinator (MHOAC)
- Adult Protective Services

Communication Objectives:

- Sign language interpreters for individuals who are deaf or hard of hearing
  - Attempt to use interpreters during press conferences
- Translation services for persons with limited English
  - Attempt to provide all press conferences with interpreters for multiple languages
- Alternative formats for individuals with blind/low vision
  - Flashing news updates should include voiced reports
- Plain Text

Evacuation and Transportation:

- Identify individuals with access and functional needs who will need to be evacuated
- Identify transportation providers that will be available, responsible, and have the capacity to move individuals with access and functional needs from schools, neighborhoods, medical facilities, nursing facilities, and Community Relocation Centers

Sheltering Facilities:

- Shelters should comply with the requirements established under the Americans with Disabilities Act Architecture Guidelines (ADAAG)
- When providing evacuation locations, ensure that those locations that are physically accessible are highlighted and clearly stated in press conferences, news broadcasts, and press releases.
- Communication access (i.e., sign language interpreters, Language Translation services, Braille/Large Print materials, etc.) should be available at the shelter location.
- Equipment/Resources for shelters, which should be considered by the Care & Shelter Unit Leader
  - A variety of accessible cots should be available, including raised cots, bariatric cost, and cots with side rails
  - Toilet chairs and raised toilet seats

- o Shower chairs
- o Wheelchairs
- o Walkers
- o Crutches
- o TTY Equipment
- o Hearing (batteries)