LETTER OF PROMULGATION

May 17, 2022

To the Citizens, Visitors, Employees and Officials of the City of San Luis Obispo:

The preservation of life, property and the environment is an inherent responsibility of local, state, and federal government. The City of San Luis Obispo has prepared this Emergency Operations Plan to help ensure that responsibility is met.

While no plan can completely anticipate all events, good plans and procedures carried out by knowledgeable and trained personnel can minimize losses. This plan provides policy and guidance for the coordination of planning efforts involving the many City emergency and related organizations serving the citizens of, and visitors to, the City of San Luis Obispo.

The Emergency Operations Plan is an extension of the State Emergency Plan and is written to be compliant with the National Incident Management System (NIMS) and the National Response Framework. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions. Experiences based upon and gained from emergency drills and exercises, actual emergencies or other incidents, or lessons learned from other sources, can result in a need to change or update the Emergency Operations Plan and/or related documents. As a result, changes to the Plan which do not result in changes to policies made and/or approved by the City Council can be made by the City's Fire Chief and/or other agencies, as appropriate; however such changes can be reviewed by the County Office of Emergency Services (OES) to verify uniformity with the San Luis Obispo County Emergency Operations Plan. It may also be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change.

The Council gives its full support to this plan and urges all officials, employees and citizens, individually and collectively, to do their share in the total emergency preparedness effort of the City of San Luis Obispo.

This letter promulgates the City of San Luis Obispo Emergency Operations Plan, constitutes the adoption of the City of San Luis Obispo Emergency Operations Plan. This Emergency Operations Plan becomes effective on approval by the City of San Luis Obispo Council on the date indicated below.

Original copy signed by Erica A. Stewart, Mayor, on behalf of the City, Disaster Council and the Emergency Services Director

_____   _____

Erica A. Stewart, Mayor   Date
City of San Luis Obispo

_____   _____

Derek Johnson, City Manager/Emergency Services Director   Date
City of San Luis Obispo

City of San Luis Obispo

Emergency Operations Plan

Plan Summary

Developed for:
Keith Aggson
Fire Chief
City of San Luis Obispo
Fire Department

Developed by:
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Nipomo, CA

PLAN ADOPTION

This is the official City of San Luis Obispo Emergency Operations Plan for responding to various disasters causing damage in the City of San Luis Obispo. The Plan's responsibilities and authorities are effective as indicated below.

EMERGENCY OPERATIONS PLAN

The San Luis Obispo Fire Department is responsible for Disaster Leadership and Preparedness coordination and will revise Hazard Specific Annexes and related Support Materials, as appropriate. This Plan is Tactical in nature not Policy, and as such revisions do not require City Council approval.

The plan covers disasters impacting the City of San Luis Obispo and it is broken down into the following types of major events:

A. Earthquake
B. Hazardous Materials
C. Multiple Casualty Incidents
D. Transportation Emergency
E. Fire
F. Civil Disturbance – Terrorism – Active Shooter
G. Nuclear Power Plant Emergency Response Plan
H. Adverse Weather
I. Utility Disruption
J. Pandemic

The City of San Luis Obispo Emergency Operations Plan, including the Hazard Specific Annexes, was developed using State Multiple Hazard Functional Planning guidelines, San Luis Obispo Local Hazard Mitigation Plan, State of California Disaster Plan, National Disaster Recovery Framework, National Infrastructure Protection Plan, FEMA Continuation Guidance, and the National Response Plan. As such the Plan, complies with state and federal mandates. Compatibility with the San Luis Obispo County Disaster Management Plans was designed into the City of San Luis Obispo Plan. Common elements in the Plan include an annual review and update of all plans, regular field or tabletop exercises for all plans, automatic Emergency Operations Center (EOC) activation trigger points, and incident management using both the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) at the Emergency Disaster Operations Center (EOC) level and the Incident Command System (ICS) at the field response level.

Unified Command will provide leadership of a Disaster with the Public Safety Chiefs and Public Works providing guidance to the Unified Command Staff.

_____
Keith Aggson
Fire Chief
City of San Luis Obispo

Date: 4/19/2022

Plan Summary

SECTION I - INTRODUCTION

A. Purpose

The purpose of the City of San Luis Obispo Emergency Operations Plan (hereafter referred to as the "Plan") is to describe the City of San Luis Obispo policies and concepts for responding to major disasters that could affect the health, safety, and property of the public within the City of San Luis Obispo.

B. Objectives

The objectives of this Plan are to:

- Protect the public and property in the City of San Luis Obispo.

- Establish official City of San Luis Obispo policy for response to disasters utilizing National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS).

- Identify authorities and assign responsibilities for planning and response activities.

- Identify the scope of potential hazards which form a basis for planning.

- Identify other jurisdictions and organizations with which planning, and disaster response activities should be coordinated.

- Establish the City of San Luis Obispo Disaster Organization that will lead the disaster response and recovery.

- Establish the City of San Luis Obispo policy for providing Disaster information to the public.

- Outline pre-planned response actions that will be taken by the City of San Luis Obispo disaster personnel to mitigate the Disaster's effects.

- Establish responsibilities for the maintenance of the overall City of San Luis Obispo disaster preparedness program.

- Establish basic operational protocols and guidelines for activating and operating the City of San Luis Obispo Emergency Operations Center.

C. Plan Organization

The City of San Luis Obispo's Emergency Operations Plan Summary consists of seven (7) parts.
 An abstract of each part is provided below:

Part 1 – Plan Summary

 The Plan Summary serves as an overview for elements of response that is common to all types of
 disasters.

Part 2 - Hazard-Specific Annexes

 The hazard-specific plans that are used to implement the concepts and policies set forth in this
 Plan. Each Annex covers the response elements specific to the type of disaster addressed. The
 annexes contained in Part 2 are as follows:
 A. Earthquake
 B. Hazardous Materials
 C. Multiple Casualty Incidents
 D. Transportation Emergency
 E. Fire
 F. Civil Disturbance – Terrorism – Active Shooter
 G. Nuclear Power Plant Emergency Response Plan
 H. Adverse Weather
 I. Utility Disruption
 J. Pandemic

Part 3 – Resource Directory

 City of San Luis Obispo Emergency Operations Center Resource Directory consists of support
 materials and references and is a stand-alone document. The materials are intended to provide
 Disaster personnel with information and data to support the City's Disaster response efforts.

 Resource Directory materials in Part 3 include:

  1. Emergency Operations Center Communications and Messaging
  2. City of San Luis Obispo Executive Team Phone Directory (**Confidential Numbers)**
  3. Reverse 911 System
  4. Emergency Alerting System (EAS)
  5. Amateur Radio Emergency Services (ARES) Activation Process
  6. City of San Luis Obispo Resources
  7. County of San Luis Obispo Resources
  8. Persons with Access and Function Needs
  9. Senior Care Facilities
  10. Evacuation and Repopulation Toolkit

 Note: Parts 2 and 3, the Hazard Specific Annexes and Resource Directory Support Documents, are
 tactical and contain information that changes frequently.

Part 4 – Recovery Plan

Part 4 of this Plan consists of Recovery materials and references and is a stand-alone document. The materials are intended to provide information and data to support the City's Disaster recovery efforts.

1. Concept of Operations
2. Recovery Operations Organization
3. Recovery Operations Responsibilities
4. Damage Recovery Assessment
5. Recovery Assistance
6. Documentation
7. Disaster Assistance Process for Public Agencies
8. Hazard Mitigation – Planning and Prevention
9. After Action/Improvement Report

Part 5 – Emergency Operations Center Position Checklists

Part 5 of this Plan consists of SEMS/NIMS Emergency Operations Center Position Checklists. The checklists are intended to provide information to city Staff who are designated as Section Coordinators and their support staff. Position Checklists include:

1. Emergency Operations Center Staff
2. Command Staff
3. Policy Group
4. Operations Section
5. Logistics Section
6. Finance and Administration
7. Plans and Intelligence

Part 6 – Debris Management

Part 6 of this Plan consists of Debris Management materials and references and is a stand-alone document. The materials are intended to provide information and data to support the City's Debris Management.

The Debris Management Plan Consists of the following elements:

1. Applicant Eligibility
2. Concept of Operations
3. Temporary Debris Storage and Reduction (TSDR) Sites
4. Debris Removal
5. Eligible Work
6. Debris Reduction Methods
7. Demolition of a Damaged Public Facility or Privately-Owned Building
8. Temporary Debris Storage and Reduction Site Closeout Procedures

     9. Debris Forecasting and Estimating
10. Debris Monitoring
11. Organization and Responsibilities
12. Administration and Logistics
13. Authorities, References and Regulations

Part 7 – Continuation of Operations and Reconstitution of Government

Part 7 of this Plan consists of Continuation of Operations and Reconstitution of Government materials and references and is a stand-alone document. The materials are intended to provide information and data to ensure the city is operational at the essential functions level as quickly as possible to ensure recovery and the continuing operation of the City of San Luis Obispo

The Continuation of Operations and Reconstitution of Government Plan consists of the following elements:

1. Continuation of Operations and Reconstitution of Government
   A. Continuation of Operations
   B. Reconstitution of Government
      a. Lines of Succession
      b. Temporary Seat of Government and Temporary Emergency Operations Center
      c. Vital Records
2. Essential Functions
3. Staffing and Resource Requirement
4. Facilities Planning
5. Contact Information
6. Reporting to work following a disaster
      a. Personal and Family Safety
      b. When to Report
      c. Where to Report

D. Persons with Functional and Access Needs

The Americans with Disabilities Act (ADA) of 1990 is incorporated into Disaster preparedness plans. This law prohibits discrimination based on disability. A best practice used to effectively address the needs of persons with disabilities or access and functional needs in Disaster preparedness plans is establishing a process to pre-identify resources which may be used to fulfill requests from these individuals for reasonable accommodations they may need in Disaster situations.

Functional Needs Support Services (FNSS) are defined as services that enable children and adults with or without disabilities who have access and functional needs to maintain their health, safety, and independence in a general population shelter. This may include personal assistance services (PAS), durable medical equipment (DME), consumable medical supplies (CMS), and reasonable modification to common practices, policies and procedures. Individuals requiring FNSS may have sensory, physical, mental health, cognitive and/or intellectual disabilities affecting their capability to function independently without assistance. Additionally, the elderly, women in the late stages of pregnancy, and individuals requiring communication assistance and bariatric support may also benefit from FNSS.

On July 22, 2004, Executive Order 13347 was issued (Individuals with Disabilities in Disaster Preparedness), directing the federal government to work together with state, local and tribal governments, as well as private organizations, to appropriately address the safety and security needs of people with disabilities.

The City of San Luis Obispo will make every effort to comply with Title II of the Americans with Disabilities Act (ADA), related to disaster and disaster-related programs, services and activities for individuals with disabilities, access and functional needs.

E. Plan Coordination

Almost all major disasters result in response by more than one jurisdiction.

The following is a sample listing of jurisdictions where Plan development and response coordination is essential:

- Federal Disaster Management Agency (FEMA)
- California Governor's Office of Emergency Services (CalOES)
- San Luis Obispo County Office of Emergency Services (OES)
- San Luis Obispo County Fire Department
- San Luis Obispo County Sheriff
- All Cities and Special Districts within San Luis Obispo County

F. Disaster Preparedness

The preparedness phase involves activities undertaken in advance of a Disaster. These activities develop operational capabilities and improve effective response to disasters. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, training response personnel, and improving public information and communications systems.

Those identified in this plan, having either a primary or support mission relative to response and recovery, should prepare departmental Standard Operating Guidelines (SOGs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Department personnel should be acquainted with these SOGs and checklists through periodic training in the activation and execution procedures.

Preparedness activities are part of the implementation of the Emergency Services Act (ESA), the Master Mutual Aid Agreement (MMAA), and the State Emergency Plan. This plan is considered in effect at all times to provide authorization to accomplish essential preparedness actions.

The receipt of a warning or the observation that a disaster is imminent or likely to occur soon will initiate increased readiness actions. Actions to be accomplished include, but are not necessarily limited to the following:

1. Review and update of Disaster plans.

2. Dissemination of accurate and timely Disaster public information.
3. Accelerated training of permanent and volunteer staff.
4. Inspection of critical facilities.
5. Recruitment of additional staff and volunteers; as appropriate.
6. Mobilization of resources.
7. Testing warning and communications systems.

SECTION II - CONCEPTS OF OPERATION

This section outlines the concepts under which the City of San Luis Obispo will respond to disasters. How the City of San Luis Obispo responds to disasters will depend on the type and magnitude of the situation, many elements of response are similar.

A. Basic Elements of Disaster Response

Some of the basic elements of disaster response common to all types of disasters include the following:

- Event Recognition
- Notification of Response Personnel
- Mobilization of Response Personnel
- Activation of Disaster Response Facilities and Resources
- Situation Reporting and Assessment
- Public Alerting and Information
- Protective Action Determination and Implementation
- Reentry and Recovery

Response to all disasters involves the above elements. The type and magnitude of the disaster will determine the level of response necessary.

Some disasters can be preceded with a buildup period lasting from hours to days, and if recognized may provide advanced warning to the population groups which might be affected. In certain instances, all the disasters addressed in the Plan could be preceded by events that could be recognized as advance warning. These slow building events allow disaster organizations and resources to be mobilized and prepare for response. In other instances, disasters can occur with little or no advance warning. Little advance warning requires disaster organizations and resources to be mobilized just prior to or after the onset of the event.

Since Disaster Preparedness involves planning for worst-case events, the City of San Luis Obispo must be prepared to respond promptly and effectively and have a provision for mutual aid resources if the response effort requires resources beyond the City of San Luis Obispo capabilities.

The Hazard-Specific Annexes in Part 2 of this Plan provide the detailed concepts of operations for each type of disaster addressed in this Plan.

B. Mutual Aid Concepts

It is the policy of the City of San Luis Obispo to utilize Mutual Aid as the primary means to increase personnel and resources for the City of San Luis Obispo Disaster Organization. Mutual Aid procedures should be consistent with the California Master Mutual Aid Agreement, California Law Enforcement Mutual Aid Plan, California Fire and Rescue Mutual Aid System, and the San Luis Obispo County Fire, Rescue Mutual Aid Plan, and South San Luis Obispo County Coastal Incident Response Plan.

Mutual Aid assistance may be provided by one or more of the following:

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Local Mutual Aid Agreements
- Medical/Health Mutual Aid Plan
- Public Works Mutual Aid Agreement and Plan
- Robert T. Stafford Disaster Relief and Disaster Assistance Act
- California Fire Assistance Agreement

Mutual Aid, like the Incident Command System (ICS), is provided under the direct control of the requesting jurisdiction and Public Works Mutual Aid Plan under the broad direction of the Incident Commander.

C. San Luis Obispo County Office of Emergency Services

The Office of Emergency Services (OES) coordinates all requests for assistance from San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County, contact the Duty Officer at, 805.781.1144.

SECTION III - HAZARD IDENTIFICATION AND ANALYSIS

This section provides a **general** overview of the potential threats to the City of San Luis Obispo. Each threat annex of the Plan is intended to be stand-alone documents. Each of the annexes examine the potential effects that could result if a Disaster of that type were to occur.

There are several threats which could impact the City of San Luis Obispo, including earthquakes, hazardous material incidents, fires, wildland urban interface fires, nuclear power plant, civil disturbance, active shooter incidents, terrorism, adverse weather, utility disruptions and pandemics.

The City of San Luis Obispo Hazard Identification and Analysis process used the FEMA Threat and Hazard Identification and Risk Assessment Guide.

A. Earthquake

The Richter scale is a method of rating earthquakes based on strength using an indirect measure of released energy. Each one-point increase, on the Richter scale, corresponds to a 10-fold increase in the amplitude of the seismic shock waves and a 32-fold increase in energy released. As an example, an earthquake registering 7.0 on the Richter scale releases over 1,000 times more energy than an earthquake registering 6.0.

Hazard Analysis

   1. Situation
   Earthquakes are a threat to the City of San Luis Obispo due to several fault zones in the vicinity.

   2. Potential Threats – Fault Systems
   There are several active or potentially active fault systems throughout the region. Small earthquakes, in the range of about magnitude 2.0 – 2.7 and smaller, occur occasionally throughout and near San Luis Obispo.

   There are five (5) known seismically active faults that run through San Luis Obispo County that include the Los Osos-Edna faults, San Andreas Fault, the Nacimiento- Rinconada Fault, the Hosgri Fault, and the San Simeon Fault. The San Andreas Fault is capable of an 8.5 magnitude earthquake and the greatest threat.

   Liquefaction occurs when ground shaking causes loose, saturated soils to lose strength and act like viscous fluid. Liquefaction causes two types of ground failure: lateral spread and loss of bearing strength. Loss of bearing strength causes structures to collapse.

   3. Potential Impacts
   Potential impacts that may occur as a result of a light-to-heavy damage earthquake impacting the City include: building collapse (particularly un-reinforced masonry structures) causing need for rescue; mass injuries; hazardous materials releases; major fires; utility disruptions; major natural gas leaks; communication disruptions; need for evacuation; command and coordination problems; roadway and transportation system disruptions; and hospital/school disruptions.

The potential direct and indirect consequences of a major earthquake will severely stress the resources of the City and will require a high level of self-help, coordination and cooperation. Out-of-city assistance from other local, regional, state, federal and private agencies may be delayed by more than 72 hours, depending on the regional severity of the earthquake.

For the purpose of this Plan, earthquakes will be divided into four categories as follows:

a. No Damage Earthquake – Ground motion causes no damage (e.g., no deaths, 6 or less injured, no structural collapse, or no failure of communications, transportation, or utility systems).

b. Light Damage Earthquake – Ground motion causes isolated damage (e.g., 1 or more deaths, 6 or more injured, 1 or more structures suffering partial or complete collapse, or any failure of communications, transportation, or utility systems).

c. Moderate Damage Earthquake – Ground motion causes widespread damage (e.g., several deaths, several injuries, several structures suffering partial or complete collapse, or major failures of communication, transportation, or utility systems).

d. Heavy Damage Earthquake – Ground motion causes catastrophic damage (e.g., massive fatalities, massive injuries, massive structural collapse, or long-term failure of communication, transportation, or utility systems).

e. Aftershocks Most large earthquakes are followed by additional earthquakes, called aftershocks, which make up an aftershock sequence. While most aftershocks are smaller than the mainshock, they can still be damaging or deadly. A small fraction of earthquakes are followed by a larger earthquake, in which case the first earthquake is referred to as a foreshock. Aftershocks may occur days, weeks or months following a large earthquake.

Unified Command will provide leadership of an Earthquake Disaster with the Fire Chief, Deputy Fire Chief or on duty Battalion Chief providing guidance to the Unified Command Staff.

B. Hazardous Materials

Hazardous materials are produced and used throughout the City of San Luis Obispo. As a result, an accident involving hazardous materials may occur.

There are a variety of effects that may be caused by an uncontrolled release of hazardous materials. The effects on humans will be dependent on the type and amount of material released.

In addition to the direct human threat, hazardous materials or runoff from fire control may cause pollution and create fire or explosion hazards in sewer systems or other waterway areas.

The toxicity of hazardous materials varies and in some cases exposure to a small quantity of material may cause serious injury or death.

Hazard Analysis

1.Situation
Due to the major surface arteries that transverse the city, the threat of a Hazardous Materials incident is a possibility.

2. Potential Threats
Hazardous materials incidents may occur at fixed facilities, along any air or land transportation route, and in unpredictable areas relatively inaccessible by ground transportation. The City has three (3) major transportation arteries, Highways 1, Highway 101, and Highway 227 where hazardous materials are transported through the City.

Pesticides and chemicals are stored at numerous sites around the City. Air transportation of hazardous materials poses a small but still potential hazard. Hazardous waste is occasionally shipped along US 101 to a major dumpsite located in the Kettleman Hills near Interstate Highway 5.

3. Potential Range of Impacts
The vast majority of Hazardous Materials events may have little or no impact. However, Hazardous Materials events that are severe in nature may result in impacts ranging from evacuation to serious injuries to citizens and first responders.

The probability for a disastrous hazardous materials incident is low, however the probability for extreme risk to life and property is high should such a Disaster occur.

Unified Command will provide leadership of a Hazardous Materials event with the Fire Chief, Deputy Fire Chief or on duty Battalion Chief providing guidance to the Unified Command Staff.

C. Multiple Casualty

A Multiple Casualty Incident (MCI) is one which involves an enough injured persons to overwhelm the first responding medical resources. The incident may be a significant medical hazard to a large population (natural disaster, Hazardous Materials Incident, etc.), or involves evacuation of a medical facility (hospital, convalescent home, etc.).

Hazard Analysis

1.Situation
The potential exists for a Multiple Casualty Incident that could quickly overrun the capabilities of the City of San Luis Obispo's fire department.

2. Potential Threats
Several hazards identified within the Emergency Operations Plan could result in multiple casualties and quickly exceed the capabilities of City resources including earthquakes, hazardous materials, Transportation, Fire, Civil Disturbance, Terrorism, and Active Shooters. The threats associated with these hazards are identified in each section.

3. Potential Range of Impacts
A Multiple Casualty Incident that may could in considerable loss of life and property.
The local Hospitals and Trauma Centers may become burdened with the surge in patients. This
may cause the compromise in emergency medical care to the city.

Unified Command will provide leadership of a Mass Casualty Incident with the Fire Chief, Deputy Fire Chief
or on duty Battalion Chief providing guidance to the Unified Command Staff.

D. Transportation
A transportation incident is one that involves multiple modes of transportation that may overwhelm the
resources of the city.

Hazard Analysis

1. Situation
All motor vehicle incidents have the potential to result in injuries and fatalities to both passengers
and the general population.

2. Potential Threats
Surface
As the City's population increases and traffic flow grows larger on freeways and roadways
throughout the City, the possibility of transportation disasters may increase. Incidents on Highways
1, 101, and 227 are major threats due to traffic congestion.

Aircraft

Many aircraft accidents are handled by appropriate public safety Disaster response agencies
without the need for activation of, or support from, the City's Disaster organization. However,
there may be times when such support could be necessary, such as an aircraft crashing within the
city limits, causing significant damage and casualties. Assistance from outside agencies will be
needed as well.

The City of San Luis Obispo has a public airport south of and adjacent to the city limits. There is also a
landing area for helicopters at Sierra Vista Hospital.

The City of San Luis Obispo is flown over by commercial flights traveling the Los Angeles – San
Francisco corridor as well as flying to other destinations, by military aircraft from bases such as Naval
Air Station Lemoore and Vandenberg Air Force Base and by firefighting aircraft operating from the
Santa Maria Airport and Paso Robles Municipal Airport.

Railway
An Amtrak passenger train or a tanker/freight derailment are very real possibilities.

3. Potential Impacts
Transportation incidents may cause physical, financial, property damage and psychological impacts
with citizens and First Responders.

Unified Command will provide leadership to a Transportation Incident with the Fire Chief, Deputy Fire Chief

or on duty Battalion Chief providing guidance to the Unified Command Staff.

E. Fire

Wildland

The areas that are at risk from a large scale wildland fire are, for the most part, located on the edge of the City limits. Bishops Peak, Irish Hills/Prefumo Canyon, Johnson Ranch and Poly Canyon. These Wildland Urban Intermix areas are where there is the most wildland urban intermix (the mixture of homes and wildland areas). These areas are also where the heaviest concentration of brush and grass is found in the City. Structures in this Wildland Urban Intermix area are extremely susceptible to wildland fires. The City of San Luis Obispo Fire Department has established and enforces a rigorous weed abatement program.

Structure

A structure fire in the city may involve residences, industrial and commercial buildings. Structures in the City vary in construction from ordinary, heavy timber or wood frame. Each variance in construction type presents a unique challenge for the fire department.

Hazard Analysis

1.Situation

The potential for a major fire in the City of San Luis Obispo always exists. Residential, wildland-urban intermix, industrial, and commercial areas, along with transportation fires are the primary areas of concern. Prevention measures will minimize the impacts.

2.Potential Threats
Wildland

The City of San Luis Obispo has a threat from a wildland fire. There are several areas in the community where homes and businesses are built closely together, providing difficult access and with very little defensible space. In addition, the construction of many of these buildings, often wood-frame with wood siding and combustible roofs, would offer significant fuel to a wind or topographically driven fire.

Structure

The City of San Luis Obispo has a limited number of older, buildings and many wood framed structures spread throughout the community. Typically, these buildings lack modern fire protection systems and given their construction type could pose challenges for the Fire Department. A significant number of very large buildings can be found in the commercial and industrial areas of the City of San Luis Obispo.

3. Potential Range of Impacts

Major structure fires and wildland-urban intermix fires threaten the safety of city residents and visitors and may have a negative economic impact on the City of San Luis Obispo.

It should be noted the City of San Luis Obispo has adopted the July 2019 Community Wildfire Protection Plan as a blueprint to minimize Wildfire impacts to the City.

Unified Command will provide leadership to a Wildland or major structure fire with the Fire Chief, Deputy Fire Chief or on duty Battalion Chief providing guidance to the Unified Command Staff.

F. Civil Disturbance –Terrorism—Active Shooter

CIVIL DISTURBANCE
Civil Disturbance is the spontaneous disruption of normal, orderly conduct and activities in urban, areas or outbreak of rioting or violence that is of a large nature is referred to as civil disturbance or disorder. Civil disorder is a demonstration of popular unrest that may manifest itself in acts of violence and destruction against property and human life.

High-density event-oriented populations occur at various times throughout the year. They are events that attract large numbers of persons such as school events, parades, and Farmers Market.

Hazard Analysis

1.Situation
The threat to the public, law enforcement and safety personnel can be severe and bold.

2. Potential Threats
Securing of essential facilities and services is necessary. Looting and fires can take place as a result of perceived or actual non-intervention by authorities.

2. Potential Impacts
Damage possibilities range from the loss of life, multiple casualties, significant property damage from fire and looting, or the loss of infrastructure (electric and water systems).

Looting and fires could take place in both commercial and residential areas of the City of San Luis Obispo. The setting of fires is a common occurrence in these types of events. Major structure fires or conflagrations are a real threat as fire suppression efforts will often be hindered

TERRORISM
FEMA definition of Terrorism: Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom.

The effects of terrorist activities can vary significantly, depending on the type, severity, scope, and duration of the activity. Terrorist activities may result in disruption of utility services, property damage, injuries and the loss of lives.

The possibility of a terrorist action, which might have an impact on the City, cannot be discounted. Terrorist actions may include biological, chemical, incendiary, explosive, nuclear/radiological, or electronic (such as software system) attacks.

Hazard Analysis

1. Situation
The possibility of a terrorist event, while low in possibility, has the potential to cause several casualties and property damage.

2. Potential Threats
The threat to law enforcement and safety personnel can be severe. Securing of essential facilities and services is necessary. Casualties may take place as a result of perceived or actual non-intervention by authorities.

3. Potential Impacts
Impacts range from the loss of life and multiple casualties to significant property damage from fire and looting, or to the loss of infrastructure (electric and water systems) because of sabotage.

ACTIVE SHOOTER
The frequency of active shooter incidents has increased in recent years, and these incidents have affected numerous places where citizens congregate, such as schools, workplaces, places of worship, shopping malls, public meetings, and movie theaters. Active shooter situations are dynamic and quickly evolve.

Hazard Analysis

1. Situation
An active shooter as an individual or individuals actively engaged in killing or attempting to kill people in a populated area.

2. Potential Threats
Places where many people congregate are the greatest threat to an Active Shooter. There is no pattern or method to the selection of victims.

3. Potential Impacts
The effects of an Active Shooter incident may be but not limited to injuries, death and the psychological impact of the event.

Unified Command will provide leadership to a Civil Disturbance-Terrorism-Active Shooter event with the Police Chief or designee providing guidance to the Unified Command Staff

G. Diablo Canyon Power Plant

The Diablo Canyon Power Plant is operated by the Pacific Gas and Electric Company (PG&E). The plant is in San Luis Obispo County approximately 12 miles southwest of the City of San Luis Obispo. The plant consists of two nuclear power generating units. Both units are operational. Each unit is a pressurized water-type reactor having an electric power generating capacity in excess of 1,000 megawatts.

When any nuclear power plant is operated, the potential for a radiological accident exists, though the probability of a serious accident is very low. The principal deterrent to an accident is prevention through conservative design, construction and operation, which assures that the integrity of the reactor system is maintained. Protective systems are installed and are automatically activated to counteract the resulting effects when any part of the reactor system fails. Disaster planning is necessary to assure public safety in the unlikely event that reactor safety systems fail. The Nuclear Regulatory Commissions, working in concert with State and Local Agencies, are responsible for the development of the Diablo Canyon Power Plant Disaster Response Plan.

Protective actions are advised if it is necessary to avoid or reduce a projected dose of radiation. A projected dose is an estimate of the potential radiation dose to affected individuals. Generally, protective actions will be either evacuation or sheltering in place. Federal and State guidance advises protective actions for the Protective Action Zone (PAZ) that lies entirely within San Luis Obispo County.

Protective actions for the City of San Luis Obispo are not anticipated during the plume phase of an incident. However, the City could be directly affected by protective actions taken in San Luis Obispo County including evacuation, and ingestion pathway exposure, covering food supplies, interdiction and decontamination.

Unified Command will provide leadership to a Diablo Canyon Power Plant with the Fire Chief, Deputy Fire Chief or on duty Battalion Chief providing guidance to the Unified Command Staff.

H. Adverse Weather

The City of San Luis Obispo is susceptible to the following Adverse Weather events in any given year.

Hazard Analysis

Drought: Droughts have major impacts to the environment, agriculture, health and economics of the City. During these periods the city must be on the alert to impacts in the community and take the appropriate corrective measures.

Erosion: Erosion is a natural geological process caused by currents, storms, earthquakes, winds, and the gradual movement of tectonic plates. It may take place slowly over thousands of years, or it may occur dramatically, as with landslides or severe storms.

Localized Flooding: Floods are a natural occurrence along stream beds and creek areas as a result of significant rain events. Flash flooding can be caused by heavy localized rainfall, which can turn streets and creek beds into raging torrents of water capable of causing extensive damage and posing a danger to the public.

The National Weather Service's definition of a flash flood is a flood occurring in a watershed where the time of travel of the peak of flow from one end of the watershed to the other is less than six hours.

Several creek drainage systems, including the San Luis Obispo Creek, Stenner Creek, Old Garden Creek, and Prefumo Creek flow into and/or through the City. San Luis Obispo Creek is the largest and runs through the downtown area and several residential areas.

When rainfall and surface run-off from a storm exceeds a drainage system's capacity to adequately channel and contain the water, flooding may occur. Potential flood problem areas include: the downtown area adjacent to San Luis Obispo Creek; San Luis Obispo Creek at the Marsh Street/Higuera Street Bridge; US 101 and Los Osos Valley Road; Johnson Avenue railroad underpass; and areas adjacent to Laguna Lake. Other problems and hazards associated with flooding and inclement weather include utility disruptions, power lines down, trees down, and transportation route disruptions.

Wind Storms: Refers to any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life. Severe windstorms pose a significant risk to life and property in the region by creating conditions that disrupt essential systems such as public utilities, telecommunications, and transportation routes. High winds can and do occasionally cause tornado-like damage to local homes and businesses. Severe windstorms can present a very destabilizing effect on the dry brush that covers local hillsides and wildland urban intermix areas. In addition, high winds may have destructive impacts, especially to property trees, power lines, and other utility services.

Severe Winter Storm: A Severe Winter storms are a combination of High Winds and Heavy Rains. These events occur on a regular basis when two fronts combine to create the storm. Storms present the possibility of erosion and localized flooding. Monitoring weather conditions and resource planning is the appropriate action when they are forecast.

Severe Heat: With the Mediterranean climate impacting the City severe heat events have been rare in nature. However recently the occurrence of a severe heat event has become much more prevalent.

> **1.Situation**
> Adverse Weather events are of relatively short duration but nonetheless can create major recovery issues for the city. The risk of these events impacting San Luis Obispo is a concern as they occur on a frequent basis.
>
> **2. Potential Threats**
> Adverse Weather events may place the City's commercial district in jeopardy. Single Family, Multi-Family residential units and unhoused community encampments will also be in jeopardy during an Adverse Weather event.
>
> **3. Range of Impacts**
> Adverse Weather events may impact housing, commercial, infrastructure and Tourism.

Unified Command will provide leadership in an Adverse Weather event, with the Public Works Director or designee providing guidance to the Unified Command Staff.

I. Utility Disruption

The City of San Luis Obispo is susceptible to a utility disruption which can be caused by a natural disaster or planed shut off through a Public Safety Power Shutoff (PSPS) Off utilized by Pacific Gas & Electric Company to help reduce the likelihood of a wildfire being sparked by electrical equipment.

Hazard Analysis

> **1.Situation**
> The frequency of PSPS events have increased in frequency statewide and have occurred in San Luis Obispo County. As the frequency of severe fire weather increases, so will the prevalence of PSPS events.
>
> **2. Potential Threats**
> Utility Disruption events typically occur after natural disasters or as a result of severe fire weather

requiring a PSPS. The lack of power during these events may result in threats to public health and safety due to the need for climate-controlled environments, electrically powered medical equipment, and refrigerated medications. Extended disruptions could jeopardize essential community needs such as healthcare services and communication infrastructure. Loss of power could jeopardize local business inventories which are reliant on refrigeration.

3. Range of Impacts
The range of impacts as a result of a utility disruption is wide. Events may impact housing, commercial, traffic safety, tourism and public health and safety.

Unified Command will provide leadership to a utility disruption with the Fire Chief, Police Chief Deputy Fire Chief or on duty Battalion Chief providing guidance to the Unified Command Staff.

J. Pandemic

Per the Center of Disease Control (CDC) an epidemic refers to an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area. Pandemic refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people. While the frequency of pandemics is low, when one occurs it is likely to impact the City.

Hazard Analysis

1.Situation
Pandemic events are of relatively long duration and can create major continuity of operations and economic recovery issues for the city. While the frequency of these events is low the risk of a pandemic impacting San Luis Obispo is a concern due to the impacts on the community.

2. Potential Threats
Pandemic events may place the City's ability to provide service in jeopardy due to the impact on staffing availability. Additionally, pandemics can jeopardize the business community and travel industry and jeopardize the local economy.

3. Range of Impacts
The range of impacts as a result of a pandemic is wide. Pandemics can strain the local healthcare systems. Events may also disrupt the local economy due to the need to implement emergency public health measures limiting human interaction resulting in loss of business revenue and reduced travel activity and subsequent lost tax revenue associated with sales and transient occupancy.

Unified Command will provide leadership to a pandemic with the Fire Chief, Police Chief Deputy Fire Chief providing guidance to the Unified Command Staff.

SECTION IV - DISASTER MANAGEMENT

A. National Incident Management Systems (NIMS) and Standardized Emergency Management System (SEMS)

In a disaster, government response is an extraordinary extension of responsibility and action, coupled with the normal day-to-day activities associated with governing. Any disaster event of local consequence will more than likely overwhelm the resources of San Luis Obispo, requiring assistance from a multitude of agencies, initially from area mutual aid partners, then from the State and in major events the Federal Government. The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) have been adopted by the City of San Luis Obispo. These systems establish a state and nationwide standard response structure and basic protocols to be used by all agencies in both Disaster response and recovery from a major event. Their authority and structure can be found in Title 21 of the California Code of Regulations the Homeland Security Act of 2002 and the Homeland Security Presidential Directive #5, 2004.

The intent of this system is a more coordinated effort of Disaster management, first at the local level, then at the San Luis Obispo County level, then the state level, and when it is warranted at the national level.

B. Incident Command System (ICS)

The Incident Command System (ICS) is a field-level Disaster management system that consists of several components. When applied together, the following provide the basis for effective Disaster management:

- Common terminology
- Modular organization
- Integrated communications
- Unified command structure
- Consolidated action plans
- Manageable span of control
- Comprehensive resource management

The modular aspect of The Incident Command System (ICS) establishes a Disaster organization based on the resources needed to support all phases of a Disaster. The organization's staff will be integrated from the top down. If a situation escalates, additional resources can be brought into the organization, and, likewise, when the situation de-escalates, resources can be released when they are no longer needed.

C. Department Operating Center (DOC)

The Department Operating Center (DOC) staff coordinates with the EOC to support the overall City Disaster response and recovery activities. The DOC supports the EOC and is a conduit from the field to the EOC.

NOTE: Tactical on-scene response decisions are made at the field Incident Command level—**NOT** by members of the DOC staff.
The following DOC's support the EOC:

- Fire DOC
- Law Enforcement DOC
- Public Works DOC
- Utilities DOC
- Community Development DOC

D. City of San Luis Obispo Disaster Organization

The Disaster Operations Organizational Chart, at the end of this section, illustrates the City of San Luis Obispo's Incident Management Organization for various types of disasters. The staffing and actual structure of the organization will vary based on the type and severity of a Disaster.

Table V lists City personnel that will be trained to fill the Disaster positions shown. Each position has an alternate. Some are cross trained to fill several positions. The City of San Luis Obispo Emergency Operations Center is led by the Emergency Services Director. The Emergency Operations Center Director has overall responsibility for the City of San Luis Obispo Disaster Management. The City Manager is designated as the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director and is to provide policy guidance to the EOC.

The highest ranking on-duty Fire Officer or Police Officer will act as the field Incident Commander at the onset of a Disaster. When the Emergency Operations Center is activated, the Emergency Services Director is supported by five functional groups.

The functional Disaster Operations Center groups are:

- Command Staff
- Operations Section
- Planning/Intelligence Section
- Logistics Section
- Finance/Administration Section

Except for Command, which includes the Emergency Services Director and support staff, each of these groups is headed by a Section Coordinator. The Section Coordinators comprise the General Staff that is the management core under the Emergency Operations Center Director. The Section Coordinators may activate functions as needed to support Section operations.

E. Responsibilities

This section outlines the general responsibilities of the functional Incident Management Organization groups.

1. Emergency Services Director

The Emergency Services Director has responsibility for coordinating all the EOC operations. Depending on the type of Disaster, personnel authorized to act in the capacity of Disaster Operations Center Director are as follows:

- City Manager
- Assistant City Manager
- Deputy City Manager
- Fire Chief
- Police Chief
- City Clerk
- Human Resources Director
- Finance Director
- Parks & Recreation Director
- Public Works Director
- Designated Fire and Police Personnel

The Emergency Services Director responsibilities include:

- Directing the Command Staff and General Staff.
- Developing and implementing strategic decisions including prioritizing multiple needs for resource allocation.
- Approving the order and release of resources.
- Activating Incident Command System elements.
- Ensuring planning meetings are conducted.
- Approving and authorizing implementation of Incident Action Plans.
- Determining information needs and informing the Command Staff.
- Reviewing and authorizing the release of information to the news media and public.
- Ensuring the general welfare and safety of the Emergency Operations Center personnel.
- Approving the Plan for demobilization and recovery.

2. Field Incident Commander (IC)

The Incident Commander (IC) has responsibility for coordinating all field Disaster Operations**.** The Incident Commander (IC) must work in close accord with the Emergency Operations Center Director. Depending on the type of Disaster, personnel authorized to act in the capacity of Incident Commander (IC) are as follows:

- Fire Chief
- Police Chief
- Public Works Director
- Utilities Director
- Designated Fire and Police Officers

The Incident Commander's (IC) responsibilities include:

- Directing the operations in the field.
- Developing and implementing strategic decisions.

- Approving the order and release of resources.
- Activating Incident Command System elements.

3. Emergency Operations Center Safety and Security Officer/Emergency Workers Exposure Control (EWEC)

The Emergency Operations Center Safety and Security Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring EOC personnel safety. The EOC Safety and Security Officer will make recommendations to the Emergency Services Director to correct unsafe acts or conditions. The Safety and Security Officer may provide input in the development of Incident Action Plans regarding safe operations conduct. Additional responsibility includes the EWEC Coordinator for a Diablo Canyon Power Plant related event.

4. Public Information Officer

The Public Information Officer is responsible for formulating and releasing information about the Disaster to the news media and the general public.

In some situations, the Public Information Officer and Liaison Officer may be handled by one person. In large-scale Disaster situations, additional staff may be required for this function to operate effectively.

The Public Information Officer Function responsibilities include:

- Gathering and disseminating Disaster information.
- Activating a Joint Information Center (JIC) at a location remote from the Emergency Operations Center.
- Obtain approval for the release of information.
- Coordinating the release of Disaster information to the public and news media with other agencies.
- Responding to special requests for information.
- Providing information about the Disaster to the Incident Management Organization.

5. Liaison Officer

The Liaison Officer will be the primary contact for outside agencies. In large-scale Disaster situations, additional staff may be required for this function to operate effectively.

- Identifying contacts and communication links with outside agencies and organizations.
- Providing information to and responding to requests from inter-agency and intra-agency contacts.

6. Disabilities, Access, and Functional Needs Officer

The Disabilities, Access, and Functional Needs (DAFN) Officer is responsible for addressing DAFN issues and ensuring the Disaster support and coordination takes DAFN concerns into consideration.

- Serve as subject matter expert to all positions on the EOC in developing strategic plans support the response and recovery effort.
- Assist in the development of targeted information to DAFN populations.

7. Policy Group

Led by the Mayor, assisted by the City Manager, City Council, City Clerk and City Attorney, this group will provide legal and long-range policy as the Disaster effects the overall operation of the City. Direction from the Administration/Policy Group to the Emergency Operations Center Director and to the field Incident Commander must be updated on a regular basis.

8. Operations Section

This section is headed by the Operations Section Coordinator and is a member of the General staff. This section is responsible for the following operations:

- Providing and coordinating law enforcement services, including assisting other law enforcement agencies in traffic management.
- Providing and coordinating public works services, including providing and placing barricades and signs for traffic management activities.
- Providing and coordinating fire protection services.
- Providing and coordinating emergency medical services for the City.
- Establishing and managing staging areas.
- Ensuring the general welfare and safety of section personnel.
- Providing Care and Shelter for the City
- Providing Evacuation direction for the City

The Law Enforcement Branch, Fire and Rescue Branch, and Public Works Branch, are examples of functions that will operate under the direction of the Operations Section Coordinator.

9. Plans and Intelligence Section

This section is led by the Plans and Intelligence Section Coordinator and is a member of the General staff. The Section is responsible for obtaining, evaluating, disseminating and using information concerning the developing status of the Disaster. This information is needed to understand the current situation and develop appropriate courses of action to effectively manage the Disaster response.

The Situation/Status Unit, Advance Plans Unit, GIS/Mapping Unit Documentation Unit, are examples of functions that will operate under the direction of the Plans and Intelligence Section Coordinator.

10. Logistics Section

This section is led by the Logistics Section Coordinator and is a member of the General staff. The Logistics Section Coordinator, with assistance from several units, is responsible for providing logistical needs such as Facilities Unit, Communications/IT Unit, Transportation Unit, Supply Procurement Unit, and Personnel Unit. The Logistic Section Coordinator is also responsible for ensuring the general welfare and safety of section personnel.

The, Communications/IT Unit, Facilities Unit, and Supply Procurement Unit are examples of functions that will operate under the direction of the Logistics Section Coordinator.

11. Finance and Administration Section

This section is led by the Finance and Administration Section Coordinator and is a member of the General staff; this section is responsible for all financial and cost aspects associated with the Disaster. The Finance and Administration Section Coordinator manages and is assisted by four units: The Time Unit, Cost Finance Unit, Compensation & Claims Unit and Recovery Unit. These are examples of functions that will be under the direction of the Finance/Administration Section Coordinator.

EMERGENCY OPERATIONS CENTER POSITION ASSIGNMENTS

The following section outlines position assignments for the Incident Leadership Organization members. The assignments are made corresponding to position within the regular City of San Luis Obispo Disaster Leadership Organization Chart by position only. Members of the City of San Luis Obispo Disaster Leadership Organization that are as appointed to the Emergency Operations Center shall be made aware of their assignment and offered special training for their incident management function. These assignments are recommendations only. Any person familiar with the Incident Command System may be used to fill positions that are deficient on personnel, especially in the early stages of an incident.

EOC POSITION	JOB TITLE
Emergency Services Director	City Manager
Deputy Emergency Services Director	Assistant City Manager *Alternates: Deputy City Manager*
Public Information Officer	Public Communications Manager *Alternates: As appointed by Emergency Services Director*
Liaison Officer	Deputy City Manager *Alternates: Assistant to the City Manager*
Legal Officer	City Attorney *Alternates: Assistant City Attorney*
EOC Safety and Security Officer	Police Representative *Alternates: As appointed by Emergency Services Director*
Disabilities, Access, and Functional Needs Officer	Diversity, Equity, and Inclusion Manager *Alternates: As appointed by Emergency Services Director*
Operations Coordinator (Fire)	Fire Chief *Alternates: Deputy Fire Chief*
Operations Coordinator (Law Enforcement)	Police Chief *Alternates: Police Captain*
Operations Coordinator (Natural Disaster)	Public Works Director *Alternates: Deputy Public Works Director*
Fire & Rescue Branch Leader	Deputy Fire Chief *Alternates: Battalion Chief*
Law Enforcement Branch Leader	Police Captain *Alternates: Police Lieutenant*
Care & Shelter Branch Leader	Recreation Manager *Alternates: As appointed by Emergency Services Director*
Utilities Branch Leader	Utilities Director *Alternates: Deputy Utilities Director*
Public Works Branch Leader	Public Works Director *Alternates: Deputy Public Works Director*
Planning/Intelligence Coordinator	Community Development Director *Alternates: As appointed by Emergency Services Director*
Situation/Status Unit Leader	As appointed by Emergency Services Director *Alternates: As appointed by Emergency Services Director*

EOC POSITION	JOB TITLE
Advance Plans Unit Leader	**As appointed by Emergency Services Director** *Alternates: CDD or Fire Representative*
Documentation Unit Leader	**As appointed by Emergency Services Director** *Alternates: As appointed by Emergency Services Director*
Damage Assessment	**Community Development Representative** *Alternates: As appointed by Emergency Services Director*
GIS/Mapping Unit Leader	**GIS Representative** *Alternates: As appointed by Emergency Services Director*
Resource Unit Leader	**As appointed by Emergency Services Director** *Alternates: As appointed by Emergency Services Director*
Tech Specialist	**As appointed by Emergency Services Director** *Alternates: As appointed by Emergency Services Director*
Logistics Coordinator	**Parks and Recreations Director** *Alternates: As appointed by Emergency Services Director*
Communications/IT Unit Leader	**IT Manager** *Alternates: Network Service Supervisor*
Facilities Unit Leader	**Deputy Director of Maintenance Operations** *Alternates: Facilities Maintenance Supervisor*
Supply/Procurement Leader	**Finance Representative** *Alternates: As appointed by Emergency Services Director*
Personnel Unit Leader	**Human Resources Director** *Alternates: Human Resources Manager*
Finance/Administration Coordinator	**Finance Director** *Alternate: As appointed by Emergency Services Director*
Time Unit Leader	**Finance Representative** *Alternates: As appointed by Emergency Services Director*
Compensation/Claims Unit Leader	**Human Resources Manager** *Alternates: As appointed by Emergency Services Director*
Cost Accounting Unit	**Finance Representative** *Alternates: As appointed by Emergency Services Director*
Recovery Unit Leader	**Assistant City Manager** *Alternates: As appointed by Emergency Services Director*

SECTION V - PROGRAM MAINTENANCE

A. City of San Luis Obispo Municipal Code, Chapter 2 Administration and Personnel, Chapter 2.24 Emergency Services

2.24.030 Disaster Council--Membership
The San Luis Obispo disaster council is created and shall consist of the following:
   A. The mayor, who shall be the chair of the disaster council.
   B. The vice mayor, who shall be vice chair.
   C. All other members of the city council. (Ord. 1560 § 2, 2011: prior code § 2430.1A)

2.24.040 Disaster Council – Power and Duties

It shall be the duty of the disaster council, and it is empowered, to review and approve the emergency operations plan and mutual-aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the emergency services director or, in his or her absence from the city or inability to call such meeting, upon call of the deputy emergency services director. (Ord. 1560 § 3, 2011: prior code § 2430.2)

2.24.070 Emergency Organization—Membership

All officers and employees of this city, together with those volunteer forces enrolled to aid the emergency organization during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons pressed into service under the provisions of Section 2.24.060(A)(6)(c), be charged with duties pertaining to the protection of life and property in this city during such emergency, shall constitute the emergency organization of the city. All above mentioned members of the emergency organization, without exception, will be considered disaster service workers giving them protection under California Senate Bill 39—Personal liability immunity: "disaster service workers" (State of California Civil Code Section 1714.5), or as that section subsequently may be amended. (Ord. 1560 § 6, 2011: prior code § 2430.5)

B. Plan and Procedure Maintenance

This Plan, in its entirety, will be reviewed, maintained, and updated on an annual basis by the Fire Chief or designee. The Plan Summary (Part 1) sets objectives and policy for the City and therefore changes require the approval of the City Council.

The Hazard Specific Annexes (Part 2), Resource Directory (Part 3), the Recovery Directory and Plan (Part 4), Emergency Operations Center Position Checklists (Part 5), Debris Management Plan (Part 6), and Continuation of Operations and Reconstitution of Government (Part 7), are tactical and reference documents containing information that changes frequently. As such they do not require City Council Approval.

C. Disaster Resource Maintenance

The Disaster Preparedness Committee shall direct City Departments to establish and maintain a Disaster Resources Directory (DRD) for the purposes of listing equipment, supplies, facilities, and communications systems for use in disaster situations. The Disaster Resource Directory shall contain vendor contacts, their phone numbers, and general information. The Disaster Resource Directory is in City of San Luis Obispo Emergency Operations Plan.

D. Training

It is the policy of the City of San Luis Obispo to sponsor and coordinate an annual exercise on a component of the City of San Luis Obispo Emergency Operations Plan. The Fire Department will develop and administer the drills or exercises. The primary purpose of these events will be to evaluate and improve the Disaster Response Plan that the event may be based on. The exercise or drill should be a no-fault training and learning experience to all its participants.

All actions during the exercise will be observed and recorded by an evaluator group comprised of Disaster Leadership Subject Matter Experts. A "no fault" discussion and critique will follow the exercise. This critique will afford department players and the evaluator group with an opportunity to jointly comment on perceived strengths, and what needs improvements to the Disaster Response Plan exercised. A closed evaluator group meeting will follow the critique for the purpose of recording on a consensus basis specific recommendation for Plan improvement. These recommendations will then be presented to the San Luis Obispo Fire Chief within 30 days after the actual exercise.

The Fire Department will also assist individual departments in developing training programs specific to both individuals and any position he or she may hold within the City of San Luis Obispo Disaster Management Organization.

The Fire Department will also be responsible for providing general training to the City Council and the employees as needs arise.

E. Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of San Luis Obispo. Please enter the revision number, revision title, page number revised date the revision was posted and the name of the person posting the revision.

The format for numbering revisions shall be a sequential number followed by the last two digits of the current calendar year (e.g., #1-15, #2-15, and so on). New sequential revision numbers will begin each January 1.

Revision Number	Title/Description	Page Number(s)	Revision Date	Name
1-22	Update title of plan from "Comprehensive Disaster Leadership Plan" to "Emergency Operations Plan	All	2.28.2022	James Blattler
2-22	Added Utility Disruption and Pandemic Annex information	1, 5, 12, 20, 21	2.28.2022	James Blattler
3-22	Table of content updated to reflect revision #'s 1-22 through 16-22	2 and 3	2.28.2022	James Blattler
4-22	Typographical error fixes	Various	2.28.2022	James Blattler
5-22	Added missing content to Continuity of Operations and Reconstitution of Government section summary	7	2.28.2022	James Blattler
6-22	Updated "Aftershock" language to align with USGS verbiage	12	2.28.2022	James Blattler
7-22	Updated up "Potential Threats" section of Multiple Casualty annex summary to align with all hazard annexes listed in the plan rather than just transportation related incidents.	14	2.28.2022	James Blattler
8-22	Updated Aircraft section of Transportation annex summary to clean up verbiage and improve the accuracy of the location of firefighting aircraft locations.	15	2.28.2022	James Blattler
9-22	Updated potential range of impacts section of the Fire annex summary to also include safety of residents and visitors in addition to the pre-existing language.	16	2.28.2022	James Blattler
10-22	Updated language under localized flooding section of the Adverse Weather annex summary to reference "significant rain events" rather than "torrential rains"	19	2.28.2022	James Blattler
11-22	Updated Severe Winter Storm section to include "resource planning" as an appropriate action	20	2.28.2022	James Blattler
12-22	Updated under the potential threats section of the Adverse Weather annex summary to include "unhoused community encampments" to the list of locations in jeopardy	20	2.28.2022	James Blattler

Revision Number	Title/Description	Page Number(s)	Revision Date	Name
13-22	Updated EOC Position Assignment recommendation list as follows: o PIO – Public Communications Manager (previously Deputy City Manager), Alternate updated to As appointed by Emergency Services Director (previously Assistant City Manager, Fire PIO) o Liaison Officer – Deputy City Manager (Previously Admin Deputy Director) o Care and Shelter Branch Leader – Recreation Manager (Previously Parks & Recreation Director), Alternate update to As appointed by Emergency Services Director (Previously Recreation Manager) o Logistics Coordinator – Parks & Recreation Director (previously Fire Representative) o Facilities Unit Leader – Deputy Director of Maintenance Operations (previously Public Works Representative) Alternated updated to Facilities Maintenance Supervisor (Previously As Directed by Emergency Services Director) o Compensation/Claims Unit Leader – Human Resources Manager (previously Finance Representative) o Added Recovery Unit Leader – Assistant City Manager, Alternate As appointed by Emergency Services Director o Added Disabilities, Access and Functional Needs Officer – Diversity, Equity and Inclusion Manager, Alternate As appointed By Emergency Services Director	27 to 28	2.28.2022	James Blattler
14-22	Added Resource Director Item 10 – Evacuation and Repopulation Toolkit.	5	4.19.22	James Blattler
15-22	Updated EOC Org Chart	36	4.19.22	James Blattler
16-22	Added "Recovery Unit" to list of units within the Finance/Administration Section	27	4.19.22	James Blattler
17-22	Added "Disabilities, Access and Functional Needs Officer" position to the City of San Luis Obispo Disaster Organization	26,28,36	4.19.22	James Blattler

SECTION VII - AUTHORITIES AND REFERENCES

A. Authorities

The following provides Disaster authorities for conducting and/or supporting Disaster operations:

1. Federal
- Robert T. Stafford Disaster Relief and Disaster Assistance
- Federal Disaster Relief Act
- Federal Civil Defense Act

2. State
- SEMS Regulations *California Code of Regulations (SEMS Guidelines).*
- California Disaster Services Act
- California Disaster Plan
- California Disaster Assistance Act
- State Toxic Disaster Contingency Plan.
- California Health and Safety Cod*e, (Division 20, Chapter 6.5, Sections 25115 (defines "Extremely Hazardous Waste") and 25117 (defines "Hazardous Waste"), Chapter 6.95, Sections 25500 et seq. (Business and Area Plans relating to the handling and release or threatened release of hazardous material), (Section 114705 et seq., dealing with Control of Radioactive Contamination of the Environment).*
- Orders and Regulations, which may be Selectively Promulgated by the Governor during a State of Disaster
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Disaster
- California Master Mutual Aid Agreement

3. Local
- City of San Luis Obispo Municipal Code Title 2 Administration and Personnel, Chapter 2.24 Emergency Services
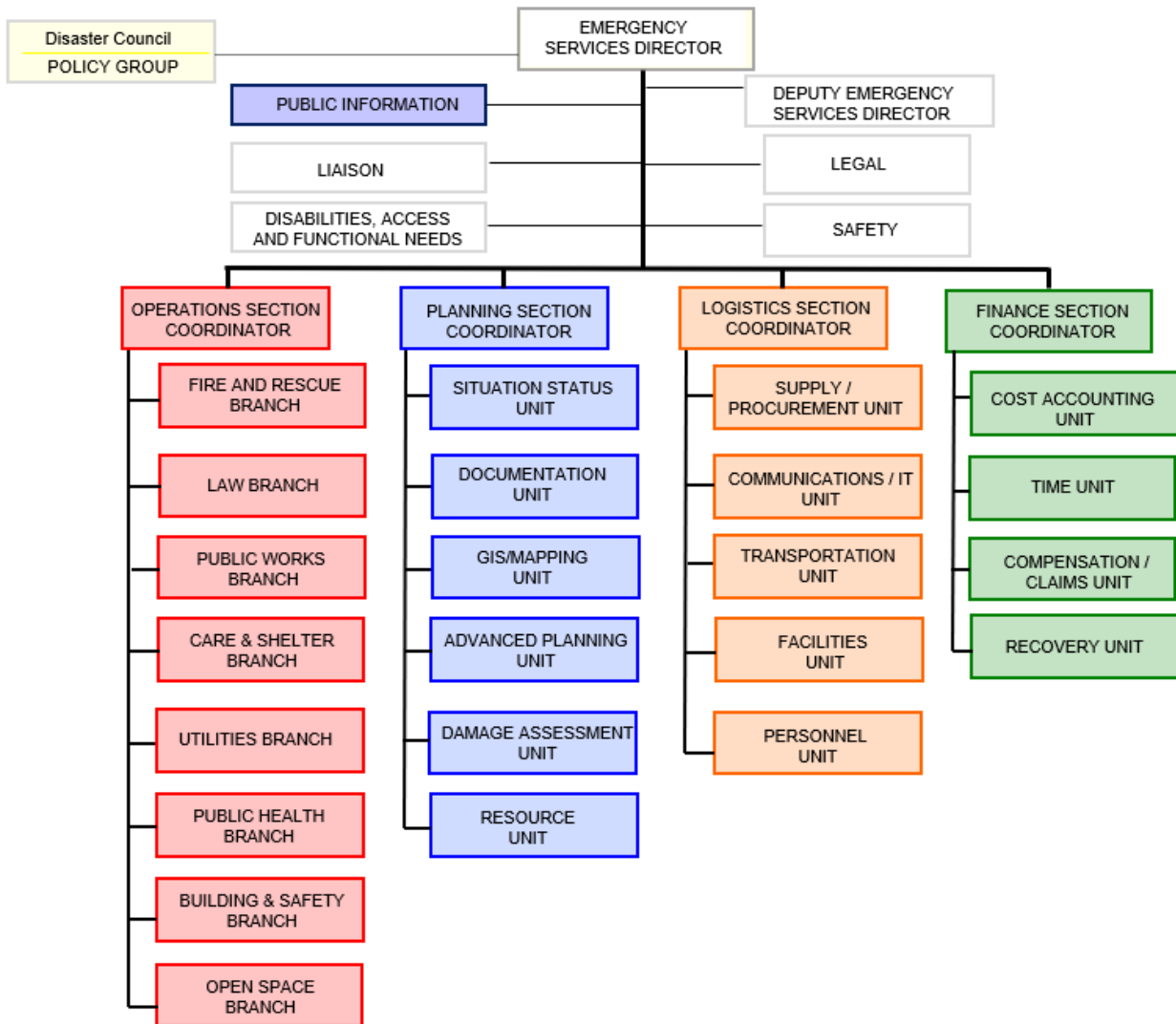- San Luis Obispo County Code - Disaster Organization and Functions

B. References

- California Disaster Plan
- California Disaster Resources Management Plan
- California Fire and Rescue Operations Plan
- California Law Enforcement Mutual Aid Plan
- California Master Mutual Aid Agreement
- California Disaster Medical Services Authority Multi- Causality Incident Guidelines
- City of San Luis Obispo, Fire Department Policies and Procedures Manual.
- City of San Luis Obispo, Multi-hazard Disaster Response Plan
- FIRESCOPE Field Operations Guide - ICS 420-1
- San Luis Obispo County Disaster Operations Plan
- San Luis Obispo County Earthquake Disaster Response Plan, San Luis Obispo County Office of Disaster Services

- San Luis Obispo County Hazardous Materials Disaster Response Plan, San Luis Obispo County OES,
- San Luis Obispo County/Cities Nuclear Power Plant Disaster Response Plan
- FEMA Developing and Maintaining Disaster Operations Plan, Comprehensive Preparedness Guide (CPG) 101, Version 2.0
- San Luis Obispo County Tsunami Response Plan
- San Luis Obispo County Disaster Response Plan
- San Luis Obispo Unified School District, Comprehensive Disaster Management Plan

Emergency Operations Center

EOC STAFF ORGANIZATION CHART

Disaster Council — POLICY GROUP

EMERGENCY SERVICES DIRECTOR

- PUBLIC INFORMATION
- LIAISON
- DISABILITIES, ACCESS AND FUNCTIONAL NEEDS
- DEPUTY EMERGENCY SERVICES DIRECTOR
- LEGAL
- SAFETY

OPERATIONS SECTION COORDINATOR
- FIRE AND RESCUE BRANCH
- LAW BRANCH
- PUBLIC WORKS BRANCH
- CARE & SHELTER BRANCH
- UTILITIES BRANCH
- PUBLIC HEALTH BRANCH
- BUILDING & SAFETY BRANCH
- OPEN SPACE BRANCH

PLANNING SECTION COORDINATOR
- SITUATION STATUS UNIT
- DOCUMENTATION UNIT
- GIS/MAPPING UNIT
- ADVANCED PLANNING UNIT
- DAMAGE ASSESSMENT UNIT
- RESOURCE UNIT

LOGISTICS SECTION COORDINATOR
- SUPPLY / PROCUREMENT UNIT
- COMMUNICATIONS / IT UNIT
- TRANSPORTATION UNIT
- FACILITIES UNIT
- PERSONNEL UNIT

FINANCE SECTION COORDINATOR
- COST ACCOUNTING UNIT
- TIME UNIT
- COMPENSATION / CLAIMS UNIT
- RECOVERY UNIT

City of San Luis Obispo

Emergency Operations Plan

EARTHQUAKE

ANNEX A

Developed for:
Keith Aggson
Fire Chief
City of San Luis Obispo
Fire Department
San Luis Obispo, CA.

Prepared by:
David L. Mathe
Disaster Leadership and
Preparedness Advisor
Nipomo, CA.

FORWARD

Annex A, City of San Luis Obispo Earthquake Emergency Management Plan addresses the City of San Luis Obispo's response to an earthquake. Response measures and procedures concerning the policy and operations of the City of San Luis Obispo Emergency Organization are contained herein.

Coordinated Response

It is recognized that if a major earthquake impacts the City of San Luis Obispo and is regional in nature, Unified Command with San Luis County will be responsible for coordinating the response.

ICS/SEMS/NIMS

The City of San Luis Obispo has adopted the Incident Command System (ICS), the Standardized Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a damaging earthquake impacting the City of San Luis Obispo.

Unified Incident Command Authority

In the event of an earthquake, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of San Luis Obispo's position as Incident Commander.

> No. 1 – The Deputy Fire Chief or the On-Duty Battalion Chief
> No. 2 – The On-Duty Fire Officer as appointed by the Fire Chief
> No. 3 – The Chief of Police or highest-ranking Police Officer

The Unified Incident Commander will:

Alert the San Luis Obispo City Manager as to the severity of the incident.

Emergency Operations Center Leadership

The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director, and the Deputy City Manager is the alternate.

Persons with Access and Functional Needs

It is the intent of the City of San Luis Obispo to ensure that Persons with Functional and Access Needs have equal services that are provided to the citizens of San Luis Obispo and are a priority during an emergency.

Keith Aggson
Fire Chief
San Luis Obispo Fire Department
Date: 01/01/2022

Earthquake

Table of Contents

I. Essentials

A. Earthquake Advisory

Advisories are not formal predictions but are issued following earthquakes in which there is concern about subsequent damaging earthquakes. They are statements by CalOES regarding scientific assessments, usually 3 – 5 days, that there is a likelihood for damaging earthquakes to occur in areas designated in the advisory. The basis for advisories is existing knowledge of the seismic history and potential of the area under consideration.

Glossary of Prediction Terminology:

☐ **Long-Term Earthquake Potential**
   No specific time periods. May refer to decades, centuries, or millennia.

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

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

☐ **Short-Term Prediction**
   A prediction of an earthquake that is expected to occur within a few hours to a few weeks. The short-term prediction can be divided as follows:
   o Imminent Alert – Up to three days.
   o Alert – Three days to a few weeks.

☐ **Probability**
   The following terms and percentages are suggested:

General Predictions	Parkfield
Slight – 10% or less	Level C – 2.8% to 11%
Moderate – 11% to 49%	Level B – 11% to 37%
High – 50% to 100%	Level A – 37% or more

B. Initiating Event

The earthquake is the initiating event that alerts the public and the City of San Luis Obispo. The focal point for reporting initial earthquake damage is the City of San Luis Obispo's Emergency Communications Center (dispatch).

C. Earthquake Plan Activation

It is the policy of the City of San Luis Obispo that an earthquake, as referenced in this Plan, and in the judgment of the City Manager, Fire Chief or Police Chief, or their designee, warrants activation of this plan.

If confirmed damage is brought to the attention of the City of San Luis Obispo Emergency Communications Center, contact with the Unified Incident Commander (or authorized alternate) should be attempted. If contact is possible, the Unified Incident Commander or alternate would be advised of the situation, including initial damage reports.

Additionally, if contact with the Unified Incident Commander or any authorized alternate cannot be made, the on-duty Fire Officer or highest-ranking Police Officer may recommend Plan activation.

Unified Command will provide leadership of an Earthquake Disaster with the Fire Chief, Deputy Fire Chief or on duty Battalion Chief providing guidance to the Unified Command Staff.

D. Initial Alerting

Upon Plan activation, the San Luis Obispo Emergency Communications Center will notify City departments of Plan and Emergency Operations Center activation. EOC mobilization instructions are as follows:

☐ **The on-duty dispatchers (with the assistance of on-duty support staff) will:**

    ☐ Notify the San Luis Obispo City Manager and all department heads and have them report to the City's Emergency Operations Center.

    ☐ Alert all off-duty police, fire and public works personnel and have them report to assigned work areas.

    ☐ Poll police and fire units and stations for damage assessment and available resources.

    ☐ Alert on-duty police and fire units and instruct them to begin Situation Reporting in the San Luis Obispo Situation Reporting Zones (SRZ).

II. Response

A. Emergency Operations Center Locations:

The following are the EOC locations for an emergency event. (Note: These locations may be adjusted or changed depending on the specific circumstances of the event).

EMERGENCY OPERATIONS CENTER (EOC)

Primary: San Luis Obispo City Fire Department
                 2160 Santa Barbara Ave.
                 San Luis Obispo, CA 93401

Secondary: Ludwick Community Center
                 864 Santa Rosa Street
                 San Luis Obispo, CA 93401

B. Emergency Operations Center – Levels of Activation

The number of City staff at the EOC will depend on the level of activation. The person authorizing the activation of the EOC will determine the Level of Activation. The Emergency Services Director or Deputy Emergency Services Director may change the activation level throughout the emergency as needed. The levels of activation are:

☐ **EOC LEVEL 1**
A major disaster wherein local resources are overwhelmed. State and/or federal resources are required. A local emergency and a state of emergency will be proclaimed. A Presidential Declaration of Emergency or major disaster will be requested by the Governor. The EOC will be staffed to the highest number of personnel possible or necessary working operational periods.

☐ **EOC LEVEL 2**
A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A local emergency and a state of emergency may be proclaimed by City Council and/or County. The EOC will be moderately staffed.

☐ **EOC LEVEL 3**
A minor to moderate incident wherein local resources is adequate and available. A local emergency may or may not be declared. The EOC will be minimally staffed.

Note: Upon activation of the City of San Luis Obispo's Emergency Operations Center, contact will be established with the County of San Luis Obispo Office of Emergency Services.

C. Emergency Response Levels

Levels of response may vary due to differing perceptions of the incident by response personnel, based on their experience, training, capability, and the local response policy. In addition, the characteristics of the material, the nature of its release, and the vulnerability of the receptors (i.e., populations, ecosystems) may also influence the level of response.

Emergency response for earthquake emergencies is broken down into three levels:

☐ **Level 1, Severe Emergency:** Total recall of all off-duty police, fire department personnel, and request the San Luis Obispo City Manager and all department heads report to the City's Emergency Operations Center.

☐ **Level 2, Escalating Emergency:** Increased number of incidents due to a damaging earthquake. On-duty crews cannot keep up with calls. The incident can be handled by calling out all off-duty public works department employees and with the assistance of on-duty fire and police units.

☐ **Level 3, Non-Emergency:** Always in effect day-to-day routine operations. No excessive incident loads. On-duty crews can handle all calls.

D. Situation-Awareness Reporting

1. General

The priority upon emergency plan activation is situation reporting: the process of getting a complete and comprehensive picture of the damages caused by the event.   Immediately after a damaging earthquake, situation reporting may be minimal. It is recognized that complete damage intelligence may take several hours to several days to get a complete and stable citywide assessment. Continuing situation reporting is critically important and is the foundation on which EOC/field actions are based. Every effort must be made to immediately initiate a field survey within a Situation Reporting Zone (SRZ) and to gather the best available information, and report that information through channels to the City of San Luis Obispo EOC as soon as possible.

Situation Reports may become available from the other sources, i.e.:
☐   General Public
☐   News and social media
☐   San Luis Obispo County Emergency Communications Center
☐   San Luis Obispo County Office of Emergency Services
☐   City of San Luis Obispo radio equipped field units
☐   Caltrans
☐   California Highway Patrol
☐   SEMPRA (formerly known as Southern California Gas Company)
☐   San Luis Coastal Unified School District
☐   Pacific Gas and Electric (PG&E)
☐   Area Medical Centers

The individual field Situation Reporting Groups within the Operations Section will conduct a field survey of an area or Situation Reporting Zone (SRZ). Early reports may include the following:

- ☐ Rescue needs (estimated number trapped)
- ☐ Serious mass injuries (estimated number)
- ☐ Deceased (estimated number)
- ☐ Damaged infrastructure
- ☐ Serious hazardous material spill(s)
- ☐ Any other critical emergency or situation observed

E. Situation-Reporting Zones
In the event of a damaging major event, the City of San Luis Obispo has been organized into four Situation-Reporting Zones (SRZ's). They are described as follows:

Zone 1: CENTRAL: is that area to the **North** of the intersection of Broad Street and Perkins Lane, **West** of the Union Pacific railroad, South of Mill Street from Broad St. to Pepper Street and **East** of Highway 101 from Madonna Road to Broad Street.

Zone 2: NORTH: Is that area to the **North** of Mill St. from Broad Street to Pepper Street and **North** of Monterey Street from Pepper Street to Fox Hollow Road exit off Highway 101.

Zone 3: WEST: is that area that is **West** of Broad Street and **South** of the Intersection of S Higuera Street and Bridge St.

Zone 4: EAST: is that area that is **South** of the intersection of Broad Street and Perkins Lane, **East** of the intersection of Tank Farm Road and Santa Fe Road and East of the Union Pacific railroad from the Meeting of Lawrence Drive and Garibaldi Avenue and **South** of Monterey Street

Note: Where no damage occurs within an SRZ, **"no damage"** reports are still required to insure complete damage intelligence.

F. *Situation Zone Responsibilities*

DEPARTMENT	RESPONSIBILITY
Police Department	Citywide survey for all encampments, and security needs
Fire Department	Citywide survey for damage, rescue, injuries, fire, and haz-mat
Public Works	Citywide survey for streets, facilities and, parks damage
Information Technology	Citywide survey for communication and broadband damage
Community Development	Citywide survey of critical facilities for damage, structural damage, and posting of unsafe buildings
Utilities	Citywide survey of freshwater and waste disposal systems
PG&E Utilities	Survey for condition of their infrastructure
SLO Coastal Unified School District	Survey for condition of their facilities and personnel
Caltrans	Jurisdictional survey for State highways

G. San Luis Obispo County Resources

The Office of Emergency Services (OES) coordinates all requests for assistance for San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County, contact the Duty Officer at 805.781.1144.

The American Red Cross works together with the Care and Shelter Branch to identify and establish evacuation and general population shelter sites. In most cases the Care and Shelter Branch provides a supporting role to the American Red Cross.

III. Hazard Assessment

The City of San Luis Obispo Hazard Identification and Analysis process used the FEMA Threat and Hazard Identification and Risk Assessment Guide.

General Responsibilities

Listed below is a general assessment that may result from a damaging earthquake.   The exact circumstances of an earthquake event may dictate some flexibility and adjustments.

A. Hazard Assessment

> **1. Situations**
> Earthquakes are a threat to the City of San Luis Obispo due to several fault zones in the vicinity.
>
> **2. Potential Threats – Fault Systems**
> There are several active or potentially active fault systems throughout the region. Small earthquakes, in the range of about magnitude 2.0 – 2.7 and smaller, occur occasionally throughout and near San Luis Obispo.
>
> Even though the City of San Luis Obispo is considered distant from the San Andreas Fault, the city and region remains at risk should there be a significant incident along the fault.
>
> **3. Potential Range of Damage**
> Most earthquakes cause little or no damage. Earthquakes of 6.5 magnitude or greater (generally considered moderate to heavy damage earthquakes) occur within the state on an average of once every four years.
>
> **For this Plan, earthquakes will be divided into four categories as follows:**
>
>> **a. Heavy Damage Earthquake** – Ground motion causes catastrophic damage (e.g., massive fatalities, massive injuries, massive structural collapse, or long-term failure of communication, transportation, or utility systems).

b. Moderate Damage Earthquake – Ground motion causes widespread damage (e.g., several deaths, several injuries, several structures suffering partial or complete collapse, or major failures of communication, transportation, or utility systems).

c. Light Damage Earthquake – Ground motion causes isolated damage (e.g., 1 or more deaths, 6 or more injured, 1 or more structures suffering partial or complete collapse, or any failure of communications, transportation, or utility systems).

d. No Damage Earthquake – Ground motion causes no damage (e.g., no deaths, 6 or less injured, no structural collapse, or no failure of communications, transportation, or utility systems).

e. Aftershock's "aftershocks" are common and may last for days, weeks, or months intermittently. These aftershocks are less intense but can be as damaging as the primary shock wave due to weakened structures.

IV. Potential Impacts

This Section does not presume to predict the full range and depth of earthquake impacts.

The following, presents the most likely impacts from an earthquake occurring in or near the City of San Luis Obispo:

1. Leadership
2. Situation reporting
3. Building collapse causing need for rescue
4. Multiple Casualties
5. School disruptions
6. Hazardous material releases
7. Fires
8. Evacuation
9. Utilities – Natural Gas, Electricity and Sanitation
10. Transportation systems
11. Communications
12. Emergency Public Information
13. Security
14. Volunteer Support
15. Donation Management
16. Care and Shelter

Action

1. Leadership:

☐ The strain on local government and its emergency response organization to command and coordinate the response to an earthquake could be immediate, severe, and overwhelming.

☐ Initial out-of-county assistance will probably not occur within the first 24 hours.

☐ Full assistance from out of county departments may not arrive until well after the first 72 hours.

☐ San Luis Obispo must presume that they will essentially be on their own, with only local surviving resources, for 72 hours.

☐ It is estimated that full mobilization of local government personnel will be difficult due to internal casualties, transportation disruptions, and family status concerns.

2. Situation Reporting:

☐ An overall assessment and prioritization of emergencies/hazards through a centralized means of situation reporting will be one of the first critical actions.

☐ On-duty radio-equipped public safety and public services units may be the only means available to provide an initial survey of field areas and report damage information to the Emergency Operations Center.

☐ Due to several factors (massive damage, limited personnel, transportation disruptions, communications overload, etc.), a complete situation reporting picture may take several hours to several days.

3. Building Collapse/Rescue:

☐ The structures that will most commonly receive damage and fail in earthquakes are of unreinforced masonry construction.

☐ The collapse of such buildings is often responsible for many casualties and the need for rescue.

4. Multiple Casualties

☐ See Annex C, Multiple Casualty Incident of this Plan for additional information.

5. School Disruptions:

□ Should school be in session during a major earthquake, some serious injuries of students and faculty can be anticipated.

□ Schools would be immediately disrupted requiring them to either close or evacuate.

6. Hazardous Materials Releases:

□ Refer to Annex B, Hazardous Materials Annex for additional information.

7. Fires:

□ Refer to Annex E, Fire Annex for additional information.

8. Evacuation:

□ Coordinated evacuation may be required because of an earthquake and will be a high priority.

9. Utilities: Natural Gas, Electricity, Water, Sanitation

□ Normal utility systems may fail or be disrupted.

□ Electrical power loss may occur from breakage of overhead wires.

□ Water and wastewater line breakage should be expected.

□ Localized damage to pump stations and storage facilities is anticipated.

□ Water System contamination may occur.

□ The city wastewater and water treatment plants may be damaged.

10. Transportation Systems:

□ An earthquake could disrupt normal transportation systems.

□ The primary cause of surface transportation failure would be from road deformation, landslides, and the loss of bridges.

□ Surface street blockage by debris would also cause delays and temporary road closures.

11. Communications:

☐ Normal means for reporting emergencies/hazards via a 911 phone dependent system may be lost to the public.

☐ An earthquake may disable the telephone system.

☐ Telephone equipment, both hard wired and cell sites, could be adversely affected primarily by overloading and physical damage.

☐ Essential service lines will most likely survive and can typically primarily be relied upon in implementing this Plan.

☐ Effective radio communications may require the augmentation of ARES personnel and/or the use of "car to car" relay systems.

☐ In the absence of emergency power to some agency base stations, portable radios may be the only available means of radio communications.

12. Emergency Public Information:

☐ Following an Earthquake, the public will need basic emergency public information.

☐ This information will be provided by the City of San Luis Obispo's Public Information Officer via:

    ☐ SLO County OES Alert Sense
    ☐ Emergency Broadcast Messages over the Emergency Alerting System (EAS)
    ☐ Social Media
    ☐ AM/FM Radio Stations
    ☐ Local network television
    ☐ Public Information Boards

13. Security:

☐ Looting may be anticipated.

☐ Security to control access into and out of the most highly damaged areas will be a consideration for law enforcement departments.

14. Volunteer Support

☐ The Local Chapter of the American Red Cross, Salvation Army and VOAD may aid in receiving, registering, and organizing offers for volunteer assistance and shelters.

15. Donation Management

☐ The local Salvation Army and/or Faith Based Organization may aid in receiving, inventorying, and distributing volunteer donations of food, clothing, water, etc.

16. Care and Shelter

☐ Some displaced persons may be self-sufficient in nature and not require care and shelter.

☐ Displaced persons needing care and shelter shall be directed/assisted to evacuation shelters.

☐ Pre-established car-less collection points will need to be checked for displaced persons needing transportation to evacuation shelters.

V. Emergency Recovery

The City of San Luis Obispo has a Recovery Plan and is a critical component of the City of San Luis Obispo's Emergency Operations Plan. The following points are a short overview of items covered in more detail in that document.

A. Re-Entry

During transition into a recovery phase, areas affected by the earthquake should be inspected to determine if they are safe for public re-entry. Based on joint concurrence by the Unified Command Staff, state or federal representatives, re-entry will be authorized, and a Public Information message to that effect will be issued.

B. Demobilization

When response departments are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (San Luis Obispo City Manager) or the Deputy Emergency Services Director (Assistant City Manager) determines that the disaster has entered a recovery phase, the command staff should develop a formal demobilization plan. Consideration should also be given to assigning appropriate departments to conduct short term recovery operations (e.g., debris removal, restoration of critical facilities, utilities, and communications, and tending to the needs of the displaced, etc.)

The City of San Luis Obispo Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center (ROC). It is desirable to attempt to restore departments to their normal working routine and environment as soon as possible. The Unified Command Staff, as well as other City of San Luis Obispo departments, will be heavily involved in short and long-term recovery operations.

C. Final Report and Activity Log

All department heads from the City of San Luis Obispo departments involved in the Earthquake response will be required to complete a narrative report and a master activity log. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the earthquake. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, EOC messages, EOC activity logs). A copy of the narrative report and activity logs should be forwarded to the Plans Section as soon as possible and will be part of the official record of the earthquake disaster.

VI. Plan Administration

A. Plan Adoption

This is the official San Luis Obispo City Plan for responding to an earthquake occurring in, or threatening, the City of San Luis Obispo. The Plan's responsibilities and authorities are effective as indicated below.

B. Purpose

The purpose of this Plan is to establish the City of San Luis Obispo's response organization, command authority, responsibilities, functions, and interactions required to mitigate the effects of an earthquake affecting the City of San Luis Obispo. The priority of emergency response to a damaging event shall be to minimize loss of life and property. The Plan is designed to unify all response departments under the Incident Command System (ICS) to best utilize joint resources and more effectively minimize damage to life and property caused by the effects of an earthquake.

C. Authorities

See the Plan Summary for a listing of all authorities and references.

D. Scope

1. Relationship with Other Plans
This Plan, a component of the City of San Luis Obispo's Emergency Operations Plan and is primarily intended to serve as a stand-alone Earthquake Response Plan. Procedures within this Plan address emergency response and short-term recovery. The City of San Luis Obispo Earthquake Plan is compatible with federal, county and state emergency response plans. Should this type of event come about as the result of another disaster, that Disaster Plan will supersede this Plan.

2. Jurisdictional Factors

This plan encompasses the City of San Luis Obispo jurisdictional limits of the City of San Luis Obispo. Copies of this Plan have been sent to the San Luis Obispo County Office of Emergency Services, incorporated cities, San Luis Coastal Unified School District, and locally based federal, state, and military institutions for informational and coordination purposes.

E. Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of San Luis Obispo. Please enter the revision number, revision title, page number revised date the revision was posted and the name of the person posting the revision.

The format for numbering revisions shall be a sequential number followed by the last two digits of the current calendar year (e.g., #1-15, #2-15, and so on). New sequential numbers will begin each January 1.

Revision #	Revision Title	Page Number Revised	Date	Name
1-22	2022 Emergency Plan Update	None	01/01/2022	Aggson

City of San Luis Obispo

Emergency Operations Plan

Hazardous Materials

Annex B

Developed for:
Keith Aggson
Fire Chief
City of San Luis Obispo
Fire Department
San Luis Obispo, CA.

Developed by:
David L. Mathe
Disaster Leadership and
Preparedness Advisor
Nipomo, CA

FORWARD

Annex B, City of San Luis Obispo Hazardous Materials Response Plan addresses the City of San Luis Obispo's response to a Hazardous Materials event. Preparedness measures and procedures concerning the policy and operations of the City of San Luis Obispo Emergency Organization are contained herein.

Coordinated Response

It is recognized that if a Hazardous Materials event impacts the City of San Luis Obispo and is regional in nature, Unified Command will be responsible for coordinating the response.

ICS/SEMS/NIMS

The City of San Luis Obispo has adopted the Incident Command System (ICS), the Standardized Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a damaging Hazardous Materials impacting the City of San Luis Obispo.

Unified Incident Command Authority

In the event of a Hazardous Materials Incident, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of San Luis Obispo's position as Incident Commander.

> No. 1 – The Deputy Chief or On-Duty Battalion Chief
> No. 2 – The On-Duty Fire Officer as appointed by the Fire Chief
> No. 3 – The Chief of Police or highest-ranking Police Officer

The Unified Incident Commander will:
Alert the San Luis Obispo City Manager as to the severity of the incident.

Emergency Operations Center Leadership
The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director, and the Deputy City Manager is the alternate.

Persons with Access and Functional Needs
It is the intent of the City of San Luis Obispo to ensure that Persons with Functional and Access Needs have equal services that are provided to the citizens of San Luis Obispo and are a priority during an emergency.

_____

Keith Aggson
Fire Chief
San Luis Obispo Fire Department
Date: 01/01/2022

Hazardous Materials

Table of Contents

VI. Plan Administration (continued)

I. Essentials

A. Hazardous Materials Definition
Any substance or combination of substances, which because of quantity, concentration, or characteristics may cause or significantly contribute to an increase in death or serious injury or pose substantial hazards to humans and/or the environment.

B. Initiating Event
The hazardous materials event is the initiating event that alerts the public and the City of San Luis Obispo. The focal point for reporting initial hazardous materials impact is the City of San Luis Obispo's Emergency Communications Center (dispatch).

C. Hazard Materials Plan Activation
Any Hazardous Materials event that in the opinion of the San Luis Obispo City Manager, Fire Chief (or designee), Police Chief (or designee) that warrants the activation of this Plan.

If confirmed impacts are brought to the attention of the City of San Luis Obispo Emergency Communications Center, contact with the Unified Incident Commander (or authorized alternate) should be attempted. If contact by phone is possible, the Unified Incident Commander or alternate would be advised of the situation (including initial damage reports) by the City of San Luis Obispo Emergency Communications Center.

Additionally, if contact with the Unified Incident Commander or any authorized alternate cannot be made, the on-duty Fire Officer or highest-ranking Police Officer may recommend Plan activation.

D. Initial Alerting
Upon Plan activation, the San Luis Obispo Emergency Communications will notify City departments of Plan and Emergency Operations Center activation, and to instruct them to mobilize should be made as follows:

☐ **The on-duty dispatchers (with the assistance of on-duty support staff) will:**

    ☐ Notify the San Luis Obispo City Manager and all department heads and have them report to the City's Emergency Operations Center.

    ☐ Alert all off-duty police, fire and public works personnel and have them report to assigned work areas.

    ☐ Poll police and fire units and stations for damage assessment and available resources as needed based on location of incident.

    ☐ Alert on-duty police and fire units and instruct them to begin Situation Reporting in the Situation Reporting Zones (SRZ) as needed based on location of incident.

II. Response

A. Emergency Operations Center Locations:

The following are the EOC locations for an emergency event. (Note: These locations may be adjusted or changed depending on the location and specific circumstances of event).

EMERGENCY OPERATIONS CENTER (EOC)

Primary:　　　San Luis Obispo City Fire Department
　　　　　　　2160 Santa Barbara Ave.
　　　　　　　San Luis Obispo, CA 93401

Secondary:　　Ludwick Community Center
　　　　　　　864 Santa Rosa Street
　　　　　　　San Luis Obispo, CA 93401

B. Emergency Operations Center – Levels of Activation

The number of City staff at the EOC will depend on the level of activation. The person authorizing the activation of the EOC will determine the Level of Activation. The Emergency Services Director or Deputy Emergency Services Director may change the activation level throughout the emergency as needed. The levels of activation are:

☐ **EOC LEVEL 1**
A major disaster where local resources are overwhelmed. State and/or federal resources are required. A local emergency and a state of emergency will be proclaimed. A Presidential Declaration of Emergency or major disaster will be requested. The EOC will be staffed to the highest number of personnel possible or necessary.

☐ **EOC LEVEL 2**
A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A local emergency and a state of emergency may be proclaimed by City Council and/or County. The EOC will be moderately staffed.

☐ **EOC LEVEL 3**
A minor to moderate incident wherein local resources is adequate and available. A local emergency may or may not be declared. The EOC will be minimally staffed.

C. Emergency Response Levels

Levels of response may vary due to differing perceptions of the incident by response personnel, based on their experience, training, capability, and the local response policy. In addition, the characteristics of the material, the nature of its release, and the vulnerability of the receptors (i.e., populations, ecosystems) may also influence the level of response.

Emergency planning for a Hazardous Materials event is broken down into three levels:

☐ **Level 1, Severe Emergency:** Total recall of all off-duty police, fire department personnel, and request the San Luis Obispo City Manager and all department heads and have them report to the City's Emergency Operations Center.

☐ **Level 2, Escalating Emergency:** Increased number of incidents due to a Hazardous Materials event. On-duty crews cannot keep up with calls; however, the incident can be handled by calling out all off-duty Fire Department employees and with the assistance on-duty fire, public works, and police units.

☐ **Level 3**. **Non-Emergency:** Always in effect day-to-day routine operations. No excessive incident load, on-duty crews can handle all calls.

D. Situation Awareness Reporting

1. General

The priority upon Plan activation is situation reporting: the process of getting a complete and comprehensive picture of the damages caused by the hazardous materials event.   Immediately after a hazardous materials spill/leak, situation reporting to the EOC by field units will be required. Continuing situation reporting throughout the incident is critically important and is the foundation on which EOC/field actions are based.

Situation Reports may become available from the other sources, i.e.:

☐   General Public

☐   News and social media

☐   San Luis Obispo County Emergency Communications Center

☐   San Luis Obispo County Office of Emergency Services

☐   City of San Luis Obispo Radio equipped field units

☐   Caltrans

☐   California Highway Patrol

☐   SEMPRA (formerly known as Southern California Gas Company)

☐   San Luis Coastal Unified School District

☐   Pacific Gas and Electric (PG&E)

☐   Area medical centers

The individual field Situation Reporting Groups within the Operations Section will conduct a field survey of the area or Situation Reporting Zone (SRZ). Early reports may include the following:

- ☐ Rescue needs (estimated number trapped by leak/spill)

- ☐ Serious mass injuries/exposures (estimated number)

- ☐ Deceased (estimated number)

- ☐ Serious hazardous material spill(s) location and conveyance to other locations

- ☐ Any other critical emergency or situation observed

E. Situation Reporting Zones

In the event of a damaging event, the City of San Luis Obispo has been organized into four Situation Reporting Zones (SRZ's). They are described as follows:

Zone 1: CENTRAL: is that area to the **North** of the intersection of Broad Street and Perkins Lane, **West** of the Union Pacific railroad, South of Mill Street from Broad St. to Pepper Street and **East** of Highway 101 from Madonna Road to Broad Street.

Zone 2: NORTH: Is that area to the **North** of Mill St. from Broad Street to Pepper Street and **North** of Monterey Street from Pepper Street to Fox Hollow Road exit off Highway 101.

Zone 3: WEST: is that area that is **West** of Broad Street and **South** of the Intersection of S Higuera Street and Bridge St.

Zone 4: EAST: is that area that is **South** of the intersection of Broad Street and Perkins Lane, **East** of the intersection of Tank Farm Road and Santa Fe Road and East of the Union Pacific railroad from the Meeting of Lawrence Drive and Garibaldi Avenue and **South** of Monterey Street

Note: Where no spill/leak occurs within an SRZ, **"no damage"** reports are still required to insure complete intelligence.

F. Situation Zone Responsibilities

DEPARTMENT	*RESPONSIBILITY*
Police Department	Citywide survey for all encampments, and security needs
Fire Department	Citywide survey for damage, rescue, injuries, fire, and haz-mat
Public Works	Citywide survey for streets, facilities and, parks damage
Information Technology	Citywide survey for communication and broadband damage
Community Development	Citywide survey of critical facilities for damage, structural damage, and posting of unsafe buildings
Utilities	Citywide survey of freshwater and waste disposal systems
PG&E Utilities	Survey for condition of their infrastructure
SLO Coastal Unified School District	Survey for condition of their facilities and personnel

| Caltrans | Jurisdictional for State highways |

G. San Luis Obispo County Resources

The Office of Emergency Services (OES) coordinates all requests for assistance from San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County, contact the Duty Officer at 805.781.1144.

The American Red Cross works together with the Care and Shelter Branch to identify and establish evacuation and general population shelter sites. In most cases the Care and Shelter Branch provides a supporting role to the American Red Cross.

III. Hazard Assessment

The City of San Luis Obispo Hazard Identification and Analysis process used the FEMA Threat and Hazard Identification and Risk Assessment Guide.

Department Responsibilities

Listed below are the potential emergencies or problems resulting from a damaging Hazardous Materials event. The exact circumstances of the event may dictate some flexibility and adjustments.

A. Hazard Assessment

1. Potential Threats

The increasing volume and variety of Hazardous Materials that are generated, stored, or transported within City of San Luis Obispo is a concern to public officials and the community. A Hazardous Materials Event may impact the health and safety the citizens of San Luis Obispo. Several business's use potentially Hazardous Materials where incidents may occur and have filed site-specific emergency response and evacuation plans. Also, several underground pipelines run through the City which carry flammable and hazardous liquids.

There are a variety of effects that may be caused by an uncontrolled release of hazardous materials. The effects on humans depend on the type and amount of material released, however they may include hazards that may be fatal if inhaled, swallowed, or absorbed through skin; some hazardous materials may cause burns to skin and eyes upon contact; material that catches on fire may produce irritating or poisonous gases; some materials may cause dizziness or suffocation. In addition to the direct human threat, hazardous materials or runoff from fire control may cause pollution and create fire or explosion hazards in sewer systems or other waterway areas.

☐ **Transportation Emergencies**

This plan covers hazardous material emergencies associated with transportation by highways, roads, surface streets, railroad, pipeline, or other means.

☐ **Fixed Installation Emergencies**

This plan covers hazardous materials emergencies occurring within any fixed installation storing, manufacturing, processing, utilizing, or disposing of Haz-Mat.

2. Potential Range of Impacts

The vast majority of Hazardous Materials events may have little or no impact. However, Hazardous Materials events that are severe in nature may result in impacts ranging from evacuation to serious injuries to citizens and first responders.

EXCEPTION: This plan does not cover radiological emergencies resulting from direct operation of the Diablo Canyon Power Plant. Radiological emergencies resulting from the operation of the Diablo Canyon Power Plant are covered by the San Luis Obispo County/Cities Nuclear Power Plant Emergency Response Plan.

IV. Potential Impacts

This Section does not presume to predict the full range and depth of Hazardous Materials impacts. The following attempts to present the most likely impacts from a Hazardous Materials event occurring in or near the City of San Luis Obispo:

1. Leadership
2. Situation reporting
3. Evacuation
4. Shelter in Place
5. School disruptions
6. Fires
7. Multiple Casualties
8. Utilities – Natural Gas, Electricity and Sanitation
9. Transportation systems
10. Communication Disruptions
11. Emergency Public Information

These emergencies are discussed in detail below as a basis for planning and response to a Hazardous Materials event. This Plan does not presume to predict the full range and depth of Hazardous Materials event consequences. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies resulting from a Hazardous Materials event occurring in, or threatening the City of San Luis Obispo. Any concerns or comments should be directed to the fire department for consideration.

1. Leadership
- ☐ The strain on local government and its emergency response organization to command and coordinate the response to an extreme Hazardous Materials event could be immediate, severe, and overwhelming.

- ☐ Out-of-county assistance from state, federal, mutual aid and private agencies will probably not be needed in anything but the most extreme situations.

2. Situation Reporting
- ☐ A Hazardous Materials event may initiate many types of emergencies and damages simultaneously over a widespread area.

☐ This will overwhelm emergency resources and preclude the traditional direct response to each emergency.

☐ Normal means for reporting emergencies via a 911-phone dependent system will probably be not lost to the public.

3. Evacuation

The purpose of evacuation is to move the population in an affected area away from the possible hazard. It is a protective action taken to avoid or reduce the public's exposure to hazardous materials.

Evacuation of the public may be indicated when there are:

☐ Leaks involving unknown gases from large capacity storage containers.

☐ Explosives or large quantities of materials which could detonate or explode, damaging structures in the immediate area.

☐ Leaks that cannot be controlled and are expected to continue leaking.

☐ Uncontrolled fires involving hazardous materials.

If it has been determined that evacuation is necessary, the following may be considered for evacuation:

☐ Request Law Branch/law enforcement to determine area to be evacuated.

☐ Direct Law Branch/law enforcement to determine evacuation authority, routes, perimeters, and notification of other law enforcement agencies as appropriate.

☐ Contact American Red Cross to locate, activate and operate necessary Evacuation Centers and relay their location to the Law Branch and PIO.

☐ If the Emergency Alert System, or other form of public notification system is to be requested/used, direct PIO to develop evacuation message including reason for evacuation, areas affected, evacuation routes, and locations of evacuation centers.

☐ Direct Law Branch to implement evacuation, including follow up, verification, anti-looting, and transportation assistance teams as necessary.

☐ Contact County Office of Emergency Services (through the Sheriff's Department watch commander or dispatch) if Emergency Alert System, or other form of public notification, is to be requested or for any other special assistance or coordination.

4. Sheltering in Place

Sheltering In place is used when evacuating the public would cause greater risk than staying indoors, or when an evacuation cannot be performed ahead of the threat. Sheltering In place operate on the theory that toxic vapors pass over structures without moving inside them. Research and accident investigation indicate that staying indoors is often safer than evacuating during a toxic

cloud release. However, sustained and continuous release may eventually filter into a structure and endanger the occupants. Sheltering In place is not a substitute for evacuation; it is another tool for emergency responders to use when evacuation may be unsafe, infeasible, or unwarranted. It can also be used in combination with evacuation to protect separate threatened areas or at different points during the emergency.

The Incident Commander or designee will act upon appropriate advice and recommendation from appropriate health and hazardous material personnel to shelter appropriate areas.

Shelter In place protection may be a viable option when:

☐ The hazardous material has been identified and is a low to moderate health hazard.

☐ Personnel to assist with the evacuation are limited, and the hazardous evacuation areas cannot be properly managed.

☐ The material has been totally released from its container and is quickly dissipating.

☐ The hazardous material is a migrating toxic vapor cloud, and the citizens are safer inside the building than they would be outside.

☐ Short duration or solid or liquid leaks are present.

☐ Migrating vapor clouds are low in toxicity and quantity.

☐ Vapor clouds form "puff" or migrating plume patterns, e.g., clouds that will quickly disperse and are not from a fixed, continuous source.

☐ Leaks can be rapidly controlled at their source.

Sheltering means staying inside with all doors, windows, and ventilation systems closed. Sheltering is intended to reduce or eliminate any exposure to a hazardous materials plume.

5. School Disruptions
☐ Schools would be immediately disrupted requiring them to shelter in place, evacuate or close.

6. Fires
☐ Refer to Annex E, Fire Annex for additional information

7. Multiple Casualties
☐ See Annex C, Multiple Casualty Incident of this Plan for additional information.

8. Utilities: Natural Gas, Electricity, Water, Sanitation
☐ Water System contamination may occur.

9. Transportation Systems
☐ A Hazardous Materials event could disrupt normal transportation systems causing severe traffic management problems as well as delays to response, evacuation, and logistical support.

10. Communication Disruptions
- ☐ Telephone equipment, both hard wired and cell sites, could be adversely affected primarily by overloading (calls in and out of the area).

- ☐ Essential service lines will most likely survive and can typically be relied upon in implementing this Plan.

11. Emergency Public Information
- ☐ During a Hazardous Materials event, the public will need basic emergency public information.

- ☐ This information will be provided by the City of San Luis Obispo's Public Information Officer via:

  ☐ SLO County OES Alert Sense
  ☐ Emergency Broadcast Messages over the Emergency Alerting System (EAS)
  ☐ Social Media
  ☐ AM/FM Radio Stations
  ☐ Local network television

- ☐ To avoid conflicting information, all public information should be provided by the City of San Luis Obispo Emergency Operation Center Public Information Officer.

V. Recovery
The City of San Luis Obispo has a Recovery Plan, is included the City of San Luis Obispo's Emergency Operations Plan. The following points are a short Recovery.

A. Re-Entry
During transition into a recovery phase, areas affected by the Hazardous Materials should be inspected to determine if they are safe for public re-entry. Based on joint concurrence by the Unified Command Staff, state or federal representatives, re-entry will be authorized, and a Public Information message to that effect will be issued.

B. Demobilization
When response agencies are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (San Luis Obispo City Manager) or the Deputy Emergency Services Director (Assistant City Manager) determines that the disaster has entered a recovery phase, the command staff should develop a formal demobilization plan. Consideration should also be given to assigning appropriate agencies to conduct short term recovery operations (e.g., haz-mat removal, restoration of critical facilities, utilities, and communications, and tending to the needs of the homeless and displaced, etc.)

The City of San Luis Obispo Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center (ROC). It is desirable to attempt to restore departments to their normal working routine and environment

as soon as possible. The Unified Command Staff, as well as other City of San Luis Obispo agencies, will be heavily involved in short and long-term recovery operations.

C. Final Report and Activity Log

All department heads from the City of San Luis Obispo departments involved in the Hazardous Materials event response will be required to complete a narrative report and a master activity log. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the Hazardous Materials event. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, Emergency Operations Center messages, Emergency Operations Center activity logs). A copy of the narrative report and activity logs should be forwarded to City Hall as soon as possible and will be part of the official record of the Hazardous Materials event disaster.

VI. Plan Administration

A. Plan Adoption

This is the official San Luis Obispo City Plan for Responding to a Hazardous Materials event occurring in, or threatening, the City of San Luis Obispo.

B. Purpose

The purpose of this Plan is to establish the City of San Luis Obispo's, command authority, responsibilities, and respond to the effects of a Hazardous Materials event affecting the City of San Luis Obispo. The priority of emergency response to a Hazardous Materials event shall be to minimize loss of life and property. The Plan is designed to unify all response agencies under the Incident Command System (ICS) to best utilize joint resources and more effectively minimize damage to the environment, life and property caused by the effects of a Hazardous Materials event.

C. Authorities

See Plan Summary, for a listing of all authorities and references.

D. Scope

1. Relationship with Other Plans

This Plan, a component of the City of San Luis Obispo's Emergency Operations Plan and is primarily intended to serve as a stand-alone response Plan for all effects associated with a Hazardous Materials event. Procedures within this Plan solely address emergency response and short-term recovery. The City of San Luis Obispo Hazardous Materials Response Plan is compatible with San Luis Obispo County, federal and state Emergency Response Plans. Should this type of event come about as the result of another disaster, that Disaster Plan will supersede this Plan.

2. Jurisdictional Factors

This plan encompasses the jurisdictional limits of the City of San Luis Obispo. Copies of this Plan have been sent to the Santa Luis Obispo County Office of Emergency Services, incorporated cities, San Luis Coastal Unified School District, and locally based federal, state, and military institutions for informational and coordination purposes.

E. Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of San Luis Obispo. Please enter the revision number, the pages, the date the revision was posted, and the name of the person posting the revision.

Revision #	Revision Title	Page Number Revised	Date	Name
1-22	2022 Emergency Plan Update	None	01/01/2022	Aggson

City of San Luis Obispo

Emergency Operations Plan

Multiple Casualty Incidents

ANNEX C

Developed for:
Keith Aggson
Fire Chief
City of San Luis Obispo
Fire Department
San Luis Obispo, CA.

Developed by:
David L. Mathe
Disaster Leadership and
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Nipomo, CA.

FORWARD

Annex C, City of San Luis Obispo Multiple Casualty Incident Plan addresses the City of San Luis Obispo's response to a Multiple Casualty Incident event. Preparedness measures and procedures concerning the policy and operations of the City of San Luis Obispo Emergency Organization are contained herein.

Coordinated Response

It is recognized that if a Multiple Casualty Incident event impacts the City of San Luis Obispo and is regional in nature, Unified Command will be responsible for coordinating the response.

ICS/SEMS/NIMS

The City of San Luis Obispo has adopted the Incident Command System (ICS), the Standardized Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a damaging Multiple Casualty Incident impacting the City of San Luis Obispo.

Unified Incident Command Authority

In the event of a Multiple Casualty Incident, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of San Luis Obispo's position as Incident Commander.

>   No. 1 – The Deputy Fire Chief or on-duty on Duty Battalion Chief
>   No. 2 – The on-duty Fire Person as appointed by the Fire Chief
>   No. 3 – The Chief of Police or highest ranking on-duty Police Officer

The Unified Incident Commander will:
Alert the San Luis Obispo City Manager as to the severity of the incident.

Emergency Operations Center Leadership
The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director, and the Deputy City Manager is the alternate.

Persons with Access and Functional Needs
It is the intent of the City of San Luis Obispo to ensure that Persons with Functional and Access Needs have equal services that are provided to the citizens of San Luis Obispo and are a priority during an emergency.

_____

Keith Aggson
Fire Chief
San Luis Obispo Fire Department
Date: 01/01/2022

Multiple Casualty Incident

Table of Contents

I. Essentials

A. Initiating Event

A report of a Multiple Casualty Incident is the initiating event that alerts the public and City of San Luis Obispo. The focal point for reporting initial Multiple Casualty Incident is the City of San Luis Obispo's Emergency Communication Center (dispatch).

B. Plan Activation

It is the policy of the City of San Luis Obispo that a Multiple Casualty Incident, as referenced in this Plan, and in the judgment of the City Manager, Fire Chief or Police Chief, or their designee, warrants activation of this plan.

If confirmed injuries are brought to the attention of the City of San Luis Obispo Emergency Communications Center, contact with the Unified Incident Commander (or authorized alternate) should be attempted. If contact is possible, the Unified Incident Commander or alternate would be advised of the situation, including initial reports.

Additionally, if contact with the Unified Incident Commander or any authorized alternate cannot be made, the on-duty Fire Officer or highest-ranking Police Officer may recommend Plan activation.

Unified Command will provide leadership of a Multiple Casualty Incident with the Fire Chief, Deputy Fire Chief or on duty Battalion Chief providing guidance to the Unified Command Staff.

C. Initial Alerting

Upon Plan activation, the City of San Luis Obispo Emergency Communications will notify City departments of Plan and Emergency Operations Center activation, and to instruct them to mobilize should be made as follows:

☐ **The on-duty dispatchers (with the assistance of on-duty support staff) will:**

☐ Notify the City of San Luis Obispo City Manager and all department heads and have them report to the City's Emergency Operations Center.
☐ Alert all off-duty police, fire, and public works of the incident.
☐ Poll police and fire units and stations available resources.

II. Response

A. Emergency Operations Center Locations:

The following are the EOC locations for an emergency event. (Note: These locations may be adjusted or changed depending on the specific circumstances of event).

EMERGENCY OPERATIONS CENTER (EOC)

Primary: San Luis Obispo City Fire Department

     2160 Santa Barbara Ave.
     San Luis Obispo, CA 93401

Secondary: Ludwick Community Center
     864 Santa Rosa Street
     San Luis Obispo, CA 93401

B. Emergency Operations Center – Levels of Activation

The number of City staff at the EOC will depend on the level of activation. The person authorizing the activation of the EOC will determine the Level of Activation. The Emergency Services Director can, and should, change the activation level throughout the emergency as needed. The levels of activation are:

☐ **EOC LEVEL 1**
A major disaster wherein local resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A local emergency and a state of emergency will be proclaimed. A Presidential Declaration of Emergency or major disaster will be requested. The EOC will be staffed to the highest number of personnel possible or necessary.

☐ **EOC LEVEL 2**
A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A local emergency will be proclaimed, and a state of emergency might be proclaimed by City Council and/or County. The EOC will be moderately staffed.

☐ **EOC LEVEL 3**
A minor to moderate incident wherein local resources is adequate and available. A local emergency may or may not be declared. The EOC will be minimally staffed.

Note: Upon activation of the City of San Luis Obispo's Emergency Operations Center, contact will be established with the San Luis Obispo County Office of Emergency Services.

C. Emergency Response Levels

Emergency response for Multiple Casualty Incident emergencies is broken down into three levels:

☐ **Level 1, Severe Emergency:** Total recall of all off-duty police, fire department personnel, and request the San Luis Obispo City Manager and all department heads report to the City's Emergency Operations Center.

☐ **Level 2, Escalating Emergency:** Increased number of incidents due to a Multiple Casualty Incident. On-duty crews cannot keep up with calls; however, the incident can be handled by calling out all off-duty Fire Department employees and with the assistance on-duty fire and police units.

☐ **Level 3, Non-Emergency:** Always in effect day-to-day routine operations. No excessive incident load to on-duty crews.

D. Mass Casualty Event—EMSA Levels of Activation

☐ **LEVEL I   3-10 patients**

A suddenly occurring event that has the potential to overwhelm any part of the EMS system and/or the number of patients is greater than can be handled by the usual initial response. Duration of the incident is expected to be less than 1 hour. Examples: Motor vehicle accident, tour bus, etc.

☐ **LEVEL II Greater than 11 patients**

A suddenly occurring event that has the potential to overwhelm any part of the EMS system and/or has the need for additional resources. The medical mutual aid system may be activated. An adequate number of additional ambulances are not likely to be immediately available, creating a delay in transporting patients. The duration of incident is expected to be greater than 1 hour.

E. Transportation of the Injured

Calculation of the required number of Ambulances

This guideline is meant to provide general guidance to determine the initial estimate for the number of transport ambulance units required to respond to a MCI based on the number of immediate patients. As a determination of the number of delayed and minor patients is made, additional ambulances or other transport vehicles, such as a bus, may be required.

The request for additional transport vehicles, such as ambulance, bus, etc. should be made as early as possible.

A general rule-of-thumb for determining how many ambulances should initially be requested by first-arriving personnel can be calculated using the following formula:

REQUIRED AMBULANCES =   NUMBER OF IMMEDIATE PATIENTS   + Plus One (1)
                                              DIVIDED BY TWO (2)

Example: Ten (10) immediate patients   + 1 = Six (6) ALS units/ambulances
                                      2
AIR UNITS=Consider early polling, activation, and integration into transportation plan!

F. Handling the Deceased

Sheriff-Coroner directs the on-site morgue operations.

If it becomes necessary to move bodies in order to accomplish rescue/extrication and/or treatment of casualties, protect the health and safety of others, or to prevent further harm to the bodies, the following procedures should be followed:

☐   Do not remove any personal effects from the bodies.
☐   Tag the bodies with approved triage tags to indicate death.
☐   Bodies must always be secured and safeguarded; personnel should be assigned to   monitor morgue areas.
☐   No variations to these procedures are authorized without the approval of the Morgue Manager,

Sheriff-Coroner, or their representative.

G. Situation Awareness Reporting

1. General

The priority upon Plan activation is situation reporting: the process of getting a complete and comprehensive picture of the injuries caused by the event.   Immediately after a Multiple Casualty Incident, situation reporting may be minimal. It is recognized that complete injury intelligence may take several hours to several days to get a complete and stable citywide assessment. Continuing situation reporting is critically important and is the foundation on which EOC/field actions are based every effort must be made to immediately initiate a field survey within a Situation Reporting Zone (SRZ) and to gather the best available information, and report that information through channels to the City of San Luis Obispo EOC as soon as possible.

Situation Reports may become available from the other sources, i.e.:

- ☐ General Public
- ☐ News and social media
- ☐ San Luis Obispo County Sheriff's Emergency Communications Center
- ☐ County of San Luis Obispo Office of Emergency Services
- ☐ City of San Luis Obispo Radio equipped field units
- ☐ Caltrans
- ☐ California Highway Patrol
- ☐ SEMPRA (formerly known as Southern California Gas Company)
- ☐ Area Medical Centers
- ☐ San Luis Obispo Coastal Unified School District
- ☐ Pacific Gas and Electric (PG&E)

The individual field Situation Reporting Groups within the Operations Section will conduct a field survey of an area or Situation Reporting Zone (SRZ). Early reports may include the following:

- ☐ Rescue needs (estimated number trapped)
- ☐ Serious mass injuries (estimated number)
- ☐ Deceased (estimated number)
- ☐ Damaging Multiple Casualty Incident
- ☐ Serious hazardous material spills affecting civilians
- ☐ Any other critical emergency or situation observed

Note: Where no injuries occur within an SRZ, **"no injury"** reports are still required to insure complete incident intelligence.

H. Situation Reporting Zones
In the event of a damaging event, the City of San Luis Obispo has been organized into four Situation Reporting Zones (SRZ's). They are described as follows:

Zone 1: CENTRAL: is that area to the **North** of the intersection of Broad Street and Perkins Lane, **West** of the Union Pacific railroad, South of Mill Street from Broad St. to Pepper Street and **East** of Highway 101 from Madonna Road to Broad Street.

Zone 2: NORTH: Is that area to the **North** of Mill St. from Broad Street to Pepper Street   and   **North**   of Monterey Street from Pepper Street to Fox Hollow Road exit off Highway 101.

Zone 3: WEST: is that area that is **West** of Broad Street and **South** of the Intersection of S Higuera Street and Bridge St.

Zone 4: EAST: is that area that is **South** of the intersection of Broad Street and Perkins Lane, **East** of the intersection of Tank Farm Road and Santa Fe Road and East of the Union Pacific railroad from the Meeting of Lawrence Drive and Garibaldi Avenue and **South** of Monterey Street

Note: Where no injury occurs within an SRZ, **"no injury"** reports are still required to insure complete injury intelligence.

I. Situation Zone Responsibilities

DEPARTMENT	RESPONSIBILITY
Police Department	Citywide survey for all encampments, and security needs
Fire Department	Citywide survey for rescue, injuries, and fire
Public Works	Citywide survey for streets, facilities and, parks damage
Information Technology	Citywide survey for communication and broadband damage
Community Development	Citywide survey of critical facilities for damage, structural damage, and posting of unsafe buildings
Utilities	Citywide survey of freshwater and waste disposal systems
PG&E Utilities	Survey for condition of their infrastructure
SLO Coastal Unified School District	Survey for condition of their facilities and personnel
Caltrans	Jurisdictional survey for State highways

J. San Luis Obispo County Resources

The Office of Emergency Services (OES) coordinates all requests for assistance for San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County, contact the Duty Officer at 805.781.1144.

III. Hazard Assessment

The City of San Luis Obispo Hazard Identification and Analysis process used the FEMA Threat and Hazard Identification and Risk Assessment Guide.

Responsibilities
Listed below is a general assessment that may result from a Multiple Casualty Incident. The exact circumstances of Multiple Casualty Incident event may dictate some flexibility and adjustments.

A. Hazard Assessment

1. Potential Threats

The potential for a Multiple Casualty Incident in the City of San Luis Obispo always exists.

Surface Roadways
US 101 is heavily traveled with trucks, private cars, and passenger buses. Highways 227 and 1 are regular truck routes, carries automobile traffic and tour bus traffic.

Railway
The coast route of the Union Pacific Railroad passes through the City of San Luis Obispo. The line carries several northbound and southbound freight trains every day. Passenger service is currently limited to one northbound and one southbound train daily.

Air
In addition to flights in and out of the San Luis Obispo County Regional Airport, McChesney Field, commercial and private air traffic passes over the City of San Luis Obispo. Military aircraft utilizes Vandenberg Air Force Base. As a result, the potential exists for a Multiple Casualty Incident that could quickly overrun the capabilities of the City of San Luis Obispo's fire departments.

2. Potential Range of Impacts

A Multiple Casualty Incident that occurs in a heavily populated residential area can result in considerable loss of life and property.

IV. Potential Impacts

The following potential emergencies that may be caused as a result of a Multiple Casualty Incident impacting this City of San Luis Obispo are:

1.   Leadership
2.   Situation Reporting
3.   Evacuation
4.   Utilities
5.   Transportation Systems
6.   Communication Disruptions
7.   Emergency Public Information

This Plan does not presume to predict the full range and depth of a Mass Casualty Incident. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies or complications resulting from a Mass Casualty Incident occurring in or threatening the City of San Luis Obispo.

1. Leadership
- ☐ The strain on local government and its emergency response organization to command and coordinate the response to a Multiple Casualty Incident could be immediate, severe, and overwhelming.

- ☐ Out-of-county assistance from state, federal, mutual aid and private agencies will probably not be needed in anything but the most extreme situations.

2. Situation Reporting
- ☐ A Multiple Casualty Incident may initiate many types of emergencies and injuries simultaneously over a widespread area.

- ☐ This overwhelms emergency resources and preclude the traditional direct response to each emergency.

3. Evacuation
- ☐ The widespread evacuation of this community based on a Multiple Casualty Incident is a very remote possibility.

4. Utilities
- ☐ Normal utility systems may be disrupted for short periods of time because of a Multiple Casualty Incident secondarily to another disaster (earthquake/haz-mat).

5. Transportation Systems
- ☐ A Multiple Casualty Incident could disrupt normal transportation systems causing severe traffic management problems as well as delays to response, evacuation, and logistical support.

6. Communication Disruptions
- ☐ Telephone equipment, both hard wired and cell sites, could be adversely affected primarily by overloading (calls in and out of the area), and complicated by condition of equipment.

7. Emergency Public Information
- ☐ During a Multiple Casualty Incident, the public will need basic emergency public information.

- ☐ This information will be provided by the City of San Luis Obispo's Public Information Officer via:

  - ☐ SLO County OES Alert Sense
  - ☐ Emergency Broadcast Messages over the Emergency Alerting System (EAS)
  - ☐ Social Media
  - ☐ AM/FM Radio Stations
  - ☐ Local network television

V. Recovery

The City of San Luis Obispo has a Recovery Plan, part 4, of the City of San Luis Obispo's Emergency Operations Plan. The following points are a short overview of items covered in more detail in that document.

A. Re-Entry

During transition into a recovery phase, areas affected by the Multiple Casualty Incident should be inspected to determine if they are safe for public re-entry. Based on joint concurrence by the Unified Command Staff, state or federal representatives, re-entry will be authorized, and an Emergency Alert System (EAS) message to that effect will be issued.

B. Demobilization

When response agencies are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (City of San Luis Obispo City Manager) or the Deputy Emergency Services Director (Assistant City Manager) determines that the disaster has entered a recovery phase, the command staff should develop a formal demobilization plan. Consideration should also be given to assigning appropriate agencies to conduct short term recovery operations (e.g., debris removal, restoration of critical facilities, utilities, and communications, and tending to the needs of the homeless and displaced, etc.)

The City of San Luis Obispo Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center (ROC). It is desirable to attempt to restore agencies to their normal working routine and environment as soon as possible. The Unified Command Staff, as well as other City of San Luis Obispo agencies, will be heavily involved in short and long-term recovery operations.

C. Final Report and Activity Log

All department heads from the City of San Luis Obispo departments involved in the Multiple Casualty Incident response will be required to complete a narrative report and a master activity log. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the Multiple Casualty Incident. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, Emergency Operations Center messages, Emergency Operations Center activity logs). A copy of the narrative report and activity logs should be forwarded to the Plans Section as soon as possible and will be part of the official record of the Multiple Casualty Incident disaster.

VI. Plan Administration

A. Plan Adoption
This is the official City of San Luis Obispo Plan for Responding to a Multiple Casualty Incident occurring in, or threatening, the City of San Luis Obispo. The Plan's responsibilities and authorities are effective as indicated below.

B. Purpose
The purpose of this Plan is to establish the City of San Luis Obispo's response organization, command authority, responsibilities, functions, and interactions required to mitigate the effects of a Multiple Casualty Incident affecting the City of San Luis Obispo. The priority of emergency response to a damaging event shall be to minimize loss of life and property. Although focusing primarily on the City of San Luis Obispo's response, this Plan also identifies other

local, county, state, federal and private sector responsibilities. The Plan is designed to unify all response agencies under the Incident Command System (ICS) to best utilize joint resources and more effectively minimize any impacts to life and property caused by the effects of a Multiple Casualty Incident.

C. Authorities
See the Plan Summary, for a listing of all authorities and references.

D. Scope

1. Relationship with Other Plans
This Plan, a component of the City of San Luis Obispo's Emergency Operations Plan and is primarily intended to serve as a stand-alone Multiple Casualty Incident Response Plan. Procedures within this Plan address emergency response and short-term recovery. The City of San Luis Obispo Multiple Casualty Incident is compatible with other city, federal, county and state emergency response plans. Should this type of event come about as the result of another disaster, that Disaster Plan will supersede this Plan.

2. Jurisdictional Factors
This plan encompasses the City of San Luis Obispo jurisdictional limits of the City of San Luis Obispo. Copies of this Plan have been sent to the San Luis Obispo County Office of Emergency Services, incorporated cities, San Luis Coastal Unified School District, and locally based federal, state, and military institutions for informational and coordination purposes.

E. Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of San Luis Obispo. Please enter the revision number, revision title, page number revised date the revision was posted and the name of the person posting the revision.

The format for numbering revisions shall be a sequential number followed by the last two digits of the current calendar year (e.g., #1-15, #2-15, and so on). New sequential revision numbers will begin each January 1.

Revision #	Revision Title	Page Number Revised	Date	Name
1-22	2022 Emergency Plan Update	None	01/01/2022	Aggson

City of San Luis Obispo

Emergency Operations Plan

Transportation Emergency

Air-Surface

Annex D

Developed for:
Keith Aggson
Fire Chief
City of San Luis Obispo
Fire Department
San Luis Obispo, CA.

Developed by:
David L. Mathe
Disaster Leadership and
Preparedness Advisor
Nipomo, CA.

FORWARD

Annex D, City of San Luis Obispo Transportation Emergency Management Plan addresses the City of San Luis Obispo's response to a Transportation Emergency of significant proportions. Response measures and procedures concerning the policy and operations of the City of San Luis Obispo Emergency Organization are contained herein.

Coordinated Response

It is recognized that if a major Transportation Emergency impacts the City of San Luis Obispo and is regional in nature, Unified Command will be responsible for coordinating the response.

ICS/SEMS/NIMS

The City of San Luis Obispo has adopted the Incident Command System (ICS), the Standardized Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a Transportation Emergency impacting the City of San Luis Obispo.

Unified Incident Command Authority

In the event of a Transportation Emergency, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of San Luis Obispo's position as Incident Commander.

        No. 1 – The Deputy Fire Chief or On-Duty Battalion Chief
        No. 2 – The On-Duty Fire Officer as appointed by the Fire Chief
        No. 3 – The Chief of Police or highest-ranking Police Officer

The Unified Incident Commander will:
Alert the San Luis Obispo City Manager as to the severity of the incident.

Emergency Operations Center Leadership
The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director.

Persons with Access and Functional Needs
It is the intent of the City of San Luis Obispo to ensure that Persons with Functional and Access Needs have equal services that are provided to the citizens of San Luis Obispo and are a priority during an emergency.

_____
Keith Aggson
Fire Chief
City of San Luis Obispo Fire Department
Date: 01/01/2022

Transportation

Table of Contents

VI. Plan Administration

I. Essentials

A. Transportation Emergency Definitions

1. Transportation Emergency

A transportation emergency (semi-truck, railway, commercial or private aircraft, school bus, commercial bus, multiple vehicle, or local mass transit), either in the City of San Luis Obispo or threatening the City of San Luis Obispo, of disastrous proportions that causes any one of the following:

- ☐ Any transportation event that in the opinion of the City of San Luis Obispo City Manager, Fire Chief (or designee) Chief of Police (or designee) warrants the activation of this Plan.
- ☐ Transportation incidents can cause great loss of property or life.
- ☐ Commercial passenger carriers such as trains, airliners, or buses are involved.
- ☐ Multiple vehicle accidents that result in many injuries and fatalities.

2. Types of Transportation

Highways
- ☐ US 101 is the primary highway route. It carries truck, freight, private cars, and passenger buses through the center of San Luis Obispo.

- ☐ Highways 1 and 227 are regular truck routes, carries automobile traffic and tour bus traffic.

Railway
- ☐ The coast route of the Union Pacific Railroad passes through the City of San Luis Obispo carrying several northbound and southbound freight trains every day.
- ☐ AMTRAK service is currently offering northbound and southbound passenger trains daily.

Air Accident
- ☐ In addition to flights in and out of the San Luis Obispo County Regional Airport McChesney Field, military and commercial aircraft pass over the City of San Luis Obispo on a daily basis.
- ☐ A major air accident that occurs in a heavily populated residential area can result in considerable loss of life and property.
- ☐ Damage assessment and relief efforts associated with a major air accident will require support from other local governments, the state and federal governments.
- ☐ Investigators from the National Transportation and Safety Board (NTSB) and the San Luis Obispo County Coroner's Office will have initial jurisdiction over the accident area and investigations will be completed before the area is released for debris mitigation.
- ☐ The recovery operation may consist of infrastructure restoration, debris removal and disposal.

B. Initiating Event

The Transportation Emergency is the initiating event that alerts the public and the City of San Luis Obispo. The focal point for reporting a Transportation Emergency is the City of San Luis Obispo's Emergency Communications Center (dispatch).

C. Plan Activation

If an accident causing a multi-casualty incident, major infrastructure damage, hazardous materials release or major building damage is confirmed secondary to a transportation emergency by the City of San Luis Obispo Emergency Communications Center, the center will contact the Unified Incident Commander for plan activation. If contact with the Unified Incident Commander cannot be made, the Deputy Fire Chief, or on-duty Fire Officer or highest-ranking Police Officer may recommend plan activation.

D. Initial Alerting

Upon Plan activation, the San Luis Obispo Emergency Communications will notify City departments of Plan and Emergency Operations Center activation. EOC mobilization instructions include the on-duty dispatchers will:

- ☐ Notify the San Luis Obispo City Manager and all department heads and have them report to the City's Emergency Operations Center.
- ☐ Alert all off-duty police, fire and public works personnel and have them report to assigned work areas.
- ☐ Poll police and fire units and stations for damage assessment and available resources.
- ☐ Alert on-duty police and fire units and instruct them to begin Situation Reporting in the Situation Reporting Zones (SRZ).

II. Response

A. Emergency Operations Center Locations:

The following are the EOC locations for an emergency event. (Note: These locations may be adjusted or changed depending on the specific circumstances of the event).

EMERGENCY OPERATIONS CENTER (EOC)

Primary: San Luis Obispo City Fire Department
                  2160 Santa Barbara Ave.
                  San Luis Obispo, CA 93401

Secondary: Ludwick Community Center
                  864 Santa Rosa Street
                  San Luis Obispo, CA 93401

B. Emergency Operations Center – Levels of Activation

The number of City staff at the EOC will depend on the level of activation. The person authorizing the activation of the EOC will determine the Level of Activation. The Emergency Services Director may change the activation level throughout the emergency as needed. The levels of activation are:

☐ **EOC LEVEL 1**
A major disaster where local resources are overwhelmed. State and/or federal resources are required. A local emergency and a state of emergency will be proclaimed. A Presidential Declaration of Emergency or major disaster will be requested. The EOC will be staffed to the highest number of personnel possible or necessary.

☐ **EOC LEVEL 2**
A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A local emergency and a state of emergency may be proclaimed by City Council and/or County. The EOC will be moderately staffed.

☐ **EOC LEVEL 3**
A minor to moderate incident wherein local resources is adequate and available. A local emergency may or may not be declared. The EOC will be minimally staffed.

Note: Upon activation of the City of San Luis Obispo's Emergency Operations Center, contact will be established with the County of San Luis Obispo Office of Emergency Services.

C. Emergency Response Levels
Emergency response for Transportation Emergency emergencies is broken down into three levels:

☐ **Level 1, Severe Emergency:**
Total recall of all off-duty police, fire department personnel, and request the San Luis Obispo City Manager and all department heads report to the City's Emergency Operations Center.

☐ **Level 2, Escalating Emergency:**
Increased number of incidents due to the Transportation Emergency. On-duty crews cannot keep up with calls however, the incident can be handled by calling out all off-duty public works department employees and with the assistance of on-duty fire and police units.

☐ **Level 3, Non-Emergency:**
Always in effect day-to-day routine operations. On-duty crews can handle all calls.

D. Situation Awareness Reporting

1. **General**
The priority upon Plan activation is situation reporting: the process of getting a complete and comprehensive picture of the damages caused by the event. Immediately after a Transportation Emergency, situation reporting may be minimal. It is recognized that complete damage intelligence may take several hours get a complete citywide assessment. Continuing situation reporting is critically important and is the foundation on which EOC/field actions are based. Every effort must be made to immediately initiate a field survey within a Situation Reporting Zone (SRZ)

and to gather the best available information. Report that information to the City of San Luis Obispo EOC as soon as possible. Situation Reports may become available from the other sources, i.e.:

- ☐ General Public
- ☐ News and social media
- ☐ San Luis Obispo County Emergency Communications Center
- ☐ San Luis Obispo Office of Emergency Services
- ☐ City of San Luis Obispo Radio equipped field units
- ☐ Caltrans
- ☐ California Highway Patrol
- ☐ SEMPRA (formerly known as Southern California Gas Company)
- ☐ Area Medical Centers
- ☐ San Luis Coastal Unified School District
- ☐ Pacific Gas and Electric (PG&E)

The individual field Situation Reporting Groups within the Operations Section will conduct a field survey of an assigned area or Situation Reporting Zone (SRZ). Early reports may include the following:

- ☐ Rescue needs (estimated number trapped)
- ☐ Serious mass injuries (estimated number)
- ☐ Deceased (estimated number)
- ☐ Damaging Transportation Emergency
- ☐ Serious hazardous material spills
- ☐ Any other critical emergency or situation observed as a result of a transportation emergency.

E. Situation Reporting Zones

In the event of a damaging event, the City of San Luis Obispo has been organized into four Situation Reporting Zones (SRZ's). They are described as follows:

Zone 1: CENTRAL: is that area to the **North** of the intersection of Broad Street and Perkins Lane, **West** of the Union Pacific railroad, South of Mill Street from Broad St. to Pepper Street and **East** of Highway 101 from Madonna Road to Broad Street.

Zone 2: NORTH: Is that area to the **North** of Mill St. from Broad Street to Pepper Street and **North** of Monterey Street from Pepper Street to Fox Hollow Road exit off Highway 101.

Zone 3: WEST: is that area that is **West** of Broad Street and **South** of the Intersection of S Higuera Street and Bridge St.

Zone 4: EAST: is that area that is **South** of the intersection of Broad Street and Perkins Lane, **East** of the intersection of Tank Farm Road and Santa Fe Road and East of the Union Pacific railroad from the Meeting of Lawrence Drive and Garibaldi Avenue and **South** of Monterey Street

Note: Where no damage occurs within an SRZ, **"no damage"** reports are still required to insure complete damage intelligence.

F. Situation Zone Responsibilities

DEPARTMENT	RESPONSIBILITY
Police Department	Citywide primary survey for damages
Fire Department	Citywide survey for damage, rescue, injuries, and fire
Public Works	Citywide survey for streets, facilities and, parks damage
Information Technology	Citywide survey for communication and broadband damage
Community Development	Citywide survey of critical facilities for damage, structural damage, and posting of unsafe buildings
Utilities	Citywide survey of freshwater and waste disposal systems damages.
PG & E Utilities	Survey for condition of their infrastructure
SLO Coastal Unified School District	Survey for condition of their facility and personnel
Caltrans	Jurisdictional survey for State highways

G. San Luis Obispo County Resources

The Office of Emergency Services (OES) coordinates all requests for assistance for San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County, contact the Duty Officer at 805.781.1144.

The American Red Cross works together with the Care and Shelter Branch to identify and establish evacuation and general population shelter sites. In most cases the Care and Shelter Branch provides a supporting role to the American Red Cross.

III. Hazard Assessment

The City of San Luis Obispo Hazard Identification and Analysis process used the FEMA Threat and Hazard Identification and Risk Assessment Guide.

General Agency Responsibilities

Listed below is a general assessment that may result from a damaging Transportation. The exact circumstances of a Transportation event may dictate some flexibility and adjustments.

A. Hazard Assessment

1. Potential Threats
   ☐ The potential for a transportation emergency in the City of San Luis Obispo always exists.
   ☐ Transportation emergencies are the primary areas of concern of this annex.
   ☐ The potential exists for a transportation emergency that could quickly over-run the capabilities of both the City of San Luis Obispo's and other local government fire departments.

2. Potential Range of Impacts
   ☐ Many Transportation emergencies cause little or no damage.

IV. Potential Impacts

The following potential impacts that may be triggered as a result of a transportation emergency impacting this City of San Luis Obispo include:

1. Leadership
2. Situation Reporting
3. Multiple Casualties
4. Hazardous Materials Release
5. Major Fire
6. Evacuation
7. Utilities-Natural Gas-Electric-Water-Sanitation Security
8. Transportation Systems
9. Communication Disruption
10. Emergency Public Information
11. Security
12. Building Inspection

1. Leadership
- ☐ The strain on local government and its emergency response organization to lead and coordinate the response to a transportation emergency could be immediate, severe, and overwhelming.
- ☐ Out-of-county assistance from state, federal, mutual aid and private agencies may   not be needed in anything but the most extreme situations.

2. Situation Reporting
- ☐ An overall assessment and prioritization of emergencies/hazards through a centralized means of situation reporting will be one of the first critical actions.

3. Multiple Casualties
- ☐ See Annex C, Multiple Casualty Incident of this Plan for additional information.

4. Hazardous Materials Releases:
- ☐ Refer to Annex B, Hazardous Materials Annex for additional information.

5. Major Fires:
- ☐ Refer to Annex E, Fire Annex for additional information.

6. Evacuation
- ☐ A Transportation emergency could require evacuations on a very limited basis.

7. Utilities--Natural Gas-Electric-Water-Sanitation
- ☐ Normal utility systems may fail or be disrupted for short periods of time because of a transportation emergency.

8. Transportation Systems
- ☐ A transportation emergency could disrupt normal transportation systems, causing severe traffic management problems as well as delays to response, evacuation, and logistical support.

9. Communication Disruptions
- ☐ A transportation emergency may temporarily interrupt limited portions of the telephone system in the immediate area. Most of the telephone system will remain in service.

10. Emergency Public Information
- ☐ During a transportation emergency, the public will need basic emergency public information. This information will be provided by the City of San Luis Obispo's Public Information Officer via:
  - ☐ SLO County OES Alert Sense
  - ☐ Emergency Broadcast Messages over the Emergency Alerting System (EAS)
  - ☐ Social Media
  - ☐ AM/FM Radio Stations
  - ☐ Local network television

11. Security
- ☐ Access into and out of the most highly damaged areas, mostly to ensure public safety, will be a major consideration for law enforcement agencies.

12. Building Inspections
- ☐ Building inspections may be required.

IV. Recovery

The City of San Luis Obispo has a Recovery Plan, in the City of San Luis Obispo's Emergency Operations Plan. The following points are a short overview of items covered in more detail in that document.

A. Re-entry

During transition into a recovery phase, areas affected by the transportation emergency should be inspected to determine if they are safe for public re-entry. Based on joint concurrence by the Unified Command Staff, state or federal representatives, re-entry will be authorized, and an EAS message to that effect will be issued.

B. Demobilization

When response agencies are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (San Luis Obispo City Manager) or the Deputy Emergency Services Director (Assistant City Manager) determines that the event has entered a recovery phase, the command staff should develop a formal demobilization plan. Consideration should also be given to assigning appropriate agencies to conduct short term recovery operations.

The City of San Luis Obispo Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center

(ROC). It is desirable to attempt to restore departments to their normal working routine and environment as soon as possible. The Unified Command Staff, as well as other City of San Luis Obispo departments, will be heavily involved in short and long-term recovery operations.

C. Final Report and Activity Log

All department heads from the City of San Luis Obispo departments involved in the transportation emergency response will be required to complete a narrative report and a master activity log. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the transportation emergency. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, EOC messages, EOC activity logs). A copy of the narrative report and activity logs should be forwarded to the Plans Section as soon as possible and will be part of the official record of the transportation emergency disaster.

VI. Plan Administration

A. Plan Adoption

This is the official San Luis Obispo City Plan for Responding to a Transportation Emergency occurring in, or threatening, the City of San Luis Obispo. The Plan's responsibilities and authorities are effective as indicated below.

B. Purpose

The purpose of this Plan is to establish the City of San Luis Obispo's response organization, Leadership authority, responsibilities, functions, and interactions required to mitigate the effects of a Transportation Emergency affecting the City of San Luis Obispo. The priority of emergency response to a damaging event shall be to minimize loss of life and property. The Plan is designed to unify all response agencies under the Incident Command System (ICS) in order to best utilize joint resources and more effectively minimize damage to life and property caused by the effects of a Transportation Emergency.

C. Authorities

See the Plan Summary, for a listing of all authorities and references.

D. Scope

1. Relationship with Other Plans
This Plan, a component of the City of San Luis Obispo's Emergency Operations Plan, is primarily intended to serve as a stand-alone Transportation Emergency Response Plan. Procedures within this Plan address emergency response and short-term recovery. The City of San Luis Obispo Transportation Emergency Plan is compatible with federal, county and state emergency response plans. Should this type of event come about as the result of another disaster, that Disaster Plan will supersede this Plan.

2. Jurisdictional Factors

This plan encompasses the City of San Luis Obispo jurisdictional limits. Copies of this Plan have been sent to the San Luis Obispo County Office of Emergency Services, incorporated cities, San Luis Coastal Unified School District, and locally based federal, state and military institutions for informational and coordination purposes.

E. Revision Page

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Revision #	Revision Title	Page Number Revised	Date	Name
1-22	2022 Emergency Plan Update	None	01/01/2022	Aggson

City of San Luis Obispo

Emergency Operations Plan

Major Fire

ANNEX E

Developed for:
Keith Aggson
Fire Chief
City of San Luis Obispo
Fire Department
San Luis Obispo, CA.

Developed by:
David L. Mathe
Emergency Leadership and
Preparedness Advisor
Nipomo, CA.

FORWARD

Annex E, City of San Luis Obispo Fire Emergency Management Plan addresses the City of San Luis Obispo's response to a fire. Preparedness measures and procedures concerning the policy and operations of the City of San Luis Obispo Emergency Organization are contained herein.

Coordinated Response

It is recognized that if a major fire impacts the City of San Luis Obispo and is regional in nature, Unified Command will be responsible for coordinating the response.

ICS/SEMS/NIMS

The City of San Luis Obispo has adopted the Incident Command System (ICS), the Standardized Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a damaging fire impacting the City of San Luis Obispo.

Unified Incident Command Authority

In the event of a major fire, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of San Luis Obispo's position as Incident Commander.

> No. 1 – The Deputy Fire Chief or On-Duty Fire Battalion Chief
> No. 2 – The On-Duty Fire Battalion Chief
> No. 3 – The On-Duty Fire Officer as appointed by the Fire Chief

The Unified Incident Commander will:

Alert the San Luis Obispo City Manager as to the severity of the incident.

Emergency Operations Center Leadership

The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director, and the Deputy City Manager is the alternate.

Persons with Access and Functional Needs

It is the intent of the City of San Luis Obispo to ensure that Persons with Functional and Access Needs have equal services that are provided to the citizens of San Luis Obispo and are a priority during an emergency.

Keith Aggson
Fire Chief
City of San Luis Obispo Fire Department
Date: 01/01/2022

Table of Contents

I. Essentials

A. Initiating Event

A major fire is the initiating event that alerts the public and the City of San Luis Obispo. The focal point for reporting initial fire damage is the City of San Luis Obispo's Emergency Communication Center (dispatch).

B. Fire Plan Activation

It is the policy of the City of San Luis Obispo that a major fire, as referenced in this Plan, and in the judgment of the City Manager, Fire Chief or Police Chief, or their designee, warrants activation of this plan.

If a major fire is confirmed the City of San Luis Obispo Emergency Communications Center will contact the Unified Incident Commander and be advised of the situation (including initial damage reports) by the City of San Luis Obispo Emergency Communications Center.

If contact with the Unified Incident Commander or any authorized alternate cannot be made, the Deputy Fire Chief, on-duty Battalion Fire Chief or highest-ranking Police Officer may recommend Plan activation.

Unified Command will provide leadership of a Fire with the Fire Chief, Deputy Fire Chief or on duty Battalion Chief providing guidance to the Unified Command Staff.

C. Initial Alerting

Upon Plan activation, the San Luis Obispo Emergency Communications will notify City departments of Plan and Emergency Operations Center activation. EOC mobilization instructions by the on-duty dispatchers will:

☐ Notify the San Luis Obispo City Manager and all Department Heads to report to the City's Emergency Operations Center.
☐ Alert all off-duty fire, police and public works personnel and have them report to assigned work areas.

II. Response

A. Emergency Operations Center Locations:

The following are the EOC locations for an emergency event. (Note: These locations may be adjusted or changed depending on the specific circumstances of event).

EMERGENCY OPERATIONS CENTER (EOC)
Primary: San Luis Obispo City Fire Department
                 2160 Santa Barbara Ave.
                 San Luis Obispo, CA 93401
Secondary: Ludwick Community Center
                 864 Santa Rosa Street

San Luis Obispo, CA 93401

B. Emergency Operations Center – Levels of Activation

The number of City staff at the EOC will depend on the level of activation. The person authorizing the activation of the EOC will determine the Level of Activation. The Emergency Services Director can, and should, change the activation level throughout the emergency as needed. The levels of activation are:

☐ **EOC LEVEL I**
A major disaster wherein local resources are overwhelmed. State and/or federal resources are required. A local emergency and a state of emergency will be proclaimed. A Presidential Declaration of Emergency or major disaster will be requested. The EOC will be staffed to the highest number of personnel possible or necessary.

☐ **EOC LEVEL II**
A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A local emergency and a state of emergency may be proclaimed by City Council and/or County. The EOC will be moderately staffed.

☐ **EOC LEVEL III**
A minor to moderate incident wherein local resources is adequate and available. A local emergency may or may not be declared. The EOC will be minimally staffed.

Note: Upon activation of the City of San Luis Obispo's Emergency Operations Center contact will be established with the County of San Luis Obispo's Emergency Operations Center.

C. Emergency Response Levels

Emergency response for fire emergencies is broken down into three levels:

☐ **Level 1, Severe Emergency:** Total recall of all off-duty fire department, police, public works personnel, and request the San Luis Obispo City Manager and all department heads report to the City's Emergency Operations Center.

☐ **Level 2, Escalating Emergency:** Increased number of incidents due to a major fire. On-duty crews cannot keep up with calls. The incident can be handled by calling out all off-duty Fire Department employees and with the assistance on-duty fire and police units.

☐ **Level 3, Non-Emergency:** Always in effect day-to-day routine operations; on-duty crews can handle all calls.

D. Situation Awareness Reporting

1. General

The priority upon plan activation is situation reporting: the process of getting a complete and comprehensive picture of the damages caused by the event. Immediately after a major fire, situation reporting may be minimal. It is recognized that complete damage intelligence may take several hours to several days to get a complete citywide assessment. Continuing situation reporting is critically important and is the foundation on which EOC/field actions are based. Every effort must be made to immediately initiate a field survey within the affected Situation Reporting Zone(s) and to gather the best available information, and report that information through channels to the City of San Luis Obispo EOC as soon as possible. Situation Reports may become available from the other sources, i.e.:

- ☐ General Public
- ☐ News and social media
- ☐ San Luis Obispo City Emergency Communications Center
- ☐ San Luis Obispo County Office of Emergency Services
- ☐ City of San Luis Obispo Radio equipped field units
- ☐ Caltrans
- ☐ California Highway Patrol
- ☐ SEMPRA (formerly known as Southern California Gas Company)
- ☐ San Luis Coastal Unified School District
- ☐ Pacific Gas and Electric (PG&E)
- ☐ Area Medical Centers

The individual field Situation-Reporting Groups within the Operations Section will conduct a field survey of an area or affected Situation-Reporting Zone. Early reports would include the following:

- ☐ Rescue and evacuation needs (estimated number trapped)
- ☐ Serious mass burn/inhalation injuries (estimated number)
- ☐ Deceased (estimated number)
- ☐ Fire spread, location, and travel
- ☐ Current fire behavior and weather observed
- ☐ Any other critical emergency/problem observed

E. Situation Reporting Zones

In the event of a damaging major event, the City of San Luis Obispo has been organized into three Situation Reporting Zones (SRZ's). They are described as follows:

Zone 1: CENTRAL: is that area to the **North** of the intersection of Broad Street and Perkins Lane, **West** of the Union Pacific railroad, South of Mill Street from Broad St. to Pepper Street and **East** of Highway 101 from Madonna Road to Broad Street.

Zone 2: NORTH: Is that area to the **North** of Mill St. from Broad Street to Pepper Street and **North** of Monterey Street from Pepper Street to Fox Hollow Road exit off Highway 101.

Zone 3: WEST: is that area that is **West** of Broad Street and **South** of the Intersection of S Higuera Street and Bridge St.

Zone 4: EAST: is that area that is **South** of the intersection of Broad Street and Perkins Lane, **East** of the intersection of Tank Farm Road and Santa Fe Road and East of the Union Pacific railroad from the Meeting of Lawrence Drive and Garibaldi Avenue and **South** of Monterey Street

Note: Where no damage occurs within an SRZ, **"no damage"** reports are still required to insure complete damage intelligence.

F. Situation Zone Responsibilities

DEPARTMENT	RESPONSIBILITY
Police Department	Citywide survey for all encampments, and evacuation needs
Fire Department	Citywide survey fire spread, rescue and evacuation needs
Public Works	Citywide survey for streets, facilities and, parks damage
Information Technology	Citywide survey for communication and broadband damage
Community Development	Citywide survey of critical facilities for damage, structural damage, and posting of unsafe buildings
Utilities	Citywide survey of freshwater and waste disposal systems
PG&E Utilities	Survey for condition of their infrastructure
SLO Coastal Unified School District	Survey for condition of their facilities and personnel
Caltrans	Jurisdictional survey for State highways

G. San Luis Obispo County Office of Emergency Management

The Office of Emergency Services (OES) coordinates all requests for assistance from San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County, contact the Duty Officer at 805.781.1144.

NOTE: Incident fire resources will be ordered by the Incident Commander through SLO dispatch through CAL FIRE SLU Emergency Command Center. Non-fire resources may be ordered through SLO County OES.

The American Red Cross works together with the Care and Shelter Branch to identify and establish evacuation and general population shelter sites. In most cases the Care and Shelter Branch provides a supporting role to the American Red Cross.

III. Hazard Assessment

The City of San Luis Obispo Hazard Identification and Analysis process used the FEMA Threat and Hazard Identification and Risk Assessment Guide.

General Agency Responsibilities

Listed below are the potential emergencies or problems resulting from a damaging fire. The exact circumstances of the event may dictate some flexibility and adjustments.

A. Hazard Assessment

1. Potential Threats
The potential for a major fire in the City of San Luis Obispo always exists. Residential, commercial, and wildland-urban interface, along with transportation fires are the primary areas of concern. The City of San Luis Obispo's geographic location with surrounding open space pose a wildland-urban interface threat to the community. There are several areas in the community where homes and businesses are built closely together, providing difficult access and with very little defensible space. In addition, the construction of many of these buildings, often wood-frame with wood siding, offer significant fuel to a wind or topographically driven fire.

Some multi-family residential and commercial buildings lack modern fire protection systems and given their construction type could pose challenges for the Fire Department. A significant number of very large buildings can be found in the commercial and industrial areas of the City of San Luis Obispo. As a result, the potential exists for a fire that could quickly over-run the capabilities of both the City of San Luis Obispo's and other local government fire departments.

2. Potential Range of Impacts
Structure fires and wildland-urban interface fires could have a significant fiscal impact on the City of San Luis Obispo.

IV. Potential Impacts

This Section does not presume to predict the full range and depth of fire impacts. The following potential emergencies that may be caused as a result of a light to heavy damage fire impacting this City of San Luis Obispo include:

1.   Leadership
2.   Situation Reporting
3.   Hazardous Materials
4.   Evacuation
5.   Utilities: Natural Gas, Electric, Water, Sanitation
6.   Transportation Systems
7.   Communication Disruptions
8.   Emergency Public Information
9.   Security
10.   Hazardous Materials
10.   Donation Management
11.   Care and Shelter

These impacts are discussed in detail below are a basis for response to a major fire. This Plan does not presume to predict the full range and depth of fire consequences. It does, however, attempt to reflect

the most accurate estimate of the nature of impacts resulting from a major fire occurring in, or threatening the City of San Luis Obispo.

1. Leadership

- ☐ The strain on local government and its emergency response organization to command and coordinate the response to a fire could be immediate, severe, and overwhelming.
- ☐ Automatic and in county Mutual Aid assistance will be provided via the San Luis Obispo County Mutual Aid Manual procedures. This includes all types of engine, dozer, hand-crew, air resources and the San Luis County XSL Type 3 Incident Management Team.
- ☐ Initial out of county Mutual Aid assistance will occur in <12 hours.
- ☐ Full assistance from out of county departments may not arrive until well after the first 24 hours.

2. Situation-Reporting

- ☐ A major fire may initiate many other types of emergencies and damages simultaneously over a widespread area.
- ☐ An overall assessment and prioritization of emergencies through a centralized means of situation reporting will be one of the first critical actions taken by the City of San Luis Obispo.
- ☐ On-duty radio-equipped public safety and public works units may be the only means available to provide an initial survey of field areas and report damage information back to the City of San Luis Obispo's Emergency Communications Center.

3. Hazardous Materials Releases:

- ☐ Refer to Annex B, Hazardous Materials Annex for additional information.

4. Evacuation

- ☐ Coordinated evacuation of all occupants is priority followed by primary and secondary searches during building fire
- ☐ Coordinated evacuation of effected areas may occur during a wildland fire

5. Utilities: Natural Gas, Electricity, Water, Sanitation

- ☐ Normal utility systems may fail or be disrupted for short periods of time because of a fire.
- ☐ Loss of electrical power would primarily be from breakage of overhead wires caused by fire damage to the power poles and lines.
- ☐ Leaks and breaks along main distribution lines may also occur, caused by the heavy flows required for firefighting operations.
- ☐ Heavy demand on pump stations and storage facilities can be anticipated.

6. Transportation Systems

- ☐ A major fire could disrupt normal transportation systems.

7. Communication Disruptions

☐ A major fire may disable portions of the telephone system.
☐ Telephone equipment, both hard wired and cell sites, could be adversely affected, primarily by overloading by physical damage and condition of equipment.
☐ Essential service lines will most likely survive and can typically be relied upon in implementing this Plan.

8. Emergency Public Information

☐ During a major fire, the public will need basic emergency public information.
☐ This information will be provided by the City of San Luis Obispo's Public Information Officer via:
  ☐ SLO County OES Alert Sense
  ☐ Emergency Broadcast Messages over the Emergency Alerting System (EAS)
  ☐ Social Media
  ☐ Broadcast and Radio Media

9. Security

☐ Access into and out of the most highly damaged areas, mostly to ensure public safety, will be a major consideration for law enforcement and public works departments.

10. Donation Management

☐ The local Salvation Army and/or Faith Based Organization may aid in receiving, inventorying, and distributing volunteer donations of food, clothing, water, etc.

11. Care and Shelter

☐ Some displaced persons may be self-sufficient in nature; however evacuation shelters may be necessary.

V. Emergency Recovery

The City of San Luis Obispo has a Recovery Plan, part 4, of the City of San Luis Obispo's Emergency Operations Plan. The following points are a short overview of items covered in more detail in that document.

A. Re-Entry

During transition into a recovery phase, areas affected by the fire should be inspected to determine if they are safe for public re-entry. Based on joint concurrence by the Unified Command Staff, state or federal representatives, re-entry will be authorized, and an EAS message to that effect will be issued.

B. Demobilization

When response departments are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (San Luis Obispo City Manager) or the Deputy Emergency Services Director (Assistant City Manager) determines that the disaster has entered a recovery phase, the command staff should develop a formal demobilization plan. Consideration should also be given to assigning appropriate departments to conduct short term recovery operations (e.g., debris removal, restoration of critical facilities, utilities, and communications, and tending to the needs of the homeless and displaced, etc.)

The City of San Luis Obispo Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center (ROC). It is desirable to attempt to restore departments to their normal working routine and environment as soon as possible. The Unified Command Staff, as well as other City of San Luis Obispo departments, will be heavily involved in short and long-term recovery operations.

C. Final Report and Activity Log

All department heads from the City of San Luis Obispo departments involved in the fire response will be required to complete a narrative report and a master activity log. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the fire. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, Emergency Operations Center messages, Emergency Operations Center activity logs). A copy of the narrative report and activity logs should be forwarded to the Plans Section as soon as possible and will be part of the official record of the fire disaster.

VI. Plan Administration

A. Plan Adoption

This is the official San Luis Obispo City Plan for Responding to a fire occurring in, or threatening, the City of San Luis Obispo. The Plan's responsibilities and authorities are effective as indicated below.

B. Purpose

The purpose of this Plan is to establish the City of San Luis Obispo's response organization, command authority, responsibilities, functions, and interactions required to mitigate the effects of a fire affecting the City of San Luis Obispo. The priority of emergency response to a damaging event shall be to minimize loss of life and property. The Plan is designed to unify all response departments under the Incident

Command System (ICS) to best utilize joint resources and more effectively minimize damage to life and property caused by the effects of a fire.

C. Authorities

See the Plan Summary for a listing of all authorities and references.

D. Scope

1. Relationship with Other Plans
This Plan, a component of the City of San Luis Obispo's Emergency Operations Plan and is primarily intended to serve as a stand-alone Fire Response Plan. Procedures within this Plan address emergency response and short-term recovery. The City of San Luis Obispo Earthquake Plan is compatible with federal, county and state emergency response plans. Should this type of event come about as the result of another disaster, that Disaster Plan will supersede this Plan.

2. Jurisdictional Factors
This plan encompasses the City of San Luis Obispo jurisdictional limits of the City of San Luis Obispo. Copies of this Plan have been sent to the San Luis Obispo County Office of Emergency Management, incorporated cities, San Luis Obispo Unified School District, and locally based federal, state, and military institutions for informational and coordination purposes.

E. Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of San Luis Obispo. Please enter the revision number, the pages, the date the revision was posted, and the name of the person posting the revision.

Revision #	Revision Title	Page Number Revised	Date	Name
1-22	2022 Emergency Plan Update	None	01/01/2022	Aggson

City of San Luis Obispo

Emergency Operations Plan

Civil Disturbance-Terrorism-Active Shooter

Annex F

Developed for:
Deanna Cantrell
Police Chief
City of San Luis Obispo
Police Department
San Luis Obispo, CA.

Prepared by:
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Disaster Leadership and
Preparedness Advisor
Nipomo, CA.

FORWARD

Annex F, the City of San Luis Obispo Civil Disturbance-Terrorism-Active Shooter Event Emergency Management Plan addresses the City of San Luis Obispo's response to a Civil Disturbance-Terrorism-Active Shooter Event.   Response measures and procedures concerning the policy and operations of the City of San Luis Obispo Emergency Organization are contained herein.

Coordinated Response

It is recognized that if a Civil Disturbance-Terrorism-Active Shooter Event impacts the City of San Luis Obispo and is regional in nature, Unified Command will be charged with coordinating the response.

ICS/SEMS/NIMS

The City of San Luis Obispo has adopted the Incident Command System (ICS), the Standardized Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a Civil Disturbance-Terrorism-Active Shooter Event.

Unified Incident Command Authority

In the event of a Civil Disturbance-Terrorism-Active Shooter Event, the Police Chief will assume the position of Unified Incident Commander. If the Police Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of San Luis Obispo's position as Incident Commander.

> No. 1 – The On-Duty Senior Law Enforcement
> No. 2 – On-Duty Police Officer/Battalion Fire Chief or Deputy Fire Chief
> No. 3 – The On-Duty highest ranking Police Officer or Fire Officer

The Unified Incident Commander will:
Alert the San Luis Obispo City Manager as to the severity of the incident.

Emergency Operations Center Leadership
The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director, and the Deputy City Manager is the alternate.

Persons with Access and Functional Needs
It is the intent of the City of San Luis Obispo to ensure that Persons with Functional and Access Needs have equal services that are provided to the citizens of San Luis Obispo and are a priority.

Rick Scott
Police Chief
City of San Luis Obispo Police Department
Date: 01/01/2022

Civil Disturbance-Terrorism-Active Shooter Event

Table of Contents

I. Essentials

High density event-oriented populations occur at various times throughout the year in the City of San Luis Obispo. The prospect of a large concentration of individuals who are of a mindset to cause a civil disturbance is a real possibility. The threat of a civil disturbance from the local population is also a possibility.

The handling of any civil disturbance-terrorism-active shooter is very delicate in nature. Actions in response to a civil disturbance should attempt to prevent an escalation of the situation and to protect people and property. There is a need to constantly evaluate the situation and respond at a level necessary to control or mitigate confrontations.

A. Definitions

Civil Disturbance

According to the Federal Emergency Management Agency (FEMA), civil disturbance is "a civil unrest activity such as a demonstration, riot, or strike that disrupts a community and requires intervention to maintain public safety." Civil disturbance or unrest can cause a variety of subsequent issues such as violence and assault, disorderly conduct, vandalism, or larceny.

Terrorism

FEMA definition of Terrorism: "Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom."

High density event-oriented populations occur at various times throughout the year in the City of San Luis Obispo. Individuals who are of a mindset to cause a terrorist event are a real possibility. The threat of a terrorist event from the local population is a possibility.

Active Shooter

The frequency of active shooter incidents has increased in recent years, and these incidents have affected numerous places where citizens congregate, such as schools, workplaces, places of worship, shopping malls, public meetings, and movie theaters. An active shooter is an individual or individuals actively engaged in killing or attempting to kill people. There is no pattern or method to the selection of victims. Active shooter situations are dynamic and quickly evolve.

B. Initiating Event

A Civil Disturbance-Terrorism-Active Shooter Event is the initiating event that alerts the public the City of San Luis Obispo. The focal point for reporting these types of events is the City of San Luis Obispo Emergency Communications Center (dispatch).

C. Plan Activation

The policy of the City of San Luis Obispo that a Civil Disturbance-Terrorism-Active Shooter Event, as referenced in this Plan, in the judgment of the City Manager, Police Chief, Fire Chief, or their designee, warrants activation of this plan.

If a civil disturbance, terrorist, or active shooter incident is confirmed and brought to the attention of the City of San Luis Obispo Emergency Communications Center, contact with the Unified Incident Commander (or authorized alternate) should be attempted. If contact is possible, the Unified Incident Commander or alternate would be advised of the situation, including initial damage reports.

If contact with the Unified Incident Commander or any authorized alternate cannot be made, the on-duty highest ranking Police Officer or the Deputy Chief or on Duty Battalion Chief may recommend Plan activation.

D. Initial Alerting
Upon Plan activation, the San Luis Obispo Emergency Communications will notify City departments of Plan and Emergency Operations Center activation. EOC Mobilization instructions for on-duty dispatchers will:

- ☐ Notify the San Luis Obispo City Manager and all department heads and have them report to the City's Emergency Operations Center.
- ☐ Alert all off-duty police and fire personnel and have them report to assigned work areas.
- ☐ Poll police and fire units and stations for available resources.
- ☐ Alert on-duty police and fire units and instruct them to begin Situation Reporting in the Situation Reporting Zones as needed.

II. Response

A. Emergency Operations Center Locations
The following are the EOC locations for an emergency event. (Note: These locations may be adjusted or changed depending on the specific circumstances of the event).

EMERGENCY OPEATIONS CENTER (EOC)

Primary: San Luis Obispo City Fire Department
                 2160 Santa Barbara Ave.
                 San Luis Obispo, CA 93401

Secondary: Ludwick Community Center
                 864 Santa Rosa Street
                 San Luis Obispo, CA 93401

B. Emergency Operations Center – Levels of Activation

The number of City staff at the EOC will depend on the level of activation. The person authorizing the activation of the EOC will determine the Level of Activation. The Emergency Services Director or Deputy Emergency Services Director may change the activation level throughout the emergency as needed. The levels of activation are:

☐ **EOC LEVEL 1**
A major disaster wherein local resources are overwhelmed. State and/or federal resources are required. A local emergency and a state of emergency will be proclaimed. A Presidential Declaration of Emergency or major disaster will be requested. The EOC will be staffed to the highest number of personnel possible or necessary.

☐ **EOC LEVEL 2**
A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A local emergency will be proclaimed, and a state of emergency might be proclaimed by City Council or the County. The EOC will be moderately staffed.

☐ **EOC LEVEL 3**
A minor to moderate incident wherein local resources is adequate and available. A local emergency may or may not be declared. The EOC will be minimally staffed.

Note: Upon activation of the City of San Luis Obispo's Emergency Operations Center, contact will be established with the County of San Luis Obispo Office of Emergency Services.

C. Emergency Response Levels

Emergency response for a Civil Disturbance-Terrorism-Active Shooter Event is broken down into three levels:

☐ **Level 1, Severe Emergency:** Total recall of all off-duty police, fire department personnel, and request the San Luis Obispo City Manager and all department heads report to the City's Emergency Operations Center.

☐ **Level 2, Escalating Emergency:** Increased number of incidents due to a Civil Disturbance-Terrorism-Active Shooter Event. On-duty crews cannot keep up with calls. The incident can be handled by calling out all off-duty Police Department employees and with the assistance on-duty fire and police units.

☐ **Level 3, Non-Emergency:** Always in effect day-to-day routine operations. No excessive incident loads. On-duty crews can handle all calls.

D. Situation Awareness Reporting

1. General

The priority upon plan activation is situation reporting: the process of receiving a complete and comprehensive picture of the damages caused by the event. Immediately after a Civil Disturbance-Terrorism-Active Shooter Event, situation reporting may be minimal. It is recognized that complete damage intelligence may take several hours to get a complete and stable citywide assessment. Continuing situation reporting is critically important and is the foundation on which EOC/field actions are based every effort must be made to immediately initiate a field survey within a Situation Reporting Zone (SRZ) and to report that information to the City of San Luis Obispo EOC as soon as possible. Situation Reports may become available from the other sources, i.e.:

☐   General Public
☐   News and social media
☐   San Luis Obispo County Emergency Communications Center
☐   San Luis Obispo County Office of Emergency Services
☐   City of San Luis Obispo Radio equipped field units
☐   Caltrans
☐   California Highway Patrol
☐   SEMPRA (formerly known as Southern California Gas Company)
☐   San Luis Coastal Unified School District
☐   Pacific Gas and Electric (PG & E)
☐   Ares Medical Centers

The individual field Situation Reporting Groups within the Operations Section will conduct a field survey of an area or Situation Reporting Zone (SRZ). Early reports may include the following:

☐   Rescue needs (estimated number trapped)
☐   Serious mass injuries (estimated number)
☐   Dead (estimated number)
☐   Civil Disturbance-Terrorism-Active Shooter Event damages
☐   Any other critical emergency or situation observed

E. Situation Reporting Zones

In the event of an event, the City of San Luis Obispo has been organized into four Situation Reporting Zones (SRZ's). They are described as follows:

Zone 1: **CENTRAL:** is that area to the **North** of the intersection of Broad Street and Perkins Lane, **West** of the Union Pacific railroad, South of Mill Street from Broad St. to Pepper Street and **East** of Highway 101 from Madonna Road to Broad Street.

Zone 2: **NORTH**: Is that area to the **North** of Mill St. from Broad Street to Pepper Street and **North** of Monterey Street from Pepper Street to Fox Hollow Road exit off Highway 101.

Zone 3: **WEST:** is that area that is **West** of Broad Street and **South** of the Intersection of S Higuera Street and Bridge St.

Zone 4: **EAST:** is that area that is **South** of the intersection of Broad Street and Perkins Lane, **East** of the intersection of Tank Farm Road and Santa Fe Road and East of the Union Pacific railroad from the Meeting of Lawrence Drive and Garibaldi Avenue and **South** of Monterey Street

Note: Where no damage occurs within a SRZ, **"no damage"** reports are still required in order to insure complete damage intelligence.

F. Situation Zone Responsibilities

DEPARTMENT	RESPONSIBILITY
Police Department	Citywide primary survey for all threats and damages
Fire Department	Citywide survey for damage, rescue, injuries, and fire
Public Works	Citywide survey for streets, facilities and, parks damage
Information Technology	Citywide survey for communication and broadband damage
Community Development	Citywide survey of critical facilities for damage, structural damage, and posting of unsafe buildings
Utilities	Citywide survey of freshwater and waste disposal systems
PG & E Utilities	Survey for condition of their transmission lines
SLO Coastal Unified School District	Survey for condition of their facility and personnel
Caltrans	Jurisdictional survey for State highways

G. San Luis Obispo County Resources

The Office of Emergency Services (OES) coordinates all requests for assistance from San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County, contact the Duty Officer at 805.781.1144.

NOTE: mutual aid requests for additional law enforcement and special teams will be made through SLO Dispatch to SLO Sheriff Dispatch Center.

The American Red Cross works together with the Care and Shelter Branch to identify and establish evacuation and general population shelter sites. In most cases the Care and Shelter Branch provides a supporting role to the American Red Cross.

III. Incident Support

Once the incident has been stabilized and is no longer a threat, and Law Enforcement have evacuated the wounded, human resources and/or leadership should engage in post-event assessments. Including but not limited to:

- ☐ Accounting for all individuals at one or more designated assembly points to determine who, if anyone, is missing or potentially injured.
- ☐ Coordinate with first responders to account for any occupants who were not evacuated.
- ☐ Determine the best methods for notifying families of individuals affected by the active shooter, including notification of any casualties in coordination with Law Enforcement.

☐ Establish reunification centers as needed for victim and family support.
☐ Provide psychological health care to all responders through initial defusing, debrief and CIDS/PEER support.

Response to Victims and Families

Victim and family support is a critical component to ensuring a successful overall response to a critical incident. It is important to ensure the response is coordinated through each phase including the immediate response, transition process, and post-crisis support in a way that integrates into the investigative and operational response. Coordination with local resources is critical to ensure a smooth provision of services throughout the longevity of the event.

Account and adjust to meet the needs of the victim/family and the dynamics of the situation. Some considerations include (but are not limited to):

☐ Provide clear communication and information
☐ Confirm victim identification
☐ Establish family response management teams
☐ Manage resource coordination

Reunification

Where the immediate reunification of loved ones is not possible, providing family members with timely, accurate, and relevant information is paramount. Having family members wait for long periods of time for information about their loved ones not only adds to their stress and frustration but can also escalate the emotions of the entire group.

When families are reunited, it is critical that there are child release processes in place where minors might be involved (e.g., childcare or discharged patients) to ensure that no child is released to an unauthorized person, even if that person is well-meaning.

Essential steps to help establish trust and provide family members with a sense of control can be accomplished by identifying a safe location separate from distractions and/or media and the general public, but close enough to allow family members to feel connected in proximity to their children/loved ones;

☐ Schedule periodic updates even if no additional information is available
☐ Be prepared to speak with family members about what to expect when reunited with their loved ones.
☐ Ensure effective communication with those who have language barriers or need other accommodations, such as American Sign Language interpreters for deaf or hard of hearing family members

When reunification is not possible because an individual is missing, injured, or killed, how and when this information is provided to families is critical. Before an emergency, it must determined how, when, and by whom family members/representatives will be informed if their loved one is missing or has been injured or killed. Law Enforcement typically takes the lead on death notifications related to criminal activity. This will

ensure that families and loved ones receive accurate and timely information in a compassionate way.

While Law Enforcement and medical examiner procedures must be followed, families should receive accurate information as soon as possible. In cases where an individual has been killed, describe the importance of processing the scene for forensic, investigative purposes and to ensure accurate identification of victims. It is best to avoid making promises that cannot be kept with regard to timing of identification and release of victims' remains. Crisis responders should be on hand to immediately assist family members.

Victim and Family Support

Victims and their families need the availability of a support system. Victim identification is an opportunity for Law Enforcement to interact in a compassionate way with victims, families. Death notification is a major interaction between the family members and Law Enforcement, as well as the management of personal effects, both evidentiary and non-evidentiary.

Identifying victims is a predictable challenge. An incident can result in injured, missing/deceased, walking wounded, and eyewitnesses who may be identified as victims. The victim identification process is likely to be drawn out when victim remains are disfigured, severely damaged, or fragmented. Victim populations tend to be diverse, which creates an opportunity to plan for multi-cultural issues, language barriers, foreign citizens, injured victims and other special populations and those citizens with Functional and Access Needs.

Death notification should be done in teams (Law Enforcement and victim services provider). How these issues and death notification are handled has a major impact on families, as well as their relationship to officials and their perception of responding agencies.

Management of victim/family response is a challenge. The National Transportation Safety Board estimates that an average of eight to twelve family members for each missing victim will respond to the incident location. Victims and families will begin asking about personal belongings. For the families of the deceased these items assume special significance as they are among the last things their loved ones touched and help maintain a physical connection when it is needed most. The needs of victims and the responsibilities for addressing these needs develop along a continuum to include:
- ☐ The immediate aftermath
- ☐ Identify victims and provide initial information and support
- ☐ Transition to services that help stabilize victims and families
- ☐ Develop long-term provision of information and support associated with long investigations and possible prosecutions

IV. Hazard Assessment

The City of San Luis Obispo Hazard Identification and Analysis process used the FEMA Threat and Hazard Identification and Risk Assessment Guide.

General Agency Responsibilities

Listed below are the potential threats and impact of situations resulting from a Civil Disturbance-Terrorism-Active Shooter Event. The exact circumstances of the event may dictate some flexibility and adjustments.

A. Hazard Assessment

1. Potential Threats
The threat to the public, Law Enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary.

2. Potential Impacts
Damage possibilities range from the loss of life, multiple casualties, significant property damage from fire and looting, or the loss of infrastructure (electric and water systems).

Looting and fires can take place as a result of perceived or actual non-intervention by authorities and could take place in both commercial and residential areas of the City of San Luis Obispo. The setting of fires is a common occurrence in these types of events. Major structure fires or conflagrations are a real threat as fire suppression efforts will often be hindered

V. Potential Impacts

The following potential situations that may be caused as a result of a Civil Disturbance-Terrorism-Active Shooter Event impacting this City of San Luis Obispo include:

1. Leadership
2. Situation Reporting
3. Multiple Casualties
4. Fires
5. Evacuation
6. Utility Disruptions
7. Effects on Transportation Systems
8. Communication Disruptions
9. Emergency Public Information
10. Security

These emergencies are discussed in general and are a basis for response to a Civil Disturbance-Terrorism-Active Shooter Event. This Plan does not presume to predict the full range and depth of Civil Disturbance-Terrorism-Active Shooter Event consequences. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies or problems resulting from a Civil Disturbance-Terrorism-Active Shooter Event occurring in or threatening the City of San Luis Obispo.

1. Leadership:
☐ The strain on local government and its emergency response organization to command and coordinate the response to a Civil Disturbance-Terrorism-Active Shooter Event could be immediate, severe, and overwhelming.
☐ During a large event of this type, the City of San Luis Obispo and County of San Luis Obispo

may establish their command post together.

2. Situation Reporting:
☐ A Civil Disturbance-Terrorism-Active Shooter Event may trigger many different types of emergencies and damages simultaneously over a widespread area.
☐ An overall assessment and prioritization of emergencies/hazards through a centralized means of situation reporting will be one of the first critical actions.
☐ On-duty radio-equipped public safety and public services units may be the only means available to provide an initial survey of field areas and report damage information back to the City of San Luis Obispo's Communications Center
☐ Due to several factors (massive damage, limited personnel, transportation disruptions, communications overload, etc.), a complete situation reporting picture may take several hours to several days.

3. Multiple Casualties:
☐ See Annex C, Multiple Casualty Incident of this Plan for additional information.

4. Fires:
☐ Refer to Annex E, Major Fire Annex for additional information.

5. Evacuation:
☐ Threatened areas of the City of San Luis Obispo may require evacuation to minimize injury and loss of life, and to allow emergency responders to operate without interference.
☐ Voluntary evacuation may be hampered due to communications problems, the loss of good judgment by some segments of the public, and the tendency of some people to want to stay and defend their homes.
☐ The Unified Command will need to balance several factors when developing evacuation plans:
       a) Severity of threat
       b) Time of day
       c) Type of threat
       d) Availability of emergency workers

6. Utility Disruptions:
☐ Loss of utilities would primarily be from some sort of disruption of the main delivery systems which could be extensive.

7. Effects on Transportation Systems:
☐ A Civil Disturbance-Terrorism-Active Shooter Event could disrupt normal transportation systems causing severe traffic management problems as well as delays to response, evacuation, and logistical support.

8. Communication Disruptions:
☐ A Civil Disturbance-Terrorism-Active Shooter Event may damage some portions of the telephone system in the immediate area or be regional in nature.

☐ Telephone equipment, both hard wired and cell sites, could be adversely affected primarily by overloading and complicated by physical damage.

☐ Effective radio communications may require the augmentation of Amateur Emergency Radio Services personnel and the use of "car to car" relay systems.

☐ In the absence of emergency power to some agency base stations, portable radios may be the only available means of radio communications.

9. Emergency Public Information:

☐ During a Civil Disturbance-Terrorism-Active Shooter Event, the public will need basic emergency public information.

☐ This information will be provided by the City of San Luis Obispo's Public Information Officer via:

- ☐ SLO County OES Alert Sense
- ☐ Emergency Broadcast Messages over the Emergency Alerting System (EAS)
- ☐ Social Media
- ☐ AM/FM Radio Stations
- ☐ Local Network Television

10. Security:

☐ Looting can be anticipated to be a major problem or consideration requiring security.

☐ Security to control access into and out of the most highly damaged areas will be a major consideration for Law Enforcement departments.

VI. Recovery

The City of San Luis Obispo has a Recovery Plan, in the City of San Luis Obispo's Emergency Operations Plan. The following points are a short overview of items covered in more detail in that document.

A. Re-Entry

During transition into a recovery phase, areas affected by the Civil Disturbance-Terrorism-Active Shooter Event should be inspected to determine if they are safe for public re-entry. Based on joint concurrence by the Unified Command Staff, state or federal representatives, re-entry will be authorized, and a Public Information message to that effect will be issued.

B. Demobilization

When response departments are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (San Luis Obispo City Manager) or the Deputy Director of Emergency Services (Assistant City Manager) determines that the disaster has entered a recovery phase, the command staff should develop a formal demobilization plan. Consideration should also be given to assigning appropriate departments to conduct short term recovery operations (e.g., debris removal, restoration of critical facilities, utilities, and communications, and tending to the needs of the displaced, etc.)

The City of San Luis Obispo Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center (ROC). It is desirable to attempt to restore departments to their normal working routine and environment as soon as possible. The Unified Command Staff, as well as other City of San Luis Obispo departments, will be heavily involved in short and long-term recovery operations.

C. Final Report and Activity Log

All department heads from the City of San Luis Obispo departments involved in the Civil Disturbance-Terrorism-Active Shooter Event response will be required to complete a narrative report and a master activity log. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the Civil Disturbance-Terrorism-Active Shooter Event. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, EOC messages, EOC activity logs). A copy of the narrative report and activity logs should be forwarded to the Plans Section as soon as possible and will be part of the official record of the Civil Disturbance-Terrorism-Active Shooter Event disaster.

VII. Plan Administration

A. Plan Adoption

This is the official San Luis Obispo City Plan for Responding to a Civil Disturbance-Terrorism-Active Shooter Event occurring in, or threatening, the City of San Luis Obispo. The Plan's responsibilities and authorities are effective as indicated below.

B. Purpose

The purpose of this Plan is to establish the City of San Luis Obispo's response organization, command authority, responsibilities, functions, and interactions required to mitigate the effects of a Civil Disturbance-Terrorism-Active Shooter Event affecting the City of San Luis Obispo. The priority of emergency response to these types of events shall be to minimize loss of life and property. The Plan is designed to unify all response departments under the Incident Command System (ICS) to best utilize joint resources and more effectively minimize damage to life and property caused by the effects of a Civil Disturbance-Terrorism-Active Shooter Event.

C. Authorities

See the Basic Plan, for a listing of all authorities and references.

D. Scope

1. Relationship with Other Plans

This Plan is primarily intended to serve as a stand-alone response Plan for all effects associated with a Civil Disturbance-Terrorism-Active Shooter Event. Procedures within this Plan solely address emergency response and short-term recovery. The Plan is compatible with other city, county, and state emergency response plans.

2. Jurisdictional Factors

This plan encompasses the jurisdictional limits of the City of San Luis Obispo. Copies of this Plan have been sent to the San Luis Obispo County Office of Emergency Management, incorporated cities, San Luis Obispo Unified School District, and locally based federal, state and military institutions for informational and coordination purposes.

E. Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of San Luis Obispo. Please enter the revision number, revision title, page number revised date the revision was posted and the name of the person posting the revision.

The format for numbering revisions shall be a sequential number followed by the last two digits of the current calendar year (e.g., #1-15, #2-15, and so on). New sequential revision numbers will begin each January 1.

Revision #	Revision Title	Page Number Revised	Date	Name
1-22	2022 Emergency Plan Update	None	01/01/2022	Aggson

City of San Luis Obispo

Emergency Operations Plan

Nuclear Power Plant Emergency Response Plan

Annex G

Developed for:
Keith Aggson
Fire Chief
City of San Luis Obispo
Fire Department
San Luis Obispo, CA.

Developed by:
David L. Mathe
Emergency Leadership and
Preparedness Advisor
Nipomo, CA

FORWARD

Annex G, City of San Luis Obispo Nuclear Power Plant Emergency Response Plan addresses the City of San Luis Obispo's response to a Nuclear Power Plant event. Preparedness measures and procedures concerning the policy and operations of the City of San Luis Obispo Emergency Organization are contained herein.

Coordinated Response

It is recognized that if a Nuclear Power Plant event impacts the City of San Luis Obispo and is regional in nature, Unified Command will be responsible for coordinating the response.

ICS/SEMS/NIMS

The City of San Luis Obispo has adopted the Incident Command System (ICS), the Standardized Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a Nuclear Power Plant event impacting the City of San Luis Obispo.

Unified Incident Command Authority

In the event of a Nuclear Power Plant Incident, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of San Luis Obispo's position as Incident Commander.

    No. 1 – The Deputy Fire Chief or On Battalion Fire Chief
    No. 2 – The On-Duty Police/Fire Person as appointed by the Fire or Police Chief
    No. 3 – The On-Duty highest ranking Fire Officer or Police Officer

The Unified Incident Commander will:
Alert the San Luis Obispo City Manager as to the severity of the incident.

Emergency Operations Center Leadership
The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director

Plan Authentication
This Plan was developed by the County of San Luis Obispo and has been approved. This plan is hereby incorporated as the City of San Luis Obispo procedure to dealing with Nuclear Power Plant emergencies impacting the City of San Luis Obispo.

Persons with Access and Functional Needs
It is the intent of the City of San Luis Obispo to ensure that Persons with Functional and Access Needs have equal services that are provided to the citizens of San Luis Obispo and are a priority during an emergency.

_____

Keith Aggson
Fire Chief
City of San Luis Obispo Fire Department
Date: 01/01/2022

SAN LUIS OBISPO COUNTY

NUCLEAR POWER PLANT

EMERGENCY RESPONSE PLAN

City of San Luis Obispo

Emergency Operations Plan

ANNEX G/III.31

<u>REVISED</u>
08/2002
04/2007
12/2007
05/2011
12/2012
09/2013
07/2016
08/2018
01/2020
04/2022

AUTHENTICATION

This Standard Operating Procedure has been approved and is hereby incorporated as a department/agency/jurisdiction procedure.

Signed and Accepted:

Name: _____

Title: Fire Chief_____

Date: 04/20/2022_____

PREFACE

Annex G, Nuclear Power Plant Emergency, associated Standard Operating Procedures (SOP), and the Emergency Operations Plan address the city's response to a nuclear power plant emergency. This SOP also comprises Section III.31 of the San Luis Obispo County/Cities Nuclear Power Plant Emergency Plan. Detailed preparedness measures and procedures concerning the policy and operations of the city emergency organization are contained herein.

DISTRIBUTION

COPY	QUANTITY	LOCATION	DATE
Original	1	OES Office File	
Working Copy	1	OES Office File	
SLO Co. EOC	1	Agency Binder	
	1	File Cabinet	
Sanitized Version	1	PG&E DCPP EP (e-mail)	
	1	SLO County Library (Digital)	
	1	Cal Poly Library (Digital)	
	1	FEMA Region IX RAC (e-mail)	
	1	CAL OES (e-mail)	
	1	NRC Region IV (e-mail)	
SLO City Emergency Plan Binders (Distributed by SLO City FD)	2	City Administration Department	
	2	City Mayor's Office/Council Office	
	3	City Police Department	
	6	City Fire Department	
	2	City Public Works Department	
	1	City Community Development	
	1	City Utilities Department	
	15	City Emergency Operations Center	
	1	City Emergency Communications Center	
	1	City Human Resources Department	
	1	City Attorney's Office	
	1	City Clerk's Office	
	1	City Finance & Information Technology Department	
	2	City Parks and Recreation Department	
	1	City Corporation Yard	
Other Agencies	1	Cal Poly Dispatch	
Digital	1	Original File	
	1	OES DOC	
	1	EOC	

Duplication (paper copies)
        by SLO County OES [45]

TABLE OF CONTENTS

PART ONE – OVERVIEW

1.   INTRODUCTION

1.1   PURPOSE

The purpose of this annex is to describe the City of San Luis Obispo's concepts and procedures for responding to nuclear power plant emergencies which could affect the health, safety, or property of the public within the city limits.

1.2   OBJECTIVES

This annex has been developed to comply with the objectives listed in the San Luis Obispo County/Cities Nuclear Power Plant Emergency Response Plan. Specifically, objectives of this Plan are as follows:

1.2.1   Define the threat presented by a major emergency at the Diablo Canyon Power Plant.

1.2.2   Define the basis by which nuclear power plant emergency planning is conducted.

1.2.3   Provide a concept by which protection of the public and property in the city can be accomplished.

1.2.4   Establish the concepts and policies under which the City Incident Management Organization will operate during emergencies at the Diablo Canyon Power Plant.

1.2.5   Provide for Standard Operating Procedures which provide specific guidance to members of the City Incident Management Organization.

2.   SCOPE

2.1   HAZARD ASSESSMENT

The Diablo Canyon Power Plant is operated by the Pacific Gas and Electric Company (PG&E). The plant is located on the San Luis Obispo County coast approximately 12 miles southwest of the city.

2.2   EMERGENCY CLASSIFICATION LEVELS (ECL)

Emergencies at nuclear power plants are classified into four Emergency Classification Levels (ECL).

The categories, from least to most severe, are:

- UNUSUAL EVENT
- ALERT
- SITE AREA EMERGENCY
- GENERAL EMERGENCY

Each of the four emergency classifications are discussed below:

2.2.1   Unusual Event

The Unusual Event is an event which is in process or has occurred and indicates a potential degradation of the level of safety of the plant or indicates a security threat to facility protection. No releases of radioactive material requiring offsite response or monitoring are expected unless further degradation of safety systems occurs.

2.2.2   Alert

The Alert classification is characterized by an event that is in process or has occurred which involves an actual or potential substantial degradation of the level of safety of the plant or a security event that involves probable life threatening risk to site personnel or damage to site equipment because of intentional malicious dedicated efforts of a hostile act. Any releases are expected to be limited to small fractions of the Environmental Protection Agency (EPA) Protective Action Guideline exposure levels.

The city will activate its Emergency Operations Center (EOC) at this classification. The City EOC is located at Fire Station No. 1. Its operation will be guided by the city's EOC Plan and in accordance with this plan.

2.2.3   Site Area Emergency

A Site Area Emergency is characterized by an event that is in process or has occurred which involves actual or likely major failures of plant functions needed for protection of the public or a security event that results in intentional damage or malicious act; (1) toward site personnel or equipment that could lead to the likely failure of or; (2) that prevents effective access to equipment needed for the protection of the public. Any releases are not expected to result in exposure levels which exceed EPA Protective Action Guideline exposure levels beyond the site boundary.

The city will activate the Emergency Operations Center and mobilize city resources fully at this classification.

2.2.4   General Emergency

A General Emergency classification is characterized by an event that is in process or has occurred which involves actual or imminent substantial core degradation or melting with potential for loss of containment integrity or a security event that results in an actual loss of physical control of the facility. Releases can be reasonably expected to exceed EPA Protective Action Guideline exposure levels offsite for more than the immediate site area.

The city will activate its Emergency Operations Center and mobilize all city resources at this classification.

2.3   EMERGENCY PLANNING ZONE

The emergency planning zone defined for the areas surrounding the Diablo Canyon Power Plant is described below.

The DCPP Emergency Planning Zone (EPZ) covers an area of 18 miles to the north and east and 22 miles to the southeast of the plant. The EPZ is divided into 12 Protective Action Zones (PAZs) and a 5 and 10 nautical mile safety zone. The EPZ lies entirely within the county and encompasses the Los Osos, Morro Bay and Cayucos area to the north, the San Luis Obispo area to the east, and all of the Five Cities area to the south. The EPZ is the area where protective actions for the public could be recommended by County Officials.

The PEZ extends beyond the EPZ. Residents living within the Public Education Zone receive information on nuclear power plant emergency planning activities.

Appendix 6 shows the Emergency Planning Zone (EPZ) and Public Education Zone (PEZ) for Diablo Canyon Plant.

2.4   PROTECTIVE ACTIONS

A wide variety of protective actions are available to avoid or reduce radiation exposure to the public. The two most basic protective actions that could be taken are evacuation and sheltering in place. These protective actions are discussed below:

Note: Protective Action Decisions will be based on radiological and plant conditions, not solely on Emergency Classification Levels. For example, a Security Event at the plant can result in rapidly escalating classification levels without an immediate radiological risk.

2.4.1   *Evacuation*

Evacuation is a major countermeasure to prevent or reduce exposure and contamination of the general public. It is a complex operation involving several governmental jurisdictions. Its effectiveness is considerably enhanced by detailed planning.

The Operation Section Coordinator will coordinate this activity for the city when directed by the County EOC.

2.4.2   *Sheltering in Place*

Sheltering is any structure which could protect people from direct contact with radioactivity in the air outside the structure. Outside air should be limited from entering the structure to lessen exposure inside (e.g., windows and doors closed, air conditioners and heaters turned off). The Operation Section Coordinator will coordinate this activity for the city when directed by the County EOC.

2.4.3   *Potassium Iodide (KI)*

Potassium iodide is a supplemental protective measure, secondary to evacuation or sheltering in place. Potassium iodide protects the thyroid gland against exposure to radioactive iodine. If taken in an appropriate and timely dosage, potassium iodide can block exposure of the thyroid gland to radioactive iodine. However, potassium iodide does not protect other parts of the body from exposure to other contaminants released during the emergency.

2.5   EVACUATION ROUTES AND EVACUATION TIME ESTIMATES

2.5.1   *Evacuation Routes*

The predetermined evacuation routes leading from the city to areas outside the EPZ are U.S. Route 101, State Route 1 and State Route 227. Appendix 7 shows evacuation routes leading from the city.

2.5.2   *Evacuation Time Estimates*

The Evacuation Time Estimate for Diablo Canyon characterizes the evacuation time estimates for the Protective Actions Zones within the Emergency Planning Zone and contains detailed information and data from an evacuation time estimate study for the entire EPZ.

3.   RESPONSIBILITIES

3.1   COUNTY EMERGENCY ORGANIZATION

The lead agency for emergency management and coordination during nuclear power plant emergencies is the County of San Luis Obispo. The county's Command Group directs response efforts from the County Emergency Operations Center (EOC). The County Administrative Officer is designated as the County Emergency Services Director.   The Emergency Services Director's responsibility is to make unified decisions for the EPZ.

3.2   CITY EMERGENCY ORGANIZATION FOR NUCLEAR POWER PLANT EMERGENCIES

The city will establish an emergency organization based on the Incident Command System (ICS) and the Standard Emergency Management System (SEMS). Refer to City EOP Part 1 Section IV, Extended Response for details of SEMS and Part 5 emergency positions. During a nuclear power plant emergency the following staff can act as the city's EOC Director:

- Fire Chief, or appointee
- Police Chief, or appointee
- Public Works Director, or appointee
- Utilities Director, or appointee

The City Manager, or appointee, is the City's Emergency Services Director (ESD). The Mayor and City Council members will provide policy guidance to the City ESD. City EOP Part 1 Section IV shows the Emergency Function assigned to various

departments. These functions will be implemented by the city at ALERT or higher emergency classification level.

The county will keep the city informed of the situation at the plant and any projected off-site consequences which could affect the city. The EOC Director will ensure that the Mayor, City Council members, and the ESD will be kept up-to-date of the situation.

Primary communications between the county and city will be over the Red Phone, facsimile transmission, or other communication methods including web-based options. Alternate communications methods include AT&T phones, government radio nets, California Law Enforcement Telecommunications System (CLETS), WebEOC, and amateur radio operators (RACES).

4.   CONCEPT OF OPERATIONS

4.1   INITIAL EMERGENCY NOTIFICATION (PLAN ACTIVATION CRITERIA)

The city will be notified of emergencies at Diablo Canyon Power Plant that are classified as UNUSUAL EVENT or higher. Emergencies at DCPP will be classified using the emergency classification system previously described in Section 2.7 of this annex. Initial notification of UNUSUAL EVENT or higher classifications at the power plant will first be provided by plant to the County's Sheriff's Watch Commander. San Luis Obispo County then notifies the cities via red phone.

Initial notification and status of emergencies will be done by the Sheriff's Watch Commander will be done over the Red Phone located in the city public safety dispatch center.

4.2   MOBILIZATION

Once the city is notified, the city Public Safety Dispatchers will notify city officials using the city's Emergency Notification Procedure.

- Fire Chief
- Police Chief
- Public Works Director
- City Manager
- Assistant City Manager
- Utilities Director

Response by city personnel will be dependent on the emergency classification level. The following summarizes response actions which could occur at each of the four emergency classifications levels:

4.2.1   *Unusual Event*

- Receipt of notification of event from the county
- Notification of key city officials by the city public safety dispatchers

- *No mobilization is required at this classification*

4.2.2 *Alert, Site Area Emergency, and General Emergency*

- Receipt of notification of event from the county
- Notification of all city emergency personnel
- Activation of the City Emergency Operations Center (Fire Station No. 1).
- Assessment of staffing needs and mobilize or place emergency personnel on standby, as needed
- Establishment of incident management using the Standardized Emergency Management System (SEMS)
- Maintenance of communications with the County Emergency Operations Center-send agency representative to County EOC
- Monitoring of local public response
- Reporting status of readiness to the County Emergency Operations Center
- Referral of media inquiries to the Joint Information Center (JIC)
- Monitoring of local radio stations for Emergency Alert System (EAS) messages
- Coordination of planning and response action with other local jurisdictions
- Response to mutual aid requests

Pre-planning for possibility of the following:

- Resources needs
- Route Alerting
- Traffic Management
- Road Impediment Removal
- Carless Collection Point/Staging Areas
- Perimeter Control
- Public information
- Acquisition of resources needed to implement protective action decisions
- Arrange for 12 hour shift rotation of city officials and emergency workers to have 24-hour staffing of the city's operations
- Protective Actions including: evacuation and shelter in place

Performance of actions to implement protective action decisions as directed by the County EOC.

Cooperative development of reentry and recovery plans when emergency has been terminated.

4.3   INFORMATION ACQUISITION AND SITUATION REPORTING

Once notified, city Public Safety Dispatcher's will gather information and pass on the information to city staff until such time the City EOC is activated.

At the ALERT or higher emergency classification and after the City EOC is declared operational, the City Liaison Officer will relieve City Public Safety Dispatchers of the responsibility for communications with the county. The Liaison Officer will handle communications with the City Rep located at the County EOC and other local agencies. The Liaison Officer will receive information from the EOC via the Red Phone. Facsimile or web-based transmission of information will also be coordinated from the county to the city.

The Liaison Officer will inform the City EOC Director and other Command Staff of changes in emergency status. The City Public Information Officer (PIO) will ensure City EOC staff are informed of the situation. At the same time, City EOC staff will keep the PIO informed of their section functions and status. The Section Coordinators and the Information Officer through the Planning Section will ensure status boards are maintained with up-to-date information.

The City of San Luis Obispo may send an agency representative to the County EOC to help coordinate interagency communications. The City EOC is also responsible for coordination within the branches of the County EOC. In addition, it is important to note that the City PIO will be responsible to coordinate with the County PIO to facilitate a consistent public information outlet. Incident Public Information is disseminated from the JIC. City public information should not address radiological conditions or plant status.

4.4   PUBLIC ALERT, NOTIFICATION, AND INFORMATION

4.4.1   *The Early Warning System sirens (EWS)*

The San Luis Obispo County Early Warning System sirens (EWS) are the primary method of alerting the public of an emergency at the Diablo Canyon Power Plant where public action is necessary. The sirens alert the public to tune to local radio and television stations for emergency information and instructions on the actions they need to take. "Alert" refers to the means used to get the attention of the public.

4.4.2   *The Emergency Alert System (EAS)*

The Emergency Alert System (EAS) is a public warning system that broadcasts emergency messages from local, state and federal officials on radio and television stations. The EAS is the primary means for notification of the public during an emergency. "Notification" refers to the means of supplying detailed information and instructions following the alert signal**.**

4.4.3   *Route Alerting and Notification*

Should one or more sirens or the EAS fail, back up route alerting may be necessary.

7

Based on the number of sirens affected, the activation of Route Alerting Mobilization Centers may be necessary. A Mobilization Center is a central location for coordinating route alerting for field staff. The City may be requested to help staff a Mobilization Center(s) per the Sheriff's Watch Commander or County EOC.

4.4.4   *Public Information*

During nuclear power plant emergencies, it will be the city's policy to let the county coordinate the dissemination of emergency information and media relations. The city may send a PIO to the Joint Information Center. At the local level, the city will respond as needed to inquiries by residents. Residents seeking information from the city will be encouraged to obtain emergency information from the County Phone Assistance Center (phone: 805-543-2444), and by listening to local radio stations.

The dissemination of timely and accurate information to the public is of vital importance during nuclear power plant emergencies. The public will want information on the status of the plant, response actions taken in the county, and protective actions recommended by the county.

At the ALERT or higher emergency classification, the county will activate a Joint Information Center (JIC). The purpose of having one information center during nuclear power plant emergencies is to provide one site where local, regional, and national news media can obtain "official" information about the event. The Joint Information Center will be staffed by public information representatives from the county, Pacific Gas and Electric Company, local, state and federal agencies.

The Joint Information Center provides a central location where media briefings can be held. The release of news relevant to off-site response actions will be coordinated by the county. Other participating response organizations and agencies, including PG&E, state and federal agencies, will be encouraged not to release information during the emergency which directly concerns or affects the local situation without first coordinating with the county.

As part of the Joint Information Center, the county will operate a Phone Assistance Center (PAC). The function of the PAC is to serve as an information clearinghouse where the public can telephone and receive official information concerning the situation. The phone number for the center will be broadcast by the local media. The center has multiple phones lines to handle the expected volume of calls.

4.5   PUBLIC AND EMERGENCY WORKER PROTECTIVE ACTIONS

The County Command Group will be responsible for making protective action decisions for the general public and emergency workers in the county. See Section 2.4 of this annex for a discussion on protective actions.

The Command Group will base decisions on information and data provided by the Unified Dose Assessment Center (UDAC), the radiological assessment arm of the County's response effort. When the County EOC Command Group determines protective actions are necessary, cities will be alerted via the Red Phone to assist with implementation.

4.5.1 *Public Protective Actions*

Protective actions for the general public will be made by Protective Action Zones (see Appendix 6). Following a protective action decision, the county may sound the sirens in the EPZ to alert the public to tune to a local radio or television station for important emergency information. The county's public information staff will develop the Emergency Alert System message which will be broadcast by local radio and TV stations immediately after siren sounding.

The county will use the red phone to alert the cities of protective action decisions. If a protective action decision affects the general public within the city, the city will implement measures to carry out the decision.

4.5.2 *Emergency Worker Protective Actions*

Protective actions for emergency workers will be transmitted by the county to affected jurisdictions. In some cases EAS may be used where a large number of emergency workers are affected by the decision. The city Safety Officer will ensure that emergency workers under city direction are informed of the decision and that the actions are followed.

4.6 PROCLAMATION OF LOCAL EMERGENCY

The county may make a Proclamation of Local Emergency if it appears protective actions will be needed for the public. The city may make emergency proclamations if the situation could affect the public within its jurisdiction.

4.7 TRAFFIC MANAGEMENT

4.7.1 *Coordination*

The California Highway Patrol (CHP) is the lead agency for traffic management operations. CHP will coordinate traffic management in state controlled roadways and ensure that city agencies are informed and involved in the process. CHP staff will be dispatched to affected city police departments or EOCs to ensure coordination among CHP and local law enforcement agencies as resources allow.

Traffic management will be a coordinated effort among many agencies. It will be under the control of law enforcement agencies, according to jurisdiction.

The city will be informed by the county of potential evacuation to ensure traffic management is coordinated. This coordination will allow for law enforcement agencies to alert and mobilize personnel before evacuation occurs.

The Operations Section will coordinate traffic management on city-controlled streets.

4.7.2   *Traffic Management Within the City*

Traffic Management within the city will be coordinated by the city Law Branch Director. The Law Branch will assess traffic management needs of the incident and coordinate with the County EOC Operations Section Traffic and Evacuations Branch.

The Law Branch will monitor traffic and determine the areas where traffic control may be required. Once the public gains access to the major evacuation routes, CHP will direct traffic management operations.

4.7.3   *Evacuation Assistance List*

Independent living individuals who would require evacuation assistance due to a medical need may self-register on the Evacuation Assistance List maintained by San Luis Obispo County Office of Emergency Services (OES). The County EOC will coordinate transportation for those individuals with the city. The County Phone Assistance Center is responsible for contacting individuals on the list to determine if they are still in need of assistance. Any available city transit resources may be requested to assist.

4.7.4   *Carless Collection*

The Transit Unit at the County EOC is the transportation coordinator during nuclear power plant emergencies. In the event that PAZ 8 is ordered to evacuate, persons without vehicles to use for evacuation will be directed to go to the Carless Collection Points located throughout the city. The County Transit Unit will dispatch buses from the transportation pool. The buses will pick up the Carless persons at the Carless Collection Points and transport them to Reception Centers. (See Checklist 11 for the locations of the Carless Collection Points.)

4.7.5   *Institutions and Care Facilities*

The Medical Health Branch at the County EOC is responsible for coordinating the evacuation of hospitals, convalescent hospitals, and board and care facilities. The Medical Health Branch in conjunction with EMSA will coordinate ambulances, while the Transit Unit will coordinate buses.

City Fire Branch may be utilized as a resource in loading patients. City Law Branch will assess special needs population.

4.8   MONITORING, DECONTAMINATION, AND RECEPTION CENTERS FOR THE PUBLIC

If evacuation is directed for Protective Action Zone (PAZ) 8, the public within the city limits would most likely be directed to evacuate to the north on US Route 101 and State Route 1. Evacuee Monitoring and Decontamination Centers may be opened to the North and / or South. Reception center operations will be coordinated by the American Red Cross and will be made available at or near the Evacuee Monitoring and Decontamination locations.

4.9   MONITORING AND DECONTAMINATION FOR EMERGENCY WORKERS

The County Health Officer is responsible for ensuring that monitoring and decontamination service are available for emergency workers. Monitoring and decontamination services will be setup at Camp San Luis Obispo or other locations as necessary for emergency workers who may need monitoring/decontamination services. The decontamination facilities near the monitoring locations will provide decontamination services if contamination is detected.

4.10   EMERGENCY MEDICAL AND PUBLIC HEALTH SUPPORT

4.10.1 *Emergency Medical*

The County Health Officer is responsible for assuring that medical services are made available. To accomplish this task, the County Health Officer will activate the County Health Agency Department Operations Center (CHADOC/Medical Health Branch) 805-781-5531.

4.10.2 *Evacuation of Special Care Facilities*

The Medical / Health Branch will be charged with coordination of the ambulance system and will coordinate with Transit Unit. Fire Branch resources may be utilized, if available.

4.10.3 *Handling Contaminated and Injured Patients*

The Medical / Health Branch will keep ambulance service providers informed as to the potential for receiving contaminated and injured individuals. Training in handling contaminated persons has been provided to ambulance providers.

4.10.4 *Long-Term Medical Follow-Up*

Long term medical follow up is primarily the responsibility of the State Department of Public Health with support from the County Health Agency.

As part of the recovery program, medical follow up programs, as developed by CDPH will be implemented as necessary.

4.11   RECOVERY CONSIDERATIONS

Recovery will be coordinated with San Luis Obispo County and the State of California.

If an emergency at Diablo Canyon has resulted in an evacuation, the city may need to consider and plan for the following.

4.11.1 Determine an alternative EOC site outside of PAZ 8.

- Develop communications plans for your alternative command center
- Identify and inform key staff of their roles and responsibilities for the recovery after the emergency.

4.11.2 Identify which agencies you will need to coordinate with to assure that the return to evacuated areas is safe.

4.11.3 Determine the steps will you need to take if all, or part, of the city facilities remain closed to use for an extended (more than two weeks) time frame.

4.11.4 Develop a checklist of items that must be evaluated and brought to operability before they can be effectively returned to use.

5.   COMMUNICATIONS

Fire Station No. 1 is equipped with a wide range of radio and telephone capabilities. In order to facilitate all the resources available, contact the city's Information Technology Manager and/or the on-duty Battalion Chief or Watch Commander. Also refer to the City EOC Plan.

6.   EMERGENCY FACILITIES AND EQUIPMENT

6.1   FACILITIES

Contact the duty Fire Battalion Chief or Watch Commander and/or refer to both the city's EOP and the City EOC Plan for detailed information.

6.2   EQUIPMENT AND SUPPLIES

Contact the duty Fire Battalion Chief or Watch Commander and/or refer to both the city's EOP and the City EOC Plan for detailed information.

7.   EMERGENCY WORKER EXPOSURE CONTROL (EWEC)

7.1   EXPOSURE CONTROL RESPONSIBILITY

Exposure control will be in accordance with San Luis Obispo County SOP HP-11. Supplies are pre-staged for city emergency workers including fire, police, and public works.

The County Health Officer oversees emergency worker exposure control. The County Health Officer will recommend protective actions to emergency workers to keep exposures as low as reasonably achievable.

The City Safety Officer will coordinate exposure control activities for city personnel, in accordance with HP-11. At the end of the emergency, city emergency workers will turn over their records to the City Safety Officer. The records will then be forwarded to the County Health Officer. HP-11 provides guidance to emergency personnel in the issuance and use of exposure control equipment and Potassium Iodide (KI).

7.2   EXPOSURE LIMITS

Exposure guidelines have been established by the county based on State and Federal guidance. All possible measures should be taken to maintain exposure as low as reasonably achievable. See HP-11 for exposure limits.

8.   EXERCISES AND DRILLS

The initial annual exercise for this plan and procedure was held August 18, 1981. A training exercise may be held annually.

A review of this procedure shall be performed after each exercise. A revised and updated procedure based on the review will be prepared and distributed by the City Emergency Services Director, under the direction of the County Emergency Services Director.

9.   TRAINING

Annual training will be provided by the San Luis Obispo County Office of Emergency Services. Training will include but is not limited to:

9.1   Plan Overview

9.2   Radiation and Biological Effects

9.3   Emergency Worker Exposure

9.4   Standard Operating Procedure

10.   PROCEDURE MAINTENANCE

10.1   This procedure will be reviewed by the city upon request of County OES. All information contained herein shall be verified and updated by the Fire Department as requested. In addition, this procedure will be reviewed and revised after each annual exercise and revisions distributed.

10.2   The city will respond to requests from the San Luis Obispo County Office of Emergency Services for SOP update information.

PART TWO – CHECKLISTS

CHECKLIST 1   POLICE DEPARTMENT

CHECKLIST 2   SLO CITY EOC DIRECTOR

CHECKLIST 3   CITY MANAGER / EMERGENCY SERVICES DIRECTOR

CHECKLIST 4   FIRE DEPARTMENT

CHECKLIST 5   PUBLIC WORKS DEPARTMENT

CHECKLIST 6   PARKS AND RECREATION DEPARTMENT

CHECKLIST 7   COMMUNITY DEVELOPMENT/PLANNING DEPARTMENT

CHECKLIST 8   FINANCE DEPARTMENT

CHECKLIST 9   HUMAN RESOURCES

CHECKLIST 10   EMERGENCY WORKER EXPOSURE CONTROL (EWEC)

CHECKLIST 11   CARLESS COLLECTION

CHECKLIST 12   EVACUATION ASSISTANCE LIST

CHECKLIST 1: POLICE DEPARTMENT PUBLIC SAFETY DISPATCHER

The Police Department has responsibility for law enforcement, notification of City Manager, Fire Chief and Fire Department and other City Department Heads. The department will direct traffic during an evacuation in coordination with the California Highway Patrol. The Police Chief may be appointed as the EOC Director or Deputy EOC Director by the City Manager.

NOTIFICATION AND MOBILIZATION

The Public Safety Dispatcher will receive notification of an incident at the Diablo Canyon Power Plant from the Sheriff's Watch Commander. The Public Safety Dispatcher will record the information and notify the Police Watch Commander.

1.   UNUSUAL EVENT

    1.1.   The Public Safety Dispatcher will notify:

            _____1.1.1 City Manager/Emergency Services Director: 805-781-7114

            _____1.1.2 Assistant City Manager/Deputy Emergency Services Director: 805-781-7112

            _____1.1.3 Police Chief: 805-781-7312

            _____1.1.4 Fire Chief: 805-781-7380

    1.2   Update the above if the situation changes.

2.   ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

    2.1   The city's EOC is activated at these levels.

    The Public Safety Dispatcher will notify all key EOC staff via the city's contract provider for paging and notification services.

    As a back-up method, staff can be contacted directly at the numbers below:

            _____2.1.1 City Manager/Emergency Services Director: 805-781-7114

            _____2.1.2 Assistant City Manager/Deputy Emergency Services Director: 805-781-7112

            _____2.1.3 Police Chief: 805-781-7312

            _____2.1.4 Fire Chief: 805-781-7380

            _____2.1.5 Public Works Director: 805-781-7207

            _____2.1.6 Utilities Director: 805-781-7205

            _____2.1.7 Parks and Recreation Director: 805-781-7294

            _____2.1.8 Community Development Director: 805-781-7187

            _____2.1.9 Finance: 805-781-7125

_____ 2.1.10 Human Resources Director: 805-781-7250

_____ 2.1.11 City Attorney: 805-781-7143

2.2   The Police Chief, or his/her designee, will initiate mobilization of the Police Department. Additional personnel will be called up and organized into two 12-hour shifts, if necessary.

3.   ROUTE ALERTING AND NOTIFICATION

_____ 3.1   At the direction of the Sheriff's Watch Commander or County EOC, conduct route alerting or route alerting and notification for the following sirens/routes:

_____

_____ 3.1.2   Using SOP 64, conduct route alerting for sirens that have failed.

_____ 3.2   Upon request by the Sheriff's Watch Commander or County EOC to activate a Route Alerting Mobilization Center(s):

_____ 3.2.1   Identify location of Mobilization Center

_____ 3.2.2   Designate staff person to serve as Mobilization Center coordinator.

_____ 3.2.3   Acquire as many resources as possible and direct them to report to mobilization center.

_____ 3.2.4   Direct staff to utilize SOP 64 for route alerting.

_____ 3.2.5   Upon completion of *Route Alerting*, notify the Sheriff's Department Watch Commander / County EOC.

4.   PERIMETER CONTROL

_____ 4.1   Establish control at a perimeter to be designated by the County Emergency Services Director and implemented by the California Highway Patrol. The CHP will advise the city concerning degree of control.

5.   SECURITY PATROL

_____ 5.1   Initiate patrol to assure that all residents have left the area and that there is no theft or vandalism.

_____ 5.2   Patrol at regular intervals until it is confirmed that the evacuation is complete and that the perimeter has been secured. Police units will cease patrols when the County Emergency Operations Center has determined that continued patrols would expose the officers to unacceptable levels of radiation.

_____5.3   Document names and addresses of households not evacuating.

6.   <u>TRAFFIC CONTROL DURING AN EVACUATION</u>

_____6.1   Traffic control during an evacuation will be under the general direction of the California Highway Patrol.

_____6.2   The Police Department will assist by controlling traffic on city streets and by providing assistance requested by the CHP on State Highway 1.

_____6.3   Evacuation will likely be to the north along State Highways 1, 41, 46, and 101.

_____6.4   Monterey St., Foothill Blvd., and Santa Rosa are the principal feeders to Highway 1 and 101 for the northern part of the city.

_____6.5   Request crews of the Public Works Department to place signs, cones, and barricades to direct traffic to the evacuation routes. Coordinate with California Highway Patrol (CHP).

_____6.6   Assist in removal of impediment from roadways. Continue to ensure roadways remain free of impediments.

7.   <u>EVACUATION OF INSTITUTIONS AND CARLESS POPULATION</u>

_____7.1   Assist in evacuation of city institutions.

_____7.2   Upon request of County EOC, assist with monitoring of carless collection points as requested.

8.   <u>RE-ENTRY</u>

_____8.1   Direct traffic and conduct other field operations to maintain an orderly re-entry.

9.   <u>COMMUNICATIONS</u>

_____9.1   Police communications will support emergency response

_____9.2   Ensure communication with the Law Branch at the County EOC.

CHECKLIST 2: SLO CITY EOC DIRECTOR

Note: The Fire Chief, Police Chief, Public Works Director or Utilities Director (or their appointees) can act as the city's EOC Director

1.   ALERT, SITE AREA EMERGENCY OR GENERAL EMERGENCY

Note: City Emergency Services Director (ESD), Fire Chief, or Police Chief will authorize/initiate activation of City EOC at ALERT, SITE AREA EMERGENCY, or GENERAL EMERGENCY.

_____1.1   Record information regarding the emergency.

_____1.2   Notify City Manager and all department heads.

_____1.3   Keep written log of each message.

_____1.4   Recall off-duty personnel as necessary.

_____1.5   If needed, establish a Deputy EOC Director at the EOC.

_____1.6   Verify that department heads have mobilized appropriate staff.

_____1.7   Prepare to place people on 12-hour shifts and ensure 24-hour staffing of all city emergency operations positions.

_____1.8   Designate a Public Information Officer (PIO). All media releases should come from the County EOC. All city releases should be coordinated and sent to the County EOC. City press releases should not discuss the plant of radiological information.

_____1.9   Notify County EOC when activated.

_____1.10   Communications

        _____1.10.1   Log all communications.

        _____1.10.2   Identify where Red Phone calls will be received by the city throughout the emergency.

                _____1.10.2.1   Utilize Attachment 8: Communications Update Form when receiving any Red Phone calls.

                _____1.10.2.2   Ensure all EOC and field staff are made aware of information provided via Red Phone.

         1.10.3   Establish ongoing communications with the County EOC in addition to Red Phone (WebEOC, branch to branch communications, conference calls, etc.)

         1.10.4   Use normal channels for communications (telephone and radio).

         1.10.5 EOC Director shall designate Fire Department personnel as an assistant, to communicate with City Rep at County EOC.

         1.10.6   Amateur radio personnel may augment communications.

1.11   Ensure Coordination with the County EOC.

1.12   Ensure that an EWEC Command Center(s) has been established for city employees, as necessary.

1.13   Identify if any activities or events are taking place in the city that may need to be cancelled or concluded if the emergency escalates. Activities could include special events, construction projects, etc.

1.14   Identify city parks and open space areas. Discuss with city staff the logistics and timing to implement closures.

         1.14.1   Ensure discussion with the County EOC if the situation escalates and indicates the need for closure of parks and open space areas.

1.15   Stay informed on any school closures and relocations in the area. Information will be posted in WebEOC and provided in press releases.

         1.15.1   If schools need assistance in relocation, they will coordinate with the COE REP in the County EOC. Be prepared to offer LE or other assistance, if requested.

1.16   Stay abreast of any Protective Action Decisions (Evacuation, Shelter in Place or Ingestion of Potassium Iodide).

         1.16.1   Consider any effects they may have on the city and coordinate with the County EOC.

1.17   Continue to provide briefings to EOC staff and field responders until the emergency concludes

2.   RECOVERY AND REENTRY

2.1   Do not allow reentry, return, or recovery procedures to begin until authorized by the County EOC.

_____2.2   As directed, instruct city departments to remove roadblocks.

_____2.3   Review media releases and public announcements by the County Public Information Officer to make sure that information provided to the public by the city is consistent.

CHECKLIST 3: CITY MANAGER / EMERGENCY SERVICES DIRECTOR

The City Manager, as the Emergency Services Director, is responsible for coordinating the city departments during an emergency and for making sure that the public is informed. San Luis Obispo will have direct communications with the County Emergency Operations Center and will have access to current information about the status of conditions and types of responses under consideration.

NOTIFICATION AND MOBILIZATION

The City Manager and his/her alternate, the Assistant City Manager, will be notified of an incident by the Public Safety Dispatch Center.

The City Manager will take action based upon the Emergency Classification Level (ECL), plant conditions, and directions from County EOC.

1.   UNUSUAL EVENT

_____ 1.1   Receive information; no additional response

2.   ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

_____ 2.1   Complete previous Checklist step 1, Unusual Event

_____ 2.2   Open Emergency Operations Center

_____ 2.3   Notify Mayor and City Council; ask them to stand by or report to City Hall Conference Room or Policy Group Room at the city EOC.

_____ 2.4   Direct all city field emergency workers to implement Emergency Worker Exposure Control (EWEC) in accordance with HP-11.

_____ 2.5   Verify that department heads have mobilized personnel.

_____ 2.6   Receive instructions from the County Emergency Operations Center regarding any precautionary or protective actions.

_____ 2.7   Arrange for 12 hour shift rotation of city officials and emergency workers to have 24-hour staffing of the city's operations.

_____ 2.8   Advise the Mayor and City Council of current status at regular intervals.

_____ 2.9   Review all media releases and public announcements by the County Public Information Officer and obtain clarification as necessary to be sure that information being provided to the public by the city is consistent with that being disseminated by the County Public Information Officer. Any city press releases should not discuss radiological or plant conditions.

        2.9.1   Share pertinent information with EOC and field staff.

        2.10   Monitor the activities of city departments.

        2.11   Assure that adequate steps are taken to supply the emergency response through the use of emergency powers. (Proclaim a Local Emergency if appropriate.)

3.   RECOVERY AND RE-ENTRY

        3.1   The City Manager will not allow recovery and re-entry to begin until authorized by the County EOC.

        3.2   The City Manager will instruct city departments to remove roadblocks.

4.   PUBLIC INFORMATION

        4.1   The City Manager or the EOC Public Information Officer shall provide information and emergency instructions to the general public in the course of conducting operations, and coordinate with the County Joint Information Center (JIC).

CHECKLIST 4: FIRE DEPARTMENT

The Fire Chief, his / her alternate or the Shift Battalion Chief, may be appointed as the EOC Director or the Deputy EOC Director by the City Manager/ESD. He / she works under the direction of the Emergency Services Director.

NOTIFICATION AND MOBILIZATION

The Fire Chief or his / her alternate, is notified by the Public Safety Dispatcher or the Police Department. The Fire Chief will take actions based upon Emergency Classification Level (ECL) and plant conditions.

---

1. **UNUSUAL EVENT**

   _____ 1.1   Receive information. No action necessary.

   _____ 1.2   Review this SOP. Prepare for Alert, Site Area Emergency or General Emergency.

---

2. **ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY**

   _____ 2.1   Record information.

   _____ 2.2   Fire Chief, Deputy Fire Chief, or Shift Battalion Chief activate and report to the Emergency Operations Center.

   _____ 2.3   Consider staff augmentation.

   _____ 2.4   Initiate EWEC for all city emergency workers in accordance with HP-11.

   _____ 2.5   Mobilize all Fire Department personnel.

   _____ 2.6   City fire and rescue alarms will be received through the normal alarm receipt methods of telephone, two-way radio, walk-in report by citizens, etc.

   _____ 2.7   Mutual Aid fire resources, as needed, may be requested by the EOC Director via Operational Area Coordinator in the County Fire ECC. One local firefighter will be assigned to each resource as an advisor, if available.

   _____ 2.8   Relief of Personnel: In the event of an off-site incident requiring long-term commitments of Fire Department personnel, all personnel will be relieved every 12 hours. The EOC Director will coordinate personnel scheduling based upon incident needs and the number of Fire Department personnel available.

3. **ROUTE ALERTING AND NOTIFICATION**

   _____ 3.1   As directed, coordinate with the police department to provide resources to conduct route alerting in the event of failure of one or more Early Warning System sirens.

_____3.2   As requested, assist with activation of a Route Alerting Mobilization Center to coordinate route alerting if multiple sirens or the EAS fail. Utilize SOP 64 for all route alerting.

4. CARLESS COLLECTION

_____4.1   Upon request of County EOC, work with Public Works Branch to activate Carless Collection Point monitoring in accordance with Checklist 11.

5. EVACUATION ASSISTANCE LIST

_____5.1   As requested by County EOC and as resources allow, coordinate evacuation assistance to individuals with medical needs in accordance with Checklist 12.

6. EOC OPERATIONS

_____6.1   Assign one fire officer to become Operations Section Coordinator.

_____6.2   Ensure coordination with the Fire/Rescue Branch at the County EOC.

7. RE-ENTRY AND RECOVERY

_____7.1   The Fire Chief/EOC Director will receive authorization to begin re-entry from the County EOC.

_____7.2   Re-entry and recovery will be coordinated by the EOC Director.

8. EMERGENCY WORKER DECONTAMINATION

_____8.1   Emergency worker monitoring and decontamination will be available at Camp San Luis Obispo or alternate facility as designated.

_____8.2   City personnel will report for decontamination as necessary.

CHECKLIST 5: PUBLIC WORKS DEPARTMENT

The Public Works Department will assist the Police Department in the control of traffic by placing barricades and signs at the critical traffic control points. In the event of an earthquake, local damage assessment and repair activities will be conducted.

NOTIFICATION AND MOBILIZATION

The Public Works Director is notified by the Public Safety Dispatcher and will take action based upon the Emergency Classification Level (ECL) and plant conditions.

---

1.   UNUSUAL EVENT

_____1.1   Receive information. No action necessary.

---

2.   ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

_____2.1   Report to the City Emergency Operations Center.

_____2.2   Mobilize Public Works Department personnel and organize into two shifts of 12 hours each.

_____2.3   Place barricades and signs as requested by the Police Department to maintain evacuation flow.

_____2.4   Support the response effort. Mobilize local transportation resources and coordinate with the County Transit Unit.

CHECKLIST 6: PARKS AND RECREATION DEPARTMENT

The Parks and Recreation Department will assist the American Red Cross in shelter management.

NOTIFICATION AND MOBILIZATION

The Parks and Recreation Director is notified by the Public Safety Dispatcher and will take action based upon the Emergency Classification Level (ECL) and plant conditions.

---

1.   UNUSUAL EVENT

      1.1   Receive information. No action necessary.

---

2.   ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

      2.1   Report to the City Emergency Operations Center.

      2.2   Ensure any city-run recreational activities including before and after school programs are closed as needed and transportation is coordinated for staff and children as necessary.

      2.3   Assist the Fire Department in the evacuation of institutions.

      2.4   Assist the City Police Department in providing confirmation of closures, evacuation or sheltering as directed.

CHECKLIST 7: COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department will, in the event of an earthquake, conduct local damage assessment and repair planning activities.

NOTIFICATION AND MOBILIZATION

The Community Development Director is notified by the Public Safety Dispatcher and will take action based upon the Emergency Classification Level (ECL) and plant conditions.

---

1.   UNUSUAL EVENT

            1.1   Receive information. No action necessary.

---

2.   ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

            2.1   Report to the City Emergency Operations Center.

            2.2   The Community Development/Planning Department personnel will be notified and organized into two shifts of 12 hours each, if necessary.

CHECKLIST 8: FINANCE DEPARTMENT

The Finance Director will function as the Finance/Admin Section Coordinator at the City EOC.

NOTIFICATION AND MOBILIZATION

The Finance Director will be notified by the Public Safety Dispatcher and will take action based upon the Emergency Classification Level (ECL) and plant conditions.

1.   UNUSUAL EVENT

_____1.1   Receive information. No action is necessary.

2.   ALERT, SITE AREA EMERGENCY, OR GENERAL EMERGENCY

_____2.1   Report to the City Emergency Operations Center (EOC).

_____2.2   The Finance personnel will be notified and organized into two shifts of 12 hours each, if necessary.

_____2.3   Appoint Purchasing Unit Leader for supplies and equipment. Utilize clerical personnel, as needed, to address these efforts.

_____2.4   Make provisions for paying bills on an emergency basis.

_____2.5   Set up a special account to fund expenditures for this specific emergency, and the director and staff will document and account for all emergency expenditures.

_____2.6   Appoint other Finance/Admin Section Unit Leaders as needed per the Emergency Operations Plan, Part 1 Section IV and Part 5.

CHECKLIST 9: HUMAN RESOURCES DEPARTMENT

The Human Resources Director will be available to assist the City Manager/ESD as needed.

NOTIFICATION AND MOBILIZATION

The Human Resources Director is notified by the Public Safety Dispatcher and will take action based upon the Emergency Classification Level (ECL) and plant conditions

---

1.   UNUSUAL EVENT

_____1.1   Receive information. No action necessary.

---

2.   ALERT, SITE AREA EMERGENCY OR GENERAL EMERGENCY

_____2.1   Be available to assist the City Manager/Emergency Services Director as needed.

CHECKLIST 10: EMERGENCY WORKER EXPOSURE CONTROL (EWEC)

_____ 1. EWEC will be in accordance with San Luis Obispo County SOP HP-11, Emergency Worker Exposure Control.

_____ 2. EWEC supplies for the city are pre-staged at Station #1 for the Fire Department, Police Department and Public Works Department.

_____ 3. Establish EWEC Command Center and distribute EWEC in accordance with HP-11.

_____ 4. Each city department head is responsible to ensure implementation of HP-11 for their department personnel. Make contact with each other to ensure procedures are followed.

_____ 4.1 Public Works

_____ 4.2 Fire Department

_____ 4.3 Police Department

_____ 5. Work with EWEC Group at County EOC according to HP-11. (805) 781-1507, (805) 781-1508

CHECKLIST 11: CARLESS COLLECTION & TRANSPORTATION ASSISTANCE

Persons needing evacuation transportation out of the area are the responsibility of the County Department of Public Works and Transportation (DPW). As requested, the city will assist by aiding evacuees to get to Carless Collection Points as resources allow.

---

1.   TRANSPORTATION GROUP LEADER (UNDER PUBLIC WORKS BRANCH)

_____ 1.1   Establish contact with the Transit Unit Leader at the San Luis Obispo County Emergency Operations Center (EOC), 805-781-4472.

_____ 1.2   Identify and place on standby personnel to monitor the carless collection points listed below if needed. (Buses will be dispatched immediately. Monitoring as requested by County EOC, may not be needed until buses have departed for reception centers):

                _____ 1.2.1 Laurel Lane Shopping Center, 1257 Laurel Ln at August St

                _____ 1.2.2 Meadow Park Recreation Hall, Meadow St at South St

                _____ 1.2.3 Laguna Lake Golf Course Club House, 11175 Los Osos Valley Road at Laguna

                _____ 1.2.4 Veterans Hall, 801 Grand Ave at Monterey St

                _____ 1.2.5 Mission San Luis Obispo, 782 Monterey St at Chorro St

                _____ 1.2.6 Foothill Plaza Shopping Center, 771 E Foothill Blvd near Broad

                _____ 1.2.7 Cal Poly Performing Arts Center (PAC) Parking

                _____ 1.2.8 Cal Poly parking area M, corner of Mount Bishop and Highland Dr

                _____ 1.2.9 Cal Poly north side of Mustang Stadium, "O'Neil Green"

                _____ 1.2.10 Padre Plaza Shopping Center, South Higuera & Prado Rd

_____ 1.3   Ensure that Emergency Worker Exposure Control (EWEC) procedures have been implemented.

_____ 1.4   Brief personnel on incident status and their role.

_____ 1.5   Dispatch personnel to Carless Collection Points. Coordinate with Law Branch.

_____ 1.6   Monitor a local radio station for Emergency Alert System (EAS) messages.

CHECKLIST 12: EVACUATION ASSISTANCE LIST

Independent living individuals who would require evacuation assistance due to a medical need may self-register on the Evacuation Assistance List maintained by the San Luis Obispo County Office of Emergency Services (OES).

The County EOC is responsible for coordinating transportation for these individuals, while the city may assist individuals if city resources are available. The County Phone Assistance center is responsible for contacting individuals on the list to verify that they still need evacuation assistance.

1. **EVACUATION ASSISTANCE OFFICER**

      1.1   Establish contact with Transit Unit Leader at the San Luis Obispo County Emergency Operations Center (EOC), 805-781-4472.

      1.2   Identify available city transportation resources.

      1.2.1 Report resources to Transit Unit, if any.

      1.3   If city transportation is not available, request assistance from county transportation resources.

      1.4   Monitor status of individuals who need evacuation assistance via WebEOC or through Transit Unit.

      1.5   Coordinate the evacuation of individuals with the county Transit Unit.

      1.6   Transit Unit will send requests for ambulances to County Medical Health Branch.

      1.7   If you dispatch personnel to assist individuals:

      1.7.1 Assemble personnel.

      1.7.2 Ensure that Emergency Worker Exposure Control (EWEC) procedures have been implemented.

      1.7.3 Brief personnel on incident status and their assignments.

      1.8   Maintain communications with the County EOC Transit Unit.

PART THREE – APPENDICES

APPENDIX 1:   CITY EMERGENCY FUNCTION AND ASSIGNED RESPONSIBILITIES

APPENDIX 2:   POLICE LOG OF SPECIAL FACILITIES NOT EVACUATED

APPENDIX 3:   POLICE LOG OF INDIVIDUALS REFUSING TO EVACUATE

APPENDIX 4:   EOC LOG OF NOTIFICATIONS AND COMMUNICATIONS

APPENDIX 5:   REGIONAL LOCATION MAP

APPENDIX 6:   PROTECTIVE ACTION ZONES MAP

APPENDIX 7:   EVACUATION ROUTES

APPENDIX 1: CITY EMERGENCY FUNCTION & ASSIGNED RESPONSIBILITIES

CITY EMERGENCY FUNCTION	RESPONSIBILITY	IMPLEMENTED BY CHECKLIST
Command & Control	Fire Chief	EOC Director
Alerting & Notification	Police Dept.	Law Branch
Communications	Police Dept., Dispatch	Communications Unit Leader
Public Information, Rumor Control	Public Communications Manager	Information Officer
Fire and Rescue	Fire Dept.	Fire Branch
Traffic Control	Police Dept.	Law Branch
Emergency Medical Services	Fire Dept.	Fire Branch
Law Enforcement	Police Dept.	Law Branch
Radiological Exposure Control	Fire Dept.	Safety Officer, Fire Branch

APPENDIX 2: POLICE LOG OF SPECIAL FACILITIES NOT EVACUATED

DATE: _____   PAGE_____OF _____

	PAZ	FACILITY NAME	ADDRESS	PHONE	CONTACT PERSON	NO. PSNS.	COMMENTS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
					TOTAL NO. OF PERSONS.		

Name of Person Completing This Form: _____

APPENDIX 3: POLICE LOG OF INDIVIDUALS REFUSING TO EVACUATE

DATE: _____   PAGE_____OF _____

	PAZ	ADDRESS	PHONE	LAST NAME, FIRST NAME	NO. PSNS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
				TOTAL NO. OF PERSONS	

Name of Person Completing This Form _____

APPENDIX 4: EOC LOG OF NOTIFICATIONS & COMMUNICATIONS

Date / Time	Contact (Person / Agency)	Message Given or Received

APPENDIX 5: REGIONAL LOCATION MAP
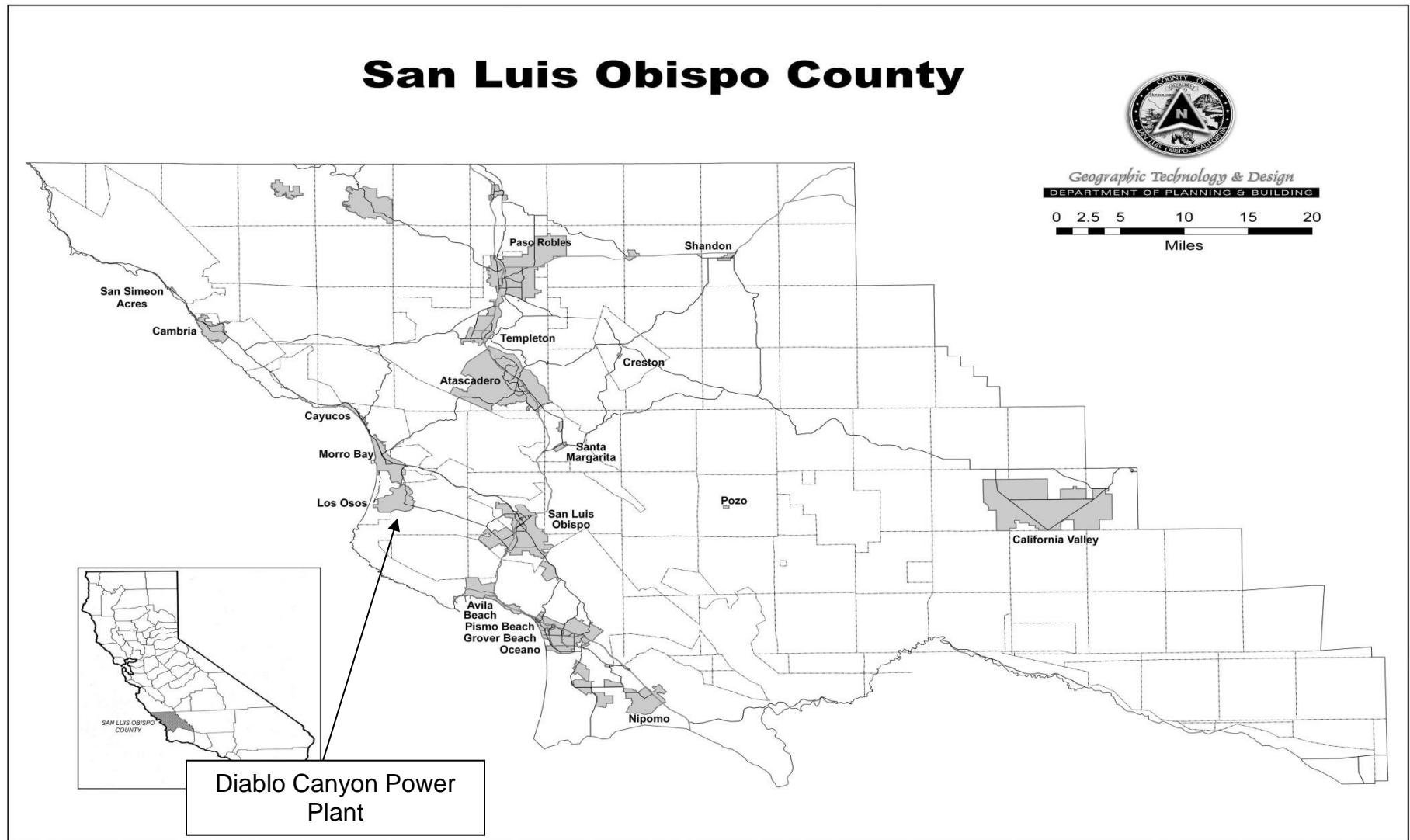
APPENDIX 6: PROTECTIVE ACTION ZONES MAP

EMERGENCY PLANNING ZONE MAP

PROTECTIVE ACTION ZONES (PAZ) 1-12, PUBLIC EDUCATION ZONES (PEZ) 13-15
AND PUBLIC SCHOOL RELOCATION CENTERS
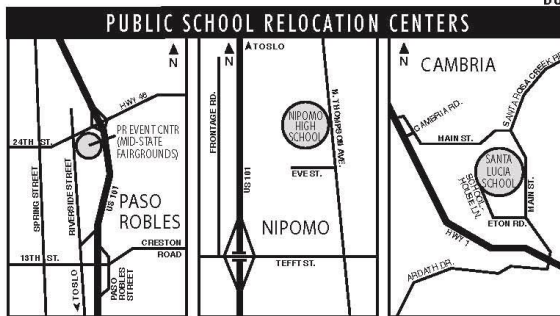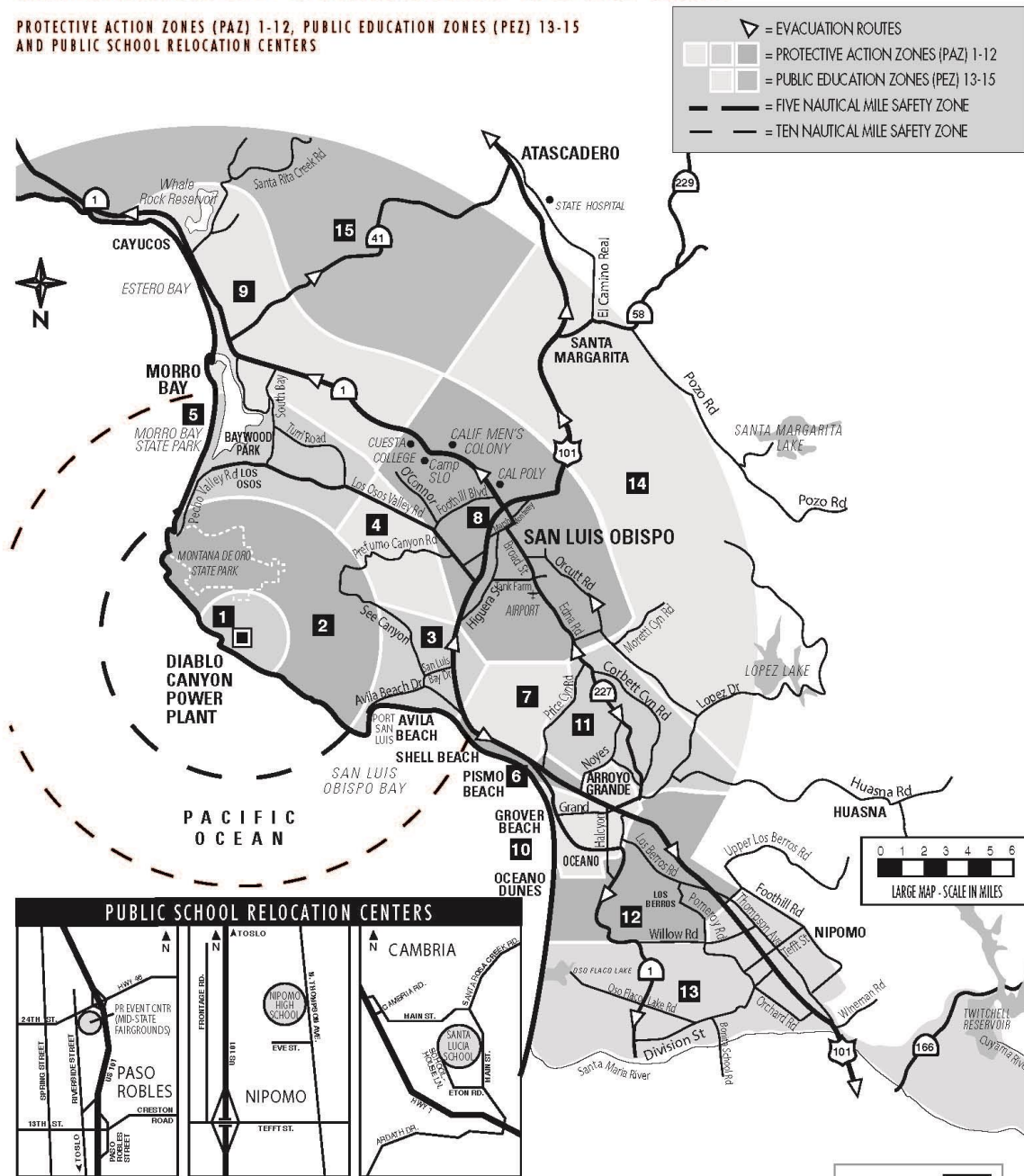
EMERGENCY PLANNING ZONE DESCRIPTIONS

PROTECTIVE ACTION ZONES (PAZ)		PROTECTIVE ACTION ZONES (PAZ)		PROTECTIVE ACTION ZONES (PAZ)		PUBLIC EDUCATION ZONES (PEZ)	
PAZ 1	2-Mile Radius from Plant	PAZ 5	Baywood/Los Osos	PAZ 11	Orcutt Road/ Lopez Drive/Route 227	PEZ 13	Nipomo
PAZ 2	6-Mile Radius from Plant	PAZ 6	City of Pismo Beach	PAZ 12	Nipomo, North of Willow Road	PEZ 14	Cuesta Pass/
PAZ 3	Avila/ San Luis Bay/	PAZ 7	Indian Knob/Price Canyon	MARINE SAFETY ZONES			Santa Margarita
	See Canyon/Sunset Palisades/	PAZ 8	San Luis Obispo Area	N/A	5 Nautical Miles	PEZ 15	Route 41/
	Shell Beach/Squire Canyon	PAZ 9	Morro Bay/Cayucos	N/A	10 Nautical Miles		Old Creek Road
PAZ 4	Prefumo Canyon/ Los Osos Valley	PAZ 10	Five Cities (Southern portion)				

APPENDIX 7: EVACUATION ROUTES

Evacuation Routes
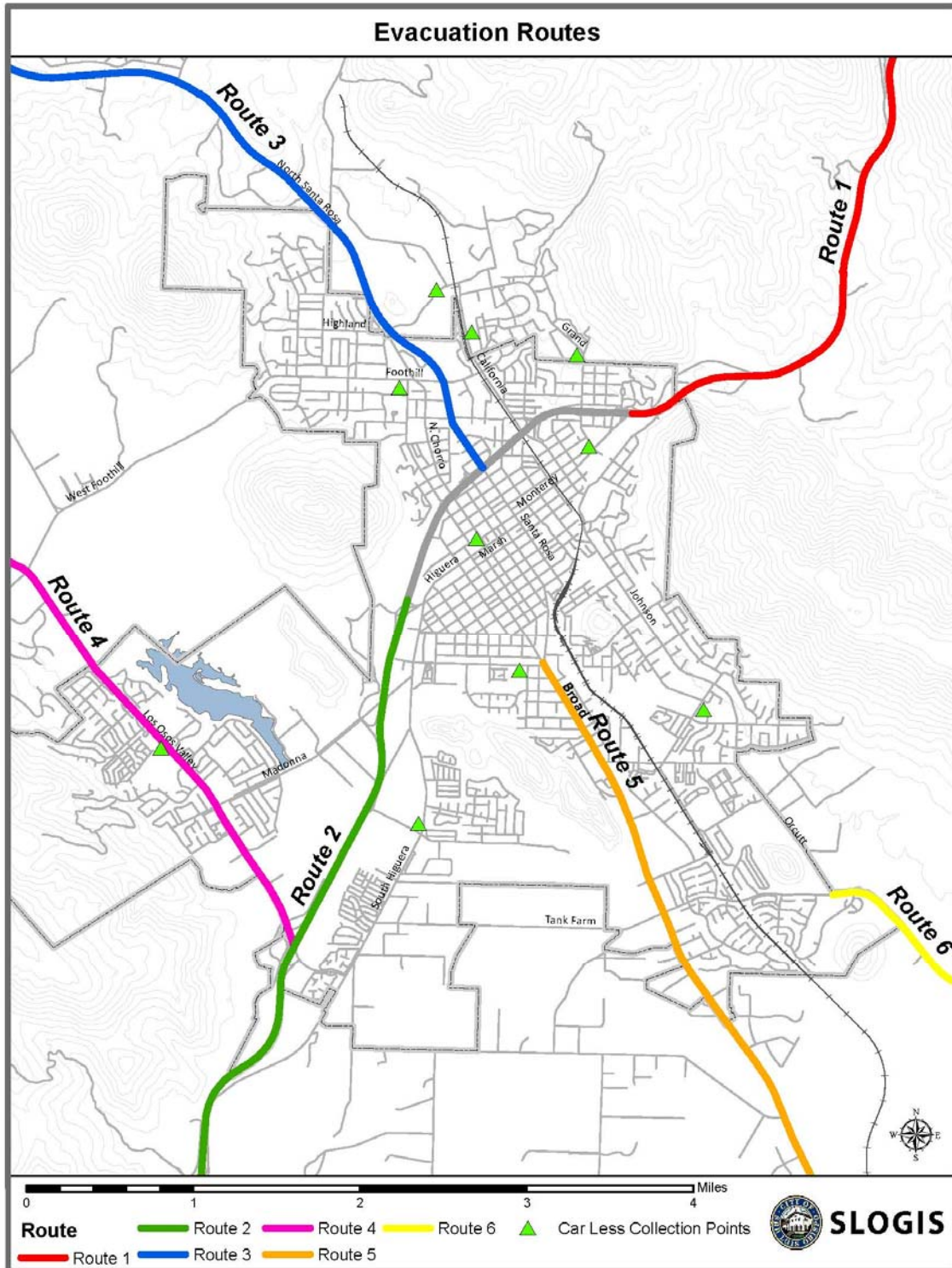
APPENDIX 8: COMMUNICATION UPDATE FORM

Date: _____	Time: _____	Completed by:_____

Emergency Classification Level:

☐ Update ☐ No New information	A/n: ☐ Unusual Event ☐ Alert ☐ Site Area Emergency ☐ General Emergency ☐ Event Terminated Was declared at: _____

Protective Action Decision:

☐ Update
 	
☐ No New information
	A Protective Action Decision has been made:
	
	          Evacuate PAZ(s)_____or Other _____
	          Shelter PAZ(s)_____
	          Order KI for PAZ(s) _____
	The Sirens will sound at_____hrs.

Nautical Safety Zones:

☐ Update ☐ No New information	A_____Nautical Mile Safety Zone around DCPP has been established. Boaters are also directed to: _____

Agricultural Preventative Measures and Hold Orders:

☐ Update ☐ No New information	Agricultural Preventative Measures for PAZ/Ag Sector: _____ Agricultural Hold Orders for PAZ/Ag Sector:_____ *See WebEOC for specific details*

Radiological Release in Progress:

☐ Update ☐ No New information	There is a radiological release in progress: ☐ Yes ☐ No Other_____

City of San Luis Obispo

Emergency Operations Plan

Adverse Weather
- **Drought**
- **Erosion**
- **Storm**
- **Windstorms**
- **Severe Winter Storm**
- **Localized Flooding**
- **Severe Heat**

ANNEX H

Developed for:
Keith Aggson
Fire Chief
City of San Luis Obispo
Fire Department
San Luis Obispo, CA.

Prepared by:
David L. Mathe
Disaster Leadership and
Preparedness Advisor
Nipomo, CA.

FORWARD

Annex H, City of San Luis Obispo Adverse Weather Emergency Management Plan addresses the City of San Luis Obispo's response to adverse weather. Response measures and procedures concerning the policy and operations of the City of San Luis Obispo Emergency Organization are contained herein.

Coordinated Response

It is recognized that if major adverse weather impacts the City of San Luis Obispo and is regional in nature, Unified Command will be charged with coordinating the response.

ICS/SEMS/NIMS

The City of San Luis Obispo has adopted the Incident Command System (ICS), the Standardized Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to damaging adverse weather impacting the City of San Luis Obispo.

Unified Incident Command Authority

In the event of adverse weather, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of San Luis Obispo's position as Incident Commander.

        No. 1 – Public Works Director or Deputy Public Works Director
        No. 2 – Public Works person as appointed by the Public Works Director
        No. 3 – On-Duty Battalion Chief or highest-ranking Fire Officer or Police Officer

The Unified Incident Commander will:
Alert the San Luis Obispo City Manager as to the severity of the incident.

Emergency Operations Center Leadership
The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director and the Deputy City Manager is the alternate.

Persons with Access and Functional Needs
It is the intent of the City of San Luis Obispo to ensure that Persons with Functional and Access Needs have equal services that are provided to the citizens of San Luis Obispo and are a priority during an emergency.

_____

Keith Aggson
Fire Chief
City of San Luis Obispo Fire Department
Date: 01/01/2022

Adverse Weather

Table of Contents

I. Essentials

A. Adverse Weather

Drought: Periods of drought can have significant environmental, agricultural, health, economic and social consequences. Drought can also reduce water quality, because lower water flows reduce dilution of pollutants and increase contamination of remaining water sources. Wildfires are typically larger and more severe in periods of drought due to the lower fuel moisture content.

Erosion: erosion is a natural geological process caused by currents, storms, earthquakes, winds, and the gradual movement of tectonic plates. It may take place slowly over thousands of years, or it may occur dramatically, as with landslides or severe storms. Rates of erosion are reported as a yearly average. Local annual erosion rates range from three inches a year to over one foot. However, this pattern is not indicative of future annual changes.

Storm: Storms usually do most of their damage in the form of erosion and localized flooding. The winds originate from low-pressure systems offshore and circulate counterclockwise around the low. The duration of such a storm, can be the most significant measure of its destructiveness.

Wind Storms: Refers to any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life. Severe windstorms pose a significant risk to life and property in the region by creating conditions that disrupt essential systems such as public utilities, telecommunications, and transportation routes. High winds can and do occasionally cause tornado-like damage to local homes and businesses. Severe windstorms can present a very destabilizing effect on the dry brush that covers local hillsides and wildland urban interface areas. High winds can have destructive impacts, especially to property trees, power lines, and other utility services.

Severe Winter Storm: Severe winter storms are a combination of high winds and heavy rains. These events occur on a regular basis when two fronts combine to create the storm.

Localized Flooding: Advisories, watches and warnings are often issued by the National Weather Service regarding storms or floods. The basis of these advisories is predictable weather patterns and existing knowledge of the flooding history of an area. For all practical purposes, these notifications require nothing more than a heightened level of awareness on the part of both emergency responders and the general public.

- ☐ **Flood Advisory** – Minor general or area flooding of streets, low-lying areas, urban storm drains, creeks, and small streams is occurring, imminent, or highly likely.
- ☐ **Flood Watch** is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.
- ☐ **Flood Warning** is issued when flooding is imminent or occurring.

Severe Heat: In the event of an extended Severe Heat period, the event will be led from the appropriate Department Operations Center (DOC).

B. Initiating Event

Adverse weather is the initiating event that alerts the public and the City of San Luis Obispo. The focal point for reporting initial adverse weather damage is the City of San Luis Obispo's Emergency Communications Center.

C. Plan Activation

It is the policy of the City of San Luis Obispo that adverse weather, as referenced in this Plan, and in the judgment of the City Manager, Fire Chief or Police Chief, or their designee, warrants activation of this plan.

If confirmed damage is brought to the attention of the City of San Luis Obispo Emergency Communications Center, contact with the Unified Incident Commander (or authorized alternate) should be attempted. If contact is possible, the Unified Incident Commander or alternate would be advised of the situation, including initial damage reports.

If contact with the Unified Incident Commander or any authorized alternate cannot be made, the Deputy Fire Chief or on-duty Battalion Chief or highest-ranking Police Officer may recommend Plan activation.

D. Initial Alerting

Upon Plan activation, the San Luis Obispo Emergency Communications Center will notify City departments of Plan and Emergency Operations Center activation. EOC mobilization instructions follow ed by on-duty dispatchers will:

  □ Notify the San Luis Obispo City Manager and all department heads and have them report to the City's Emergency Operations Center.
  □ Alert all off-duty police, fire, public works, utilities, Parks and Recreation and Community Development building inspectors.
  □ Poll public works, police and fire units and stations for damage assessment and available resources.
  □ Alert on-duty public works, police and fire units and instruct them to begin Situation Reporting in the San Luis Obispo Situation Reporting Zones (SRZ).

II. Response

A. Emergency Operations Center Locations:

The following are the EOC locations for an emergency event. (Note: These locations may be adjusted or changed depending on the specific circumstances of the event).

EMERGENCY OPERATIONS CENTER (EOC)

Primary: San Luis Obispo City Fire Department
                2160 Santa Barbara Ave.
                San Luis Obispo, CA 93401

Secondary: Ludwick Community Center
                        864 Santa Rosa Street
                        San Luis Obispo, CA 93401

B. Emergency Operations Center – Levels of Activation

The number of City staff at the EOC will depend on the level of activation. The person authorizing the activation of the EOC will determine the Level of Activation. The Emergency Services Director or Deputy Emergency Services Director may change the activation level throughout the emergency as needed. The levels of activation are:

☐ **EOC LEVEL 1**
A major disaster where local resources are overwhelmed. State and/or federal resources are required. A local emergency and a state of emergency will be proclaimed. A Presidential Declaration of Emergency or major disaster will be requested. The EOC will be staffed to the highest number of personnel possible or necessary.

☐ **EOC LEVEL 2**
A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A local emergency and a state of emergency may be proclaimed by City Council or the County. The EOC will be moderately staffed.

☐ **EOC LEVEL 3**
A minor to moderate incident wherein local resources is adequate and available. A local emergency may or may not be declared. The EOC will be minimally staffed.

Note: Upon activation of the City of San Luis Obispo's Emergency Operations Center, contact will be established with the San Luis Obispo County Office of Emergency Services.

C. Emergency Response Levels

Emergency response for adverse weather emergencies is broken down into three levels:

☐ **Level 1, Severe Emergency:** Total recall of all off-duty police, fire department personnel, and request the San Luis Obispo City Manager and all department heads report to the City's Emergency Operations Center.

☐ **Level 2, Escalating Emergency:** Increased number of incidents due to damaging adverse weather. On-duty crews cannot keep up with calls. The incident can be handled by calling out all off-duty public works department employees and with the assistance of on-duty fire and police units.

☐ **Level 3, Non-Emergency:** Always in effect day-to-day routine operations. No excessive incidents. On-duty crews can handle all calls.

D. Situation Awareness Reporting

1. **General**

   The priority upon plan activation is situation reporting: the process of getting a complete and comprehensive picture of the damages caused by the event. Immediately after damaging adverse weather, situation reporting may be minimal. It is recognized that complete damage intelligence may take several hours to several days to get a complete and stable citywide assessment. Continuing situation reporting is critically important and is the foundation on which EOC/field actions are based. Every effort must be made to immediately initiate a field survey within a Situation Reporting Zone (SRZ) and to gather the best available information, and report that information through channels to the City of San Luis Obispo EOC as soon as possible. Situation Reports may become available from the other sources, i.e.:

   - General Public
   - News and social media
   - San Luis Obispo County Emergency Communications Center
   - San Luis Obispo County Office of Emergency Services
   - City of San Luis Obispo Radio equipped field units
   - Caltrans
   - California Highway Patrol
   - SEMPRA (formerly known as Southern California Gas Company)
   - San Luis Coastal Unified School District
   - Pacific Gas and Electric (PG & E)
   - Area Medical Centers

   The individual field Situation Reporting Groups within the Operations Section will conduct a field survey of an area or Situation Reporting Zone (SRZ). Early reports may include the following:

   - Rescue needs (estimated number trapped)
   - Serious mass injuries (estimated number)
   - Deceased (estimated number)
   - Damaging adverse weather
   - Serious hazardous material spills
   - Any other critical emergency or situation observed

E. Situation Reporting Zones

In the event of a damaging event, the City of San Luis Obispo has been organized into four Situation Reporting Zones (SRZ's). They are described as follows:

Zone 1: CENTRAL: is that area to the **North** of the intersection of Broad Street and Perkins Lane, **West** of the Union Pacific railroad, South of Mill Street from Broad St. to Pepper Street and **East** of Highway 101 from Madonna Road to Broad Street.

Zone 2: NORTH: Is that area to the **North** of Mill St. from Broad Street to Pepper Street and **North** of Monterey Street from Pepper Street to Fox Hollow Road exit off Highway 101.

Zone 3: WEST: is that area that is **West** of Broad Street and **South** of the Intersection of S Higuera Street and Bridge St.

Zone 4: EAST: is that area that is **South** of the intersection of Broad Street and Perkins Lane, **East** of the intersection of Tank Farm Road and Santa Fe Road and East of the Union Pacific railroad from the Meeting of Lawrence Drive and Garibaldi Avenue and **South** of Monterey Street

Note: Where no damage occurs within an SRZ, **"no damage"** reports are still required to insure complete damage intelligence.

F. Situation Zone Responsibilities

DEPARTMENT	*RESPONSIBILITY*
Police Department	Citywide survey for all encampments for evacuation needs
Fire Department	Citywide survey for damage, rescue, fire, and evacuations
Public Works	Citywide survey for streets, facilities and, parks damage
Information Technology	Citywide survey for communication and broadband damage
Community Development	Citywide survey of critical facilities for damage, structural damage, and posting of unsafe buildings
Utilities	Citywide survey of freshwater and waste disposal systems
PG&E Utilities	Survey for condition of their infrastructure
SLO Coastal Unified School District	Survey for condition of their facilities and personnel
Caltrans	Jurisdictional for State highways

G. San Luis Obispo County Resources

The Office of Emergency Services (OES) coordinates all requests for assistance from San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County, contact the Duty Officer at 805.781.1144.

The American Red Cross works together with the Care and Shelter Branch to identify and establish evacuation and general population shelter sites. In most cases the Care and Shelter Branch provides a supporting role to the American Red Cross.

III. Hazard Assessment

The City of San Luis Obispo Hazard Identification and Analysis process used the FEMA Threat and Hazard Identification and Risk Assessment Guide.

General Responsibilities

Listed below is a general assessment that may result from damaging adverse weather. The exact circumstances of adverse weather may dictate some flexibility and adjustments.

A. Hazard Assessment

1. Situations

Any one of the adverse weather events may be considered a threat to the City of San Luis Obispo.

2. Potential Threats

Threats as the result of adverse weather impacting San Luis Obispo may range from erosion, winds, and localized flooding; windstorm may damage residences, businesses, trees, and power lines.

3. Potential Range of Damage

Most of the adverse weather causes little to moderate damage.

IV. Potential Impacts

This Section does not presume to predict the full range and depth of adverse weather impacts. The following, attempts to present the most likely impacts from adverse weather occurring in or near the City of San Luis Obispo:

1. Leadership
2. Situation reporting
3. Building collapse causing need for rescue
4. Multiple Casualties
5. School disruptions
6. Hazardous material releases
7. Fires
8. Evacuation
9. Utilities – Natural Gas, Electricity and Sanitation
10. Transportation systems
11. Communications
12. Emergency Public Information

1. Leadership:
- The strain on local government and its emergency response organization to command and coordinate the response to adverse weather could be immediate, severe, and overwhelming.
- Initial in-county assistance will probably occur within the first 12 hours.
- Assistance from out of county departments may not arrive until well after the first 24 hours.
- San Luis Obispo must presume that they will essentially be on their own, with only local resources, for 48 hours.
- It is estimated that full mobilization of local government personnel will be difficult due to staff call-back availability, transportation disruptions, and family status concerns.

2. Situation Reporting:
- ☐ An overall assessment and prioritization of emergencies/hazards through a centralized means of situation reporting will be one of the first critical actions.
- ☐ On-duty radio-equipped public safety and public services units may be the only means available to provide an initial survey of field areas and report damage information.
- ☐ Due to several factors (massive damage, limited personnel, transportation disruptions, communications overload, etc.), a complete situation reporting picture may take several hours to several days.

3. Building Collapse/Rescue:
- ☐ The structures that will most commonly receive damage and fail in adverse weather are structures adjacent to flowing water or adjacent to large trees.
- ☐ The collapse of such buildings is often responsible for many casualties and the need for rescue.

4. Multiple Casualties
- ☐ See Annex C, Multiple Casualty Incident of this Plan for additional information.

5. School Disruptions:
- ☐ Should school be in session during major adverse weather, some serious injuries of students and faculty can be anticipated.
- ☐ Schools would be immediately disrupted requiring them to either close or evacuate.

6. Hazardous Materials Releases:
- ☐ Refer to Annex B, Hazardous Materials Annex for additional information.

7. Fires:
- ☐ Refer to Annex E, Major Fire Annex for additional information.

8. Evacuation:
- ☐ Evacuation that may be required because of adverse weather will be a high priority.

9. Utilities: Natural Gas, Electricity, Water, Sanitation
- ☐ Normal utility systems may fail or be disrupted.
- ☐ Electrical power loss would primarily be from breakage of overhead wires.
- ☐ Water line breakage should be expected.
- ☐ Localized damage to pump stations and storage facilities is anticipated.
- ☐ Water System contamination may occur.
- ☐ The city wastewater and water treatment plants may be damaged.

10. Transportation Systems:
- ☐ Adverse weather could disrupt normal transportation systems.
- ☐ The primary cause of surface transportation failure would be from road deformation, landslides, water flowing in streets and the loss of bridges.
- ☐ Power outages will impact traffic signals.

- ☐ Surface street blockage by debris would also cause delays and temporary road closures.

11. Communications:
- ☐ Normal means for reporting emergencies/hazards via a 911 phone dependent system may be lost to the public.
- ☐ Adverse weather may disable the telephone system.
- ☐ Telephone equipment, both hard wired and cell sites, could be adversely affected primarily by overloading and physical damage.
- ☐ Essential service lines will most likely survive and can typically primarily be relied upon in implementing this Plan.
- ☐ Effective radio communications may require the augmentation of ARES personnel and/or the use of "car to car" relay systems.
- ☐ In the absence of emergency power to some agency base stations, portable radios may be the only available means of radio communications.

12. Emergency Public Information:
- ☐ During and following adverse weather, the public will need basic emergency public information.
- ☐ This information will be provided by the City of San Luis Obispo's Public Information Officer via:

  - ☐ SLO County OES Alert Sense
  - ☐ Emergency Broadcast Messages over the Emergency Alerting System (EAS)
  - ☐ Social Media
  - ☐ AM/FM Radio Stations
  - ☐ Local network television

V. Emergency Recovery

The City of San Luis Obispo has a Recovery Plan, in the City of San Luis Obispo's Emergency Operations Plan. The following points are a short overview of items covered in more detail in that document.

A. Re-Entry

During transition into a recovery phase, areas affected by adverse weather should be inspected to determine if they are safe for public re-entry. Based on joint concurrence by the Unified Command Staff, state or federal representatives, re-entry will be authorized, and a Public Information message to that effect will be issued.

B. Demobilization

When response departments are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (San Luis Obispo City Manager) or the Deputy Emergency Services Director (Assistant City Manager) determines that the disaster has entered a recovery phase, the command staff should develop a formal demobilization plan. Consideration should also be given to assigning appropriate departments to conduct short term recovery operations (e.g., debris removal, restoration of critical facilities, utilities, and communications, and tending to the needs of the displaced, etc.)

The City of San Luis Obispo Emergency Operations Center should be downgraded as an Emergency Operations Center and then become a Recovery Operations Center (ROC). It is desirable to attempt to restore departments to their normal working routine and environment as soon as possible. The Unified Command Staff, as well as other City of San Luis Obispo departments, will be heavily involved in short and long-term recovery operations.

C. Final Report and Activity Log

All department heads from the City of San Luis Obispo departments involved in the adverse weather response will be required to complete a narrative report and a master activity log. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the adverse weather. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, EOC messages, EOC activity logs). A copy of the narrative report and activity logs should be forwarded to the Plans Section as soon as possible and will be part of the official record of the adverse weather disaster.

VI. Plan Administration

A. Plan Adoption

This is the official San Luis Obispo City Plan for responding to adverse weather occurring in, or threatening, the City of San Luis Obispo. The Plan's responsibilities and authorities are effective as indicated below.

B. Purpose

The purpose of this Plan is to establish the City of San Luis Obispo's response organization, Leadership authority, responsibilities, functions, and interactions required to mitigate the effects of adverse weather affecting the City of San Luis Obispo. The priority of emergency response to a damaging event shall be to minimize loss of life and property. The Plan is designed to unify all response departments under the Incident Command System (ICS) in order to best utilize joint resources and more effectively minimize damage to life and property caused by the effects of adverse weather.

C. Authorities

See the Plan Summary, for a listing of all authorities and references.

D. Scope

1. Relationship with Other Plans
This Plan, a component of the City of San Luis Obispo's Emergency Operations Plan and is primarily intended to serve as a stand-alone adverse weather response plan. Procedures within this plan address emergency

response and short-term recovery. The City of San Luis Obispo Adverse Weather Plan is compatible with federal, county and state emergency response plans. Should this type of event come about as the result of another disaster, that Disaster Plan will supersede this Plan.

2. Jurisdictional Factors
This plan encompasses the City of San Luis Obispo jurisdictional limits of the City of San Luis Obispo. Copies of this Plan have been sent to the San Luis Obispo County Office of Emergency Services, incorporated cities, San Luis Coastal Unified School District, and locally based federal, state, and military institutions for informational and coordination purposes.

E. Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of San Luis Obispo. Please enter the revision number, revision title, page number revised date the revision was posted and the name of the person posting the revision. The format for numbering revisions shall be a sequential number followed by the last two digits of the current calendar year (e.g., #1-15, #2-15, and so on). New sequential numbers will begin each January 1.

Revision #	Revision Title	Page Number Revised	Date	Name
1-22	2022 Emergency Plan Update	None	01/01/2022	Aggson

City of San Luis Obispo

Emergency Operations Plan

Utility Disruption

ANNEX I

Developed for:
Derek Johnson
City Manager
City of San Luis Obispo
San Luis Obispo, CA.

Developed by:
Keith Aggson
Fire Chief
City of San Luis Obispo
San Luis Obispo, CA

FORWARD

The City of San Luis Obispo Utility Disruption Annex provide an overview of the City's approach to continuity of operations should a power, water, natural gas or sewer or phone service outage occur. It details City actions, describes the city organization, and assigns tasks. This plan provides guidance for implementing the Annex to ensure the orderly, rapid, and efficient actions of mission essential functions occur under the threat and condition of utility outage impacts and disruptions of City services to the best of our abilities. This plan will also be an important reference during a multi-day utility outage regardless of the cause, including disasters. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on City of San Luis Obispo missions, personnel, and facilities.

The Utility Disruption Annex was established to ensure protection of the community during prolonged or multi-day utility outages. The expectation of the City of San Luis Obispo is that the City and San Luis Obispo County Office of Emergency Services (OES) will work together in the implementation of this plan to protect City employees, City infrastructure, and to ensure the overall health and safety of the community. The city is committed to working together to mitigate the impacts of a multi-day utility outage.

Given the continued and growing threat of extreme weather, wildfires, and earthquakes, long term utility outages are a community threat that can compel EOC support of operations. In addition, climate change has directly impacted adverse weather patterns where wind, rain and flooding events can compromise the cities electrical grid system. Electric

Coordinated Response

When a Utility Disruption event impacts the City of San Luis Obispo and surrounding jurisdictions, Unified Command will be established by the San Luis Obispo County Office of Emergency Services (OES) and charged with coordinating the regional response.

ICS/SEMS/NIMS

The City of San Luis Obispo has adopted the Incident Command System (ICS), the Standard Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a Utility Disruption event impacting the City of San Luis Obispo.

Unified Incident Command Authority

In the event of a Utility Disruption Incident, the appropriate Fire Chief or Utilities Director will assume the position of Unified Incident Commander based on the incident type. In the event the Fire Chief or Utilities Director is not available, the following chain of command is provided to identify authorized alternates to fill the City of San Luis Obispo's position as Incident Commander.

Power or Natural Gas
No. 1 – The Deputy Fire Chief or on-duty Battalion Chief
No. 2 – The On-Duty Fire Officer as appointed by the Fire Chief (power/natural gas)
No. 3 – The Chief of Police or highest-ranking Police Officer

Water or Sewer

No. 1 – The Deputy Utility Director or on-duty Manager
No. 2 – The On-Duty Utility Supervisor as appointed by the Utility Director
No. 3 – The Public Works Director or Public Works Deputy

The Unified Incident Commander will alert the San Luis Obispo City Manager as to the severity of the incident.

Emergency Operations Center Leadership
The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director, and the Deputy City Manager is the alternate as needed.

Persons with Access and Functional Needs
It is the intent of the City of San Luis Obispo to ensure Community Members with Baseline Medical needs and Functional Access Needs have equal services and are prioritized during an emergency.

Keith Aggson
Fire Chief
City of San Luis Obispo Fire Department
Date: 01/01/2022

Table of Contents

I. Essentials

A. Utility Disruption Emergency Definitions

1. Weather Emergency (also see Adverse Weather Annex)

A weather emergency (severe heat wave, high winds, or severe cold wave), either in the City of San Luis Obispo or threatening the City of San Luis Obispo, of disastrous proportions that causes extended loss of power.

2. Wildfire (also see Major Fire Annex)

A wildfire emergency (urban interface, intermix or open space) either in the City of San Luis Obispo or threatening the City of San Luis Obispo, of disastrous proportions that causes utility infrastructure damage resulting in loss of power, water, sewer, and natural gas.

3. Earthquake (also see Earthquake Annex)

An earthquake emergency (depending on magnitude) either in the City of San Luis Obispo or threatening the City of San Luis Obispo, of disastrous proportions that causes utility infrastructure damage resulting in loss of power, water, sewer, and natural gas.

B. Initiating Event

Any notification of anticipation or known severe weather, wildfire, or earthquake that in the opinion of the City of San Luis Obispo City Manager, Utility Director (or designee), Fire Chief (or designee) Chief of Police (or designee) will create an extended utility disruption will be considered an "initiating event" for plan activation. Utility threats can change quickly, the goal is to provide the community with advance notice when possible. The event notification will include:

- ☐ Estimated start time of a potential event
- ☐ Forecasted weather duration
- ☐ Estimated time range to full restoration
- ☐ Number of medical baseline customers in the potentially impacted area
- ☐ If a planned "Public Safety Power Shut-off" by PG&E, maps that include boundaries of the area subject to de-energization and affected circuits will be posted at www.pge.com/pspsportal

C. Initial Alerting

Upon notification of Utility Disruption, the following actions should be followed:

- ☐ Dispatch: The San Luis Obispo Emergency Communications Dispatch Center will notify the City Manager, Utility Director, Police and Fire Chiefs or designees of Utility Disruption notification.
- ☐ In the event of a Utility Disruption event, it is recommended an operational conference call occur to discuss EOC activation need and immediate preparation and response needs.
- ☐ Known Utility Disruption Operational Area Conference call with:
    - ☐ SLO City EOC Director or designee

     □ SLO Utility Director or designee
     □ SLO City Fire & Police Chief or designee
     □ SLO County OES Director or Duty Officer *as appropriate*
     □ Cal Poly EOC Director or designee *as appropriate*
     □ CAL FIRE Chief or Duty Chief *as appropriate*
     □ San Luis Coastal School District Director or designee *as appropriate*

□ Objectives to be discussed during the conference call:
     □ Attain situational awareness on utility conditions
     □ Review the anticipated area of anticipated impact
     □ Identify actions already taken
     □ Identify incident-specific concerns
     □ Present the EOC Director with recommended courses of action
     □ Recommend to the EOC Director whether to implement all or part of the Annex

□ Department Heads & Elected Officials notified by SLO City EOC Director or designee
     □ Emergency Communications Center to monitor information
     □ EOC PIO implement crisis communications plan
     □ Notify all Department Heads of current situation and EOC operations
     □ Notify City Council of current situation and EOC operations

□ SLO City EOC Director or designee determines and communicates activation of EOC to appropriate level
     □ Department Heads or assignee report to EOC as required
     □ Section Coordinators or assignee report to EOC as required
     □ Elected Officials report to EOC as required
     □ Recall off-duty police and fire personnel as required
     □ Notify Cal Poly, Co. OES and CAL FIRE of EOC activation
     □ ECC and EOC monitor National Weather Service, OES Earthquake warning, PG&E, and/or So. Cal Gas

II. Response

A. Emergency Operations Center Locations:

The following are the EOC locations for an emergency event. (Note: These locations may be adjusted or changed depending on the specific circumstances of the event).

EMERGENCY OPERATIONS CENTER (EOC)

Primary: San Luis Obispo City Fire Department
             2160 Santa Barbara Ave.
             San Luis Obispo, CA 93401

Secondary: Ludwick Community Center
             864 Santa Rosa Street
             San Luis Obispo, CA 93401

B. Emergency Operations Center – Levels of Activation

The number of City staff at the EOC will depend on the level of activation. The person authorizing the activation of the EOC will determine the Level of Activation. The Emergency Services Director may change the activation level throughout the emergency as needed. The levels of activation are:

☐ **EOC LEVEL 1**
A major disaster where local resources are overwhelmed. State and/or federal resources are required. A local emergency and a state of emergency will be proclaimed. A Presidential Declaration of Emergency or major disaster will be requested. The EOC will be staffed to the highest number of personnel possible or necessary.

☐ **EOC LEVEL 2**
A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A local emergency and a state of emergency may be proclaimed by City Council and/or County. The EOC will be moderately staffed.

☐ **EOC LEVEL 3**
A minor to moderate incident wherein local resources is adequate and available. A local emergency may or may not be declared. The EOC will be minimally staffed.

Note: Upon activation of the City of San Luis Obispo's Emergency Operations Center, contact will be established with the County of San Luis Obispo Office of Emergency Services.

C. Emergency Response Levels

Emergency response for Utility Disruption emergencies is broken down into three levels:

☐ **Level 1, Severe Emergency:**
Total recall of all off-duty police, fire department personnel, and request the San Luis Obispo City Manager and all department heads report to the City's Emergency Operations Center.

☐ **Level 2, Escalating Emergency:**
Increased number of incidents due to the Utility Disruption Emergency. On-duty crews cannot keep up with calls however, the incident can be handled by calling out all off-duty public works department employees and with the assistance of on-duty fire and police units.

☐ **Level 3, Non-Emergency:**
Always in effect day-to-day routine operations. On-duty crews can handle all calls.

D. Situation Awareness Reporting

1. **General**
   The priority upon Plan activation is situation reporting: the process of getting a complete and comprehensive picture of the damages caused by the event. Immediately after a Utility Disruption Emergency, situation reporting may be minimal. It is recognized that complete damage intelligence may take several hours get a complete citywide assessment. Continuing situation reporting is critically

important and is the foundation on which EOC/field actions are based. Every effort must be made to immediately initiate a field survey within a Situation Reporting Zone (SRZ) and to gather the best available information. Report that information to the City of San Luis Obispo EOC as soon as possible. Situation Reports may become available from the other sources, i.e.:

- ☐ General Public
- ☐ News and social media
- ☐ San Luis Obispo County Emergency Communications Center
- ☐ San Luis Obispo Office of Emergency Services
- ☐ City of San Luis Obispo Radio equipped field units
- ☐ Caltrans
- ☐ California Highway Patrol
- ☐ SEMPRA/Southern California Gas Company
- ☐ Area Medical Centers
- ☐ San Luis Coastal Unified School District
- ☐ Pacific Gas and Electric (PG&E)

The individual field Situation Reporting Groups within the Operations Section will conduct a field survey of an assigned area or Situation Reporting Zone (SRZ). Early reports may include the following:

- ☐ Rescue needs (estimated number trapped)
- ☐ Serious mass injuries (estimated number)
- ☐ Deceased (estimated number)
- ☐ Damaging Utility Disruption Emergency
- ☐ Serious biological hazardous material spills (sewer leaks)
- ☐ Any other critical emergency or situation observed as a result of a Utility Disruption.

E. Situation Reporting Zones

In the event of a damaging event, the City of San Luis Obispo has been organized into four Situation Reporting Zones (SRZ's). They are described as follows:

Zone 1: CENTRAL: is that area to the **North** of the intersection of Broad Street and Perkins Lane, **West** of the Union Pacific railroad, South of Mill Street from Broad St. to Pepper Street and **East** of Highway 101 from Madonna Road to Broad Street.

Zone 2: NORTH: Is that area to the **North** of Mill St. from Broad Street to Pepper Street and **North** of Monterey Street from Pepper Street to Fox Hollow Road exit off Highway 101.

Zone 3: WEST: is that area that is **West** of Broad Street and **South** of the Intersection of S Higuera Street and Bridge St.

Zone 4: EAST: is that area that is **South** of the intersection of Broad Street and Perkins Lane, **East** of the intersection of Tank Farm Road and Santa Fe Road and East of the Union Pacific railroad from the Meeting of Lawrence Drive and Garibaldi Avenue and **South** of Monterey Street

Note: Where no damage occurs within an SRZ, **"no damage"** reports are still required to insure complete damage intelligence.

F. Situation Zone Responsibilities

DEPARTMENT	RESPONSIBILITY
Police Department	Citywide primary survey for damages
Fire Department	Citywide survey for damage, rescue, injuries, and fire
Public Works	Citywide survey for streets, facilities and, parks damage
Information Technology	Citywide survey for communication and broadband damage
Community Development	Citywide survey of critical facilities for damage, structural damage, and posting of unsafe buildings
Utilities	Citywide survey of freshwater and waste disposal systems damages.
PG&E Utilities	Survey for condition of their infrastructure
So. Cal Gas	Survey for condition of their infrastructure
SLO Coastal Unified School District	Survey for condition of their facility and personnel
Caltrans	Jurisdictional survey for State highways

G. San Luis Obispo County Resources

The Office of Emergency Services (OES) coordinates all requests for assistance for San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County, contact the Duty Officer at 805.781.1144.

The American Red Cross works together with the Care and Shelter Branch to identify and establish evacuation and general population shelter sites. In most cases the Care and Shelter Branch provides a supporting role to the American Red Cross.

H. City Personnel Notification /Activation

- ☐ The on-duty dispatchers will:
  - ☐ Alert all off-duty police, fire, utilities, and public works personnel to contact their respective departments to determine activation and reporting to duty needs.
  - ☐ This may be accomplished through assistance from each specific department.
- ☐ Dispatchers will poll on-duty police and fire units for:
  - ☐ Confirmation if stations are running on generator power and fuel status.
  - ☐ Confirmation of on-duty available resources and actions.
  - ☐ Information will be communicated to the EOC Director or designee.

I. Plan Objectives

- ☐ Provide for the safety of the public, agency employees, and first responders.
- ☐ Ensure that emergency service delivery efforts, both law enforcement, fire, and emergency medical service, are uninterrupted.
- ☐ Provide for timely and accurate release of incident information to the public, media, first responders, agency administrators and cooperators by the EOC Public Information Office.
- ☐ Protect the continuity of critical infrastructure (water/sewer), processes, essential services, and facilities with the installation of temporary power generation if back-up power does not already exist.

☐ Ensure coordination with law enforcement to maintain the protection of the public.
☐ Ensure that the needs of medically dependent individuals and those with access and functional needs are contacted and assisted as needed/able.
☐ Implement fuel distribution plan for continuous operations.
☐ Ensure Shelters and Resource Centers are supported by Care Support.
☐ Ensure close coordination and communication between Cal Poly, SLO County, San Luis Coastal and the City of SLO.
☐ Ensure close coordination and communication between, Co. OES/EOC, MHOAC (local hospitals, care facilities, SLO Ombudsman) and the City of SLO, and Cal Poly.
☐ Maintain close coordination and communication between all affected public agencies, incident management, and PG&E, for the activation of the Utility Disruption Annex.

J. Utility Disruption Ready, Set, Go

☐ Community members should be encouraged to closely monitor the weather and understand what constitutes "fire-prone weather," such as Red Flag Watches and Warnings.

☐ Community members, who are sensitive to heat or dependent on electricity, should start to prepare if weather becomes extremes or should de-energization occur.

☐ Provide National Weather Service forecasts for the potential of high-fire risk weather to occur within 24 hours and the public should now get "Ready" for a wildland fire. https://www.readyforwildfire.org/prepare-for-wildfire/ready-set-go-campaign/

☐ The City Public Information Officer (PIO) should notify the public of utility disruption

☐ Community members should exercise their Utility Disruption Ready-Set-Go plan, which may include evacuation to a non-affected area, and "Go."

☐ Community members should be directed to https://www.slocity.org/ & https://www.readyslo.org for up-to-date Utility Disruption information, including outage maps, the City call line, the electrical companies' public assistance line, resource centers and other applicable information.

III. Hazard Assessment

The City of San Luis Obispo Hazard Identification and Analysis process used the FEMA Threat and Hazard Identification and Risk Assessment Guide.

General Agency Responsibilities

Listed below is a general assessment that may result from a Utility Disruption. The exact circumstances of a Utility Disruption event may dictate some flexibility and adjustments. The following discussions attempts to present the most likely impacts from a Utility Disruption event occurring in or near the City of San Luis Obispo. These potential emergencies are discussed in detail below as a basis for planning and response. This Plan does not presume to predict the full range and depth of Utility Disruption event consequences. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies resulting from a Utility Disruption impacting event occurring in, or threatening the City of San Luis Obispo.

A. Hazard Assessment

     1. Potential Threats
☐   The potential for a Utility Disruption emergency in the City of San Luis Obispo always exists.
☐   Utility Disruption emergencies are the primary areas of concern of this annex.
☐   The potential exists for a Utility Disruption emergency that could quickly over-run the capabilities of both the City of San Luis Obispo's and other local government fire departments.

IV. Potential Impacts

The following potential impacts that may be triggered as a result of a Utility Disruption emergency impacting this City of San Luis Obispo include:

1. Leadership
2. Situation Reporting
3. Evacuation
4. Utilities Water-Sanitation
5. Transportation Systems
6. Communication Disruption
7. Emergency Public Information
8. Security
9. Animal Sheltering
10. School Disruption
11. Emergency Services
12. Resource Center

1. **Leadership**
    ☐ The strain on local government and its emergency response organization to command and coordinate the response to an extreme Utility Disruption event could be immediate, severe, and overwhelming.
    ☐ In county assistance from state, federal, mutual aid and private agencies will probably not be needed in anything but the most extreme situations where outages exceed 48 hours.
    ☐ Logistical support and/or mutual aid requests may have extended arrival time.

2. **Situation Reporting**
    ☐ A Utility Disruption event may initiate or exacerbate emergencies.
    ☐ Such an occurrence is reasonably anticipated to overwhelm emergency response resources and necessitate a change to the traditional response protocol.
    ☐ Reporting emergencies via a 911-phone dependent system may be overloaded the first several hours of the incident.
    ☐ Challenges may be in an overloaded cellular system as citizens turn to cellular data for information.

3. **Evacuation**
    ☐ The purpose of an evacuation is to move the population in an affected area away from the possible hazards.

□ Evacuation for short duration utility outages should not be necessary and avoided when possible, and community members should be encouraged to shelter in place.

□ Evacuation of specific populations may be indicated when:

  □ Baseline medical patients need definitive care at hospital or medical facility.

  □ Utility outage is anticipated to exceed 48 hours.

  □ Managed care facilities activate their emergency plan to move their baseline clientele.

  □ During extreme temperatures when fans and HVAC system are not available for vulnerable populations.

4. **City Utilities (Water and Sewer)**

□ The Utilities Department has worked to ensure that necessary water and sewer facilities have power generation equipment to maintain service through Utility Disruption event.

□ Water storage tanks should be topped off upon the first notification of a possible Utility Disruption.

□ Water treatment and storage capacity may be reduced during a Utility Disruption event, the public should make all efforts to eliminate outdoor irrigation and unnecessary indoor water use.

□ If backup generators fail and positive pressure is lost within the City's water distribution system, the County Health Officer may need to issue a boil water notice to the community immediately to ensure public health is protected.

5. **Transportation Systems**

□ A Utility Disruption will likely disrupt normal transportation systems causing severe traffic management problems as well as delays to response, evacuation, and logistical support.

□ Transit systems would remain operational as determined by the EOC.

□ Additional public works staff and resources maybe necessary to assist police in traffic control.

6. **Communication Disruptions**

□ Telephone equipment, both hard wired, cellular and voice over internet (VOIP) could be adversely affected.

□ Hard wired phones may remain in-service however overloading may occur.

□ Cellular may remain in-service however overloading (data) may occur.

□ Voice over internet would be out of service and unusable.

7. **Emergency Public Information**

□ During a UTILITY DISRUPTION event, the public will need basic emergency public information.

□ This information will be provided by the City of San Luis Obispo's Public Information Officer via a wide range of both public notification systems and social media.

□ Information streams may become challenged over time as cell phone power is lost.

□ The need for a staffed call center will be needed, this could be in conjunction with the County.

□ See holding statement attachment at end of document

8. **Security**
    □ Access into and out of the impacted area, mostly to ensure public safety, will be a consideration for law enforcement.
    □ Alarm systems may fail or malfunction resulting in additional PD calls as well as a security risk.

9. **Animal Sheltering**
    □ Animal shelter may be a long-term requirement for extended power outages; however, community members should be directed where to take animals during evacuation whenever possible.
    □ Potential resources:
        ▪ SLO Co. Animal Services (animals including dogs, cats, rabbits, birds, chickens)
        ▪ SLO FFA (large animals, livestock)
        ▪ Mid-State Fairgrounds (large animals, livestock)
        ▪ Santa Maria Fair Park (large animals, livestock)
    □ The American Red Cross has disaster trailers (which are staged at various locations around the County) and can be stocked with some crates, food, and bowls.
    □ Due to loss of water pumps on private property, water for large animals may become an issue.
    □ The County Ag Commissioner should be consulted to identify impacts.

10. **School Disruptions**
    □ Schools would be immediately disrupted requiring them to either shelter in place, close or evacuate.
    □ Communication with SLO Coastal School District via SLOPD school resource officer as needed.

11. **Emergency Services**
    □ Emergency medical services may become overwhelmed due to baseline medical community needs.
    □ Fires, wildland, or structure may pose extreme public hazard should water systems dependent on power be compromised.
    □ Technical Rescues of various types could occur as a result of power outages such as elevator entrapment.

12. **Resource Centers**
    □ The EOC may consider opening "Resource Centers" for daytime use during a Utility Disruption
    □ Pre-identified resource centers should be considered for use in providing resources and limited daytime shelter to displaced individuals during an extended outage.
    □ The city in cooperation with the County may need to support medical shelters for 24-hour use. The decision will be made at the time based upon the needs and number of displaced individuals and whether they have on-going medical issues like the need for electrically operated supplemental oxygen concentrators/generators, CPAP, home dialysis machines, sensitivity to heat emergencies etc.
    □ SLO County EOC Mass Care (CHADOC) and Public Health officials may provide shelter assistance.

☐ Assistance may be limited from Red Cross as power outages are considered a planned event and not disaster assistance.

V. Recovery

The City of San Luis Obispo has a Recovery Plan under as part of the City of San Luis Obispo's Comprehensive Emergency Management Plan. The following points are a short Recovery.

A. Re-entry

During transition into a recovery phase, areas affected by the Utility Disruption event should be inspected to determine if they are safe for public re-entry. Based on joint concurrence by the Unified Command Staff, re-entry will be authorized, and a Public Information message to that effect will be issued.

B. Demobilization

When response agencies are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (San Luis Obispo City Manager) or the Deputy Emergency Services Director determines that the disaster has entered a recovery phase, the command staff should develop a formal demobilization plan. Consideration should also be given to assigning appropriate agencies to conduct short term recovery operations (e.g., debris removal, restoration of critical facilities, utilities, and communications, and tending to the needs of the homeless and displaced, etc.).

The City of San Luis Obispo Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center (ROC).

It is desirable to attempt to restore departments to their normal working routine and environment as soon as possible. The Unified Command Staff, as well as other City of San Luis Obispo agencies, will be heavily involved in short and long-term recovery operations.

C. Final Report and Activity Log

All department heads from the City of San Luis Obispo departments involved in the Utility Disruption event response will be required to complete a narrative report and a master activity log. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the Utility Disruption event. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, Emergency Operations Center messages, Emergency Operations Center activity logs).   A copy of the narrative report and activity logs should be forwarded to City Hall as soon as possible and will be part of the official record of the UTILITY DISRUPTION event disaster.

XI. Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of San Luis Obispo. Please enter the revision number, the pages, the date the revision was posted, and the name of the person posting the revision.

Revision #	Revision Title	Page Number Revised	Date	Name
1-22	2022 Emergency Plan Update	None	01/01/2022	Aggson

Communications Information

#1 – Public Information Messaging

Safety message example: PG&E has informed its customers that as an additional precautionary measure to further reduce wildfire risks, there may be a need to de-energize electrical grids in advance of or during heightened risk conditions, such as high temperatures, high sustained and peak winds, and low humidity.   The City of San Luis Obispo is taking steps to prepare and protect essential services during a potential power outage and encourages its residents and business community to do the same. Tips on how to prepare are available on the City Fire Department website https://www.slocity.org/government/department-directory/fire-department and PG&E website and all customers are encouraged to update contact information so that you are notified in advance of a power outage. PG&E will attempt to notify customers of a Utility Disruption event 48 hours in advance of power being turned off, 24 hours in advance and just before power is turned off. In the event a power outage occurs, it is also likely internet and phone service will be interrupted.   Please consider essential needs for your family, your pets, and friends or neighbors, particularly the elderly and those with health conditions that may require backup power. If you or someone you know relies on electric or battery-dependent medical device, a back-up plan is particularly important.   PG&E's Medical Baseline Program assists residential customers who have special energy needs due to a qualifying medical condition by providing a lower rate on their monthly energy bill and extra notifications in advance of a UTILITY DISRUPTION.   For more information about the program, visit PG&E's Medical Baseline Program webpage.

Safety message example: PG&E has informed local officials and their customers a planned Utility Disruption MAY occur in the next 24-hours. All community members are directed to review their personal contingency plan, secure supplies as necessary, top off vehicles with fuel and consider evacuating baseline medical patients. Avoid use of elevators and communicate with neighbors your plan.

Safety message example: PG&E has informed local officials and their customers a planned Utility Disruption WILL occur in the next 2-hours. All community members are directed to activate their personal contingency plan, including evacuating baseline medical patients. Avoid use of elevators and communicate with neighbors your plan.

Sample Email: Safety Alert: Fire danger conditions may cause PG&E Utility Disruption (Notification on «DATE»). Elevated weather conditions, including potential fire risk, are forecasted in the next 24 to 48 hours and may impact electric service in portions of San Luis Obispo County. If these conditions persist, PG&E may need to turn off power to local customers for safety. Outages could last for multiple days. Maps of impacted areas are also available at PG&E portal. If PG&E does turn off power for safety, they will work to restore power as soon as it is safe to do so. For more information visit pge.com or call 1-800-743-5002.

Sample Text: Due to weather forecast PG&E may turn off power at «TIME, DATE». For more info: pge.com; 1-800-743-5002

Sample Reverse 911 Phone Call: This is an important safety alert from the City of San Luis Obispo, calling on «DAY, DATE». This notice is for community members that may be affected by a planned power outage. Elevated weather conditions, including potential fire risk, are forecasted in the next 24 to 48 hours and may impact electric service in portions of San Luis Obispo county. If these conditions persist, PG&E may need to turn off power to local customers for safety.   Outages could last for multiple days. Maps of impacted areas are also available at pge.com/pspsveventmaps.   We will continue to monitor conditions and will provide further

updates via text, radio, and social media as available. For more information visit pge.com or call 1-800-743-5002. Thank you.

Safety message example: Do NOT use a BBQ to heat your home; could result in carbon monoxide poisoning. DO NOT use candles. Practice safe food habits. If you have power conserve electricity. Conserve water.

Utility Disruption **Cancelled:** Due to changing weather conditions, the power company has decided outages will not be necessary for [INSERT AREAS] in order to reduce the risk of fires. Stay alert for changing conditions and be prepared for future weather-related outages.

Boil Water Notice: Due to the recent power outage, which occurred on [date], the water distribution system was depressurized, the State Water Resources Control Board, Division of Drinking Water, and the [insert water system name] are advising all its customers to only use boiled tap water or bottled water for drinking and cooking purposes as a safety precaution to avoid stomach or intestinal illness. The affected area includes: a portion of [specify which areas) or all customers of [insert water system name].

We will inform you when tests show that water is safe to drink and you no longer need to boil your water. We anticipate the power to return and the distribution system to be re-pressurized by [specify date]. Afterwards, we will be collecting special bacteriological samples to ensure the water is safe to drink.
If you have questions about other uses of tap water, such as bathing and dish washing, please read this guidance: https://www.cdc.gov/healthywater/emergency/dwa-comm-toolbox/before/tools/What-to-Do-During-a-Boil-Water-Advisory.docx

HOLDING STATEMENT: ELEVATED STATUS "The City of San Luis Obispo received initial notice from PG&E of an "Elevated Status" for a Utility Disruption in the city that could occur as early as <insert date>. While there is currently no Utility Disruption scheduled for the City of San Luis Obispo, we continue to closely monitor weather conditions and remain in close contact with PG&E and San Luis Obispo County Office of Emergency Services. PG&E has assured us that they will notify the City and their customers 48 hours before any Utility Disruption takes place. We believe it is important to let our residents know the city has a plan in place and that everyone should take the time now to prepare."

HOLDING STATEMENT: UTILITY DISRUPTION WATCH "We received notice from PG&E of a "Utility Disruption Watch" for the City of San Luis Obispo, which means there is a reasonable chance that PG&E will shutoff power in a given geographic zone due to a combination of adverse weather and dry fuel conditions. While there is currently no Utility Disruption scheduled for the City of San Luis Obispo, we continue to closely monitor weather conditions and remain in close contact with PG&E and San Luis Obispo County Office of Emergency Services. PG&E has assured us that they will notify us and their customers 48 hours before any Utility Disruption takes place. We believe it is important to let our residents know the city has a plan in place and that everyone should take the time now to prepare. We further recommend/encourage those community members dependent on electricity for medical device use prepare to exercise their emergency plan which may include evacuation to an unaffected area."

HOLDING STATEMENT: UTILITY DISRUPTION WARNING "We received notice from PG&E of a "Utility Disruption Warning" for the City of San Luis Obispo, which means PG&E electric customers in the City of San Luis Obispo being considered for Utility Disruption have been or are being notified. The City has activated its Emergency Operations Center and remains in close contact with PG&E and San Luis Obispo County Office of Emergency Services. Residents in the City of San Luis Obispo could be without power for up to seven days and are encouraged to monitor local news media and social media for updates from PG&E. We further

recommend/encourage those community members dependent on electricity for medical device exercise their emergency plan which may include evacuation to an unaffected area."

#2 – Media Communication Options

The City has clear policy and a variety of mechanisms to communicate emergency information to the public which include:

1. Early Warning System (EWS) Route Alerting Area Sirens for Protection Action Zone (PAZ) 8 (SLO City) The San Luis Obispo County EWS sirens are located throughout the Emergency Planning Zone (EPZ). Although the siren system was installed as one of the requirements related to the operation of Diablo Canyon Power Plant, the sirens can be used for any local emergency where there is a need for the public to act. When activated, the sirens will sound for three minutes. The sirens are an indication that the Emergency Alert System (EAS) has been activated, and emergency information will be provided on local radio and television stations.

2. EWS Route Alerting Kit for PAZ 8 (SLO City) EWS Failure. In the event the San Luis Obispo County EWS sirens fail individually or altogether, a back-up system which includes PAZ zone maps and handheld megaphones can be used to alert the affected public areas. Staff has received training on activation procedures, equipment, and actions to be taken.

3. Sheriff Reverse 911. Reverse 911 through the San Luis Obispo Sherriff's Office is an opt-in system. Recent updates have improved the system; phone calls will be made much quicker now. It has 30,000 lines so the calls can be placed within minutes instead of hours.

4. SLO County OES – Integrated Public Alert and Warning System (IPAWS). Wireless Emergency Alerts (WEAs) are used to send concise, text-like messages to WEA-capable mobile devices during emergency situations. WEAs are sent by your state and local public safety officials, the National Weather Service, the National Center for Missing and Exploited Children, and the President of the United States. This means SLO County OES can send Wireless Emergency Alerts (WEA) to cell phones including cell phones that come into our specified area when our alert is active and Emergency Alert System (EAS) messages to radio stations and television stations are sent out.

5. SLO City Social Media – Instagram, Twitter, and Facebook
   a. City Fire Department Public Information Officer and Chief Officers may use "Twitter Alerts" function to deliver up to date, vetted and credible information to the public through push notification. This medium allows for urgent safety alerts to be shared and reduces misinformation.
   b. City Instagram account may be used to deliver up to date, vetted and credible information to the public through push notification. This medium allows for urgent safety alerts to be shared and reduces misinformation.
   c. City Facebook account may be used to deliver up to date, vetted and credible information to the public through posting. This medium allows for urgent safety alerts to be shared and reduces misinformation.
   d. News Media (TV & Radio). The City and City Fire Department have access to the three primary news sources in SLO County: KSBY, KCOY and KEYT televisions stations. During an emergency, information can be released through the City or FD Public Information Officer to these outlets including radio stations. All news outlets have online/apps with push notification.

City of San Luis Obispo

Emergency Operations Plan

Pandemic

ANNEX J

Developed for:
Derek Johnson
City Manager
City of San Luis Obispo
San Luis Obispo, CA.

Developed by:
Keith Aggson
Fire Chief
City of San Luis Obispo
San Luis Obispo, CA

FORWARD

The City of San Luis Obispo Continuity of Operations Plan (COOP) for Pandemic events provides an overview of the City's approach to COOP operations should a pandemic occur. It details COOP and City actions, describes the City organization, and assigns tasks. This plan provides guidance for implementing the COOP to ensure the orderly, rapid, and efficient actions are taken under the threat and condition of a pandemic and disruptions of City services are minimized. During a pandemic it is estimated that absenteeism can range from 10 to 40 percent. Compounding employee-illness related absenteeism is the possibility that schools, and childcare facilities may be closed, thus creating a significant childcare issue for working parents. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact on City of San Luis Obispo's missions, personnel, and facilities.

INTRODUCTION

Organizations across the nation perform essential functions and services that may be adversely affected in the event of a natural or human-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions and governance. Continuing to perform essential functions is vital to an organization's ability to remain a viable entity and provide essential services during times of increased threats from all hazards, humanmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak, it is important for the City of San Luis Obispo (SLO) to have a Pandemic Continuity of Operations plan (annex) in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Continuity of Operations Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations and recover.

COORDINATED RESPONSE

When a Pandemic event impacts the City of San Luis Obispo and surrounding jurisdictions, Unified Coordination will be established by the San Luis Obispo County Office of Emergency Services (OES) charged with coordinating the regional response with the County Health Agency Department Operation Center (CHADOC). California Health and Safety Code gives broad authority to County Health Officers, including their authority to control contagious, infectious, or communicable disease and may "take measures as may be necessary" to prevent and control the spread of disease within the territory under their jurisdiction.[1]

ICS/SEMS/NIMS

The City of San Luis Obispo has adopted the Incident Command System (ICS), the Standard Emergency System (SEMS), and the National Incident Management System (NIMS) as the emergency organization and the emergency management system for response to a Pandemic event impacting the City of San Luis Obispo.

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[1] H&S §120175

UNIFIED INCIDENT COMAND AUTHORITY

In the event of a Pandemic Incident, the Fire Chief will assume the position of Unified Incident Commander. In the event the Fire Chief is not available, the following chain of command is provided to identify authorized alternates to fill the City of San Luis Obispo's position as Incident Commander.

> No. 1 – The Chief of Police
> No. 2 – The Deputy Fire Chief or Police Captain
> No. 3 – On-Duty Fire Battalion Chief or Police Lieutenant

The Unified Incident Commander will alert the San Luis Obispo City Manager as to the severity of the incident

EMERGENCY OPERATIONS CENTER LEADERSHIP

The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director, and the Deputy City Manager is the alternate as needed.

PERSONS WITH BASELINE MEDICAL, ACCESS AND FUNCTIONAL NEEDS

It is the intent of the City of San Luis Obispo to ensure Community Members with Baseline Medical needs and Functional & Access Needs have equal services and are prioritized during a Pandemic emergency based on the individual's needs.

Keith Aggson
Fire Chief
City of San Luis Obispo Fire Department
Date: 01/01/2022

Table of Contents

I. Essentials

A. Initiating Event

The declaration of a Pandemic by the County Public Health Officer is the initiating event that alerts the public and the City of San Luis Obispo. The focal point for reporting initial declaration of a pandemic is the City of San Luis Obispo's Emergency Communication Center.

B. Pandemic Plan Activation

It is the policy of the City of San Luis Obispo that a pandemic, as referenced in this Plan, and in the judgment of the City Manager, Fire Chief or Police Chief, or their designee, warrants activation of this plan.

If a pandemic is confirmed and is brought to the attention of the City of San Luis Obispo Emergency Communications Center, contact with the Emergency Operations Center Director (or authorized alternate) should be attempted. If contact by phone is possible, the Emergency Operations Center Director or alternate would be advised of the situation (including initial confirmed cases) by the City of San Luis Obispo Emergency Communications Center.

If contact with the Emergency Operations Center Director or any authorized alternate cannot be made, the Deputy Fire Chief, on-duty Battalion Fire Chief or highest-ranking Police Officer may recommend Plan activation.

C. Pandemic Plan Activation Tasks

1. Operational Area Conference Call as necessary
   a. SLO City EOC Director or Designee
   b. SLO City Fire & Police Chief
   c. SLO County OES Director or Duty Officer
   d. SLO County Medical/Health Officer or Designee
   e. Cal Poly EOC Director or Designee
   f. CAL FIRE Chief or Duty Chief
   g. San Luis Coastal School District Director or Designee
2. Objectives to be discussed during the conference call:
   a. Attain situational awareness on pandemic and declaration of emergency.
   b. Identify incident-specific concerns, actions already taken and recommended courses of action.
   c. Determine implementation of all or part of the COOP.
   d. PIO implement crisis communications plan with Pandemic information from CHADOC, JIC, and/or CDC.
   e. Notify Department Heads & Elected Officials by SLO City EOC Director or Designee.
   f. SLO City EOC Director or Designee determines and communicates activation of EOC to appropriate level:
      i. Department Heads or designee report to EOC as required
      ii. Section Coordinators or designee report to EOC as required
      iii. Elected Officials report to EOC as required
      iv. Recall Safety Employees to duty as required
      v. Notify Cal Poly, Co. OES and CAL FIRE EOC is activated

This tables outline the plan of action the City will take to minimize the effects of an infectious disease incident. Specific actions are outlined on individual Areas and Support Function. Actions are correlated with the potential "Operational Impact Level" of an event. The "Trigger Guidelines" are meant to provide guidance for action timelines. Specific "Action Items" may be adjusted at the discretion of the City Manager (Emergency Services Director) and may vary by Department.

	Response Level & Operational Impact	Trigger Point Guidelines *Any or all trigger points may initiate action*	Action Items ● Pre-planning action completed □ Pre-planning action incomplete ○ Imminent event prep action
The risk for a pandemic is greatly increased but not certain.	**Level 5** Impact Level: "**Normal**" Regular City Operations	Daily operations, no impact	● Program in effect - monitoring developing trends ● Obtain Critical resource stockpiles □ Deliver infectious disease/ PPE training □ Develop operational plan
Spread of disease between humans is occurring in more than one country of one WHO region.	**Level 4** Impact Level: "**Low**" Pre-event Planning	New infectious disease identified. Increasing public awareness exists.	○ Initiate City Dept awareness and ongoing updates □ Review current plan for gaps □ Train personnel in critical functions
Community-level outbreaks are in at least one additional country in a different WHO region from phase 5. A global pandemic is under way	**Level 3** Impact Level: "**Medium**" Specific Event Planning	City Manager to identify probable impact on departments based on communication from all agencies	○ Supervisors finalize event prep and identified needs ○ Pre-event directives issued from City Manager ○ Verify critical resource inventories ○ Publish disease-specific treatment protocols ○ Prepare for protocol changes instituted by SLO Co. Health Dept and/or EMSA
The global pandemic has been transmitted to SLO County and is occurring and is localized.	**Level 2** Impact Level: "**High**" Event Response	FD identifies increased call volume. Disease spread in the public is increased significantly. Public health notification of incidence of infection with high mortality or hospitalization. Public Safety personnel	○ Review and change specific treatment protocols determined by SLO Co Health Dept or EMSA. ○ Implement enhanced exposure protection

		symptomatic. Human Resources identify increasing or unusual absentee rates. Operations staffing is impacted.	○ Reallocate personnel to support essential operations ○ Distribute critical resource inventories ○ Restrict public access
Localized pandemic is severely impacting population and city operations.	**Level 1** Impact Level: "**Severe**" Active Pandemic, High Lethality	City unable to maintain normal staffing. Departments unable to meet increased requests for service	○ Evaluate staffing distribution matrix and/or reduction of service ○ Implement strict exposure restrictions

D. Prevention Strategies

Prevention is the key to reducing the impact of a pandemic on the City's ability to perform its mission. It is also important in protecting our employees and family. The following prevention strategies are to be implemented:

1. Training for all employees
   a. Use of Protective Masks, when trained and instructed
   b. Hygiene Techniques to Prevent Spread
      i. Hand washing is the single most important action to prevent transmission of infectious disease. All personnel should practice good hygiene by regularly washing their hands in accordance with CDC guidelines.
      ii. Always wash hands with soap and water or waterless instant hand antiseptic (minimum 60% alcohol based) for a minimum of 20 to 30 seconds every time:
         1. After any patient contact (in addition to wearing gloves)
         2. Before cooking or handling food, eating, and drinking
         3. After using the restroom
         4. After any contact with apparatus and equipment, and when entering station offices and quarters
   c. Coughing and sneezing
      i. All employees will cough or sneeze into their shirt sleeve or wear a simple procedure mask (dust mask).
      ii. Any sick employees with symptoms indicative of illness need to be sent home immediately. Exposing fellow workers and patients puts our workforce and vulnerable patients at risk.
   d. Frequent Decontamination of Equipment, Workstations, and areas of public contact.
2. Infected Patient Contact Training for Fire Department Emergency Response employees
   a. Gloves, gowns, and eye protection will be worn for all patient contacts, or as specified by the CDC or public health officials based on the type of contagion.
   b. Properly placed N95 masks or oxygen mask will be worn on patients with symptoms or possible infectious illness.
   c. Place masks on patient with symptoms of contagious disease KN95 or surgical masks.
   d. Other treatment and/or contagion-control measure as determined by Public Health and/or Local Emergency Medical Services Agency (LEMSA).
   e. Limit the number of rescuers in contact with an infectious patient or possibly infectious patient.
      i. One rescuer with full PPE within three feet of the patient when doing an assessment (minimum gloves, N95 mask, gown, and eye protection).

          ii. If additional rescuers are needed within the three-foot "bubble," full PPE is required.

    f. Medical Equipment Decontamination and Replacement

    g. Contaminated waste will be disposed of properly. Decontaminate eye protection with germicidal wipes.

3. Public Safety Dispatch Training and Protocol: Dispatch will inquire and relay to emergency responding units, when possible, if the reporting party indicated the patient may be symptomatic, been exposed to someone who may be symptomatic or if the location (e.g. home, care facility, dorm room) previously had someone present who was symptomatic.

II. Continuity Planning

All City of SLO personnel is to be informed regarding protective actions and/or service modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the City Manager or his/her designee. Guidance and instructions on established infection control measures such as social/physical distancing, personnel protective equipment, personal hygiene and telework polices are provided by the City Manager or his/her designee to assist in limiting the spread of the virus at the primary and alternate worksite.

The plan emphasizes disease prevention; workforce protection is critical. Treatment options may be uncertain and may not be available. The actions outlined in this plan are intended to minimize the possibility of illness for City employees.

All City employees are disaster service workers[2] who may be assigned non-traditional responsibilities. All City employees must understand their potential role as a disaster service worker. When engaged as a disaster service worker, City employees performing duties are considered to be acting within the scope of disaster service duties while assisting any part of the organization or performing any act contributing to the protection of life or property or mitigating the effects of the emergency. This means that the duties assigned to City employees may be different than their traditional roles and duties.

The City must plan to be self-sufficient. Limited availability of mutual aid resources and disruption of the supply chain will require that the City be prepared to operate independently for long periods of time. Stores of food, fuel, and PPE will be required to sustain independent operation. If supplies have not been acquired prior to an event, the City must purchase supplies as early as possible as early information of a pandemic becomes available. New Supplies should rotate through existing caches in an attempt to extend the useful life of the cached equipment for future needs.

The plan requires action before any event. Parts of the plan depends upon actions taken prior to an event. For instance, the use of full personal protective equipment (PPE) during an event depends on acquiring enough supplies of PPE beforehand. Pre-event actions are identified in low and medium impact level planning for each function. All supervisors are responsible to ensure pre-event actions are completed for each essential function in the City.

Within the workplace, social/physical distancing measures could take the form of: modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking,

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[2] California Government Code Section 3100-3109

substituting face-to-face meetings with teleconferences, staggering breaks or work schedules, posting infection control guidelines); establishing flexible work hours or worksite, (e.g., telecommuting); promoting social distancing between employees and customers to maintain six-feet spatial separation between individuals; and implementing strategies that request and enable employees with an infectious disease such as influenza to stay home at the first sign of symptoms.

Department Heads are encouraged to communicate protective actions with their employees, including any who are in higher risk positions and provide them with necessary personal protective equipment. Employees, whose primary and vital function is to conduct in-person transactions with the public, should be provided training and supplies to maximize their safety. This would include employees at customer service and payment positions. Closing other offices to routine public interaction should be considered to minimize risk while providing a safe alternative method to conducting the business of the City. This may include the use of electronic or written business transactions that may otherwise be conducted in person. The workspaces and hygiene supplies/procedures for employees who must interact with the public should be addressed before the start of each business day. Supplies and procedures should be consistent with the recommended guidelines provided by Public Health Officials. Unnecessarily overplaying a threat can have significantly negative impacts on public mental health and therefore should be avoided.

Frequent, daily communication is important to keep employees informed about developments in the organization's response, impacts on the workforce, and to reassure employees that the organization is continuing to provide essential functions. City leadership and pandemic response teams should include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies such as:

1. Implement a formal worker and workplace protection strategy of cleanliness[3].
2. Track and implement changes in approved or recommended protection measures.
3. Pre-position material and protective equipment onsite.
4. Ensure essential personnel are aware of safety measure at the primary worksite.
5. Ensure personnel have access to information/systems to work remotely when appropriate.
6. Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.

The plan is scalable as actions outlined in this plan are based on the impact to the City; the greater the impact, the greater the level of action that will take place.

The plan is flexible as an infectious disease event is dynamic and unpredictable. Although the actions outlined in this plan are based upon specific impact levels, the plan is meant to be flexible. Some actions may need to be taken earlier than planned, and some actions may not be taken at all. In addition, other actions not specifically outlined in this plan may need to be taken as the need arises.

Department-specific risk assessments that identify actual control designations for all personnel and/or positions will be conducted initially and periodically thereafter for each department by the department head in coordination with the City Manager's message. These assessments should be kept as part of each departments action plan documentation.

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[3] Such as requiring surfaces be wiped down after every meeting, lunch hour, staying home when sick, etc.., maintaining a visible log of these activities, and assigning responsibilities to area staff to coordinate completion these activities.

Departments are encouraged to add their specific plan(s) and procedure(s) of their selected mitigation, prevention, protection, or control measures, to include those necessary during a pandemic.

Lastly, the plan recognizes that the City's actions are interdependent with the actions of other agencies such as County EOC, Local EMSA, SLO County Health Dept. and CHADOC. City of San Luis Obispo will cooperate with and assist other agencies whenever possible to best serve the public interest.

III. Response

A. Emergency Response
1. A Pandemic event may initiate or exacerbate emergencies over a widespread area. Such an occurrence is reasonably anticipated to overwhelm emergency response resources and necessitate a change to the traditional response protocol.
2. Normal response to reported emergencies may overload resources.

B. Emergency Operations Center Locations
The following are the EOC locations for an emergency event. *(Note: These locations may be adjusted or changed depending on the specific circumstances of event).*

Primary:	*Secondary:*
San Luis Obispo City Fire Station 1	Ludwick Community Center
2160 Santa Barbara Ave.	864 Santa Rosa Street
San Luis Obispo, CA 93401	San Luis Obispo, CA 93401

C. Pandemic Coordinator and Pandemic Response Team
The Pandemic Coordinator will oversee a Pandemic Response Team (PRT) to anticipate the impacts of a pandemic on the City and to assist with developing strategies to manage the effects of an influenza or viral outbreak. The City Manager has been designated as the agency Pandemic Coordinator who will work with a team of advisors from the City department head team or their designee.

Each department head or designee will participate on the Pandemic Response Team to support the Pandemic Coordinator. The City is comprised of the following departments:

1. Administration/IT	2. City Attorney	3. Human Resources
4. Community Development	5. Public Works	6. Utilities
7. Finance	9. Police	10. Fire
11. Parks & Recreation		

D. Risk Communications
The City will develop a pandemic risk communications procedure for communicating with all internal and external stakeholders. This includes the use of existing notification rosters with names and telephone numbers for personnel both working on site and those forced into emergency relocation. These rosters will be maintained and updated by the City Administration staff (PIO) and located on the database. Hardcopies are to be maintained at the City EOC.

Pandemic communications should be closely aligned with messaging from County Public Health Officials. During a Pandemic, the importance of clear and consistent messaging cannot be stressed enough.

E. City Overview Planning Sheet and Impacts

The City will undertake actions at each impact level. These impact levels are designed to provide guidance for action timelines. Specific action timelines may be adjusted at the discretion of the City Manager and may vary by Department.

1. Low Impact (Pre-event)
   a. Deliver infectious disease training
   b. Determine and obtain critical resource stockpiles
   c. Develop scalable response plans
   d. Post handwashing signs and other information and City facilities
2. Medium Impact
   a. Publish disease-specific treatment protocols for employees
   b. Cross-train personnel in critical functions
   c. Validate continuity plans
3. High Impact
   a. Implement enhanced exposure protection
   b. Reallocate personnel to support emergency response operations
   c. Distribute critical resource inventories
4. Severe Impact
   a. Implement strict exposure restrictions
   b. Restrict public access
   c. Execute scalable response plans

IV. Elements of Viable Pandemic Continuity Capability

A. Essential Functions

Given the expected duration and potential multiple waves of pandemic outbreaks, organizations must review the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions. The City has identified essential functions and services needed to sustain its mission and operations during a pandemic. The City Essential Functions are:

1. Dispatch – Emergency communications
2. Police – Law enforcement and public safety
3. Fire – Emergency fire and rescue services
4. Utilities – Water and Wastewater Services
5. Administration – Information Technologies, Telephones, Radios, Dispatch
6. Finance – Payroll Processing, Emergency Payments, Requisitions, Contracts
7. Administration – Leadership, Public Information, Inter/Intra Agency Coordination.
8. City Attorney – Legal Affairs, Public Orders, Public Records request delay
9. Public Works – Vehicle and equipment maintenance
10. Maintenance Services – Custodial Staff responsible for sanitizing facilities
11. TBD by Pandemic Coordinator (City Manager)

B. Continuity Communications

Workplace risk can be minimized through implementation of systems and technologies that facilitate communication without person-to-person contact. The City has identified communication systems

needed to perform essential functions. The City Continuity Communications plan for a pandemic is as follows:

1. Land line phone (voice/fax) system
2. Internet access, E-mail, Web-Conferencing and City website
3. Cell phones
4. Two-way radios (public safety)
5. Satellite phones
6. Amateur radios
7. Wireless Emergency Alert (WEA)
8. Reverse 911
9. Emergency Alert System (EAS)
10. Alerts on radio stations KCBX/KVEC

Critical information systems used to accomplish mission essential functions during normal operations at the primary location must be accessible at the continuity facility. In addition, City personnel should make sure that critical data is stored in such a way that it can be backed up regularly. Each department will coordinate with the IT Department on the specific technical support needed during COOP activation.

C. Essential Records Management
The City shall identify, protect, and ensure the availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions during a pandemic outbreak. The City has an essential records plan for identified systems, databases, and files that are needed to ensure essential functions remain operational. This may become financially critical to the City if/when official emergency declarations follow a pandemic outbreak. The City's ability to apply for reimbursement relies on early planning and implementation of records management for all increased costs (personnel, contracts, and commodities) related to pandemic operations.

D. Human Resources
Although a pandemic outbreak may not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to maintaining essential functions and services during a pandemic outbreak. The City will establish plans to protect the entire employee population and their families, should a pandemic outbreak occur. This may include logistiscal support and housing for essential employees and their families in order to maintain critical services.

All City employees are disaster service workers when conditions warrant and appropriate actions have been taken by the County Health Officer, Emergency Services Director and/or the City Council. Avoidable confusion and consternation can be significantly reduced when leadership provides accurate, timely, and detailed instructions to employees about their required roles and responsibilities during a pandemic.

E. Delegation of Control and Direction
Delegation is the process of transferring operational control of one or more essential functions to a pre-determined responsible party or parties. Pandemic outbreaks will occur at different times, have variable durations, and may differ in the severity; therefore, full or partial delegation of essential functions may be necessary to continue essential functions and services. The City will establish plans

and procedures for delegation, which identify how it will transfer operations, if a pandemic renders leadership and essential staff incapable or unavailable.

F. SLO County Office of Emergency Services (OES)
The SLO County Office of Emergency Services (OES) coordinates all requests for assistance from San Luis Obispo County (beyond mutual aid agreements established for fire, law, medical, or public works resources). To request assistance from San Luis Obispo County OES, contact the Duty Officer at +1 (805) 781-1144.

G. Reconstitution
Reconstitution is the process whereby an organization has regained the capability and physical resources necessary to return to normal (pre-disaster) operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations. The City has developed reconstitution plans and procedures, in conjunction with local public health authorities, to ensure facilities/buildings are safe to return. The organization's reconstitution plan should consider the possibility that not all employees may be able to return to work at the time of reconstitution.

V. Pandemic Reduced or Cancelled

A. Operational Area Conference Call Activation
1. SLO City EOC Director or Designee
2. SLO City Fire & Police Chief
3. SLO County OES Director or Duty Officer
4. Cal Poly EOC Director or Designee
5. CAL FIRE Chief or Duty Officer

B. Actions to be Taken
1. Department Heads & Elected Officials notified by SLO City EOC Director or Designee
2. Media release messaging in parallel with County EOC & CHADOC
3. As incident deescalates
    i. Systematically release all city staff
    ii. EOC Director or Designee directs closure of EOC operations
    iii. Restock and prepare for future Pandemic

C. Conduct After Action Review (Per EOC Director)

VI. Potential Impacts

The City of SLO will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of a pandemic threat. The Pandemic Continuity Plan will be implemented as needed to support the continued performance of essential functions. This plan is to be read as a companion document to City of San Luis Obispo Emergency Operations Plan (CDLP). It supplements the CDLP by addressing considerations and elements specific to pandemic events and emerging infectious diseases.

The following discussions present the most likely impacts from a Pandemic event occurring in or threatening the City of San Luis Obispo. These potential emergencies are discussed in detail below as a

basis for planning and response. This plan does not presume to predict the full range and depth of consequences arising from a Pandemic event. It does, however, attempt to reflect the most accurate estimate of the nature of emergencies resulting from a Pandemic impacting event occurring in, or threatening the City of San Luis Obispo.

A. **Leadership**
1. The strain on local government and its emergency response organization to command and coordinate the response to an extreme Pandemic event could be immediate, severe, and overwhelming.
2. It is critical that the City provide strong and decisive leadership to ensure the needs of the City residents and guests are being met.
3. Mutual Aid assistance from local, state, and federal agencies will probably not be needed in anything but the most extreme events.
4. If needed, the availability will be limited because of the far-reaching impacts of a pandemic. Logistical support and/or mutual aid requests may have extended reflex arrival time which should be considered in decision making.

B. **Shelter in Place/Isolation**
1. The purpose of a shelter in place is to maintain the population in isolation away from affected persons.
2. It is a protective action taken to avoid or reduce the public's exposure to an infectious disease. Managed care facilities with vulnerable populations should activate their emergency exposure control plan.
3. People can self-isolate or they can be ordered to isolate by the County Health Officer.

C. **School Disruptions**
1. Public and private schools may choose or be directed to close as the Pandemic threat increases. Communication and coordination between schools, the City of SLO Liaison, County Health Agency Department Operations Center (CHADOC), County EOC and City of SLO Liaison may be necessary.
2. Additional consideration for school closure and the effects of City employees with school age children should be anticipated.
3. School disruptions and closures are typically joint decisions between CHADOC and School Districts, though the CHADOC or Public Health Director has the authority to close or modify school operations.

D. **Emergency Services**
1. Emergency medical services may become overwhelmed due to the number of infected, and ill community members.
2. Additional consideration, coordination and communication will be necessary with local hospitals, medical clinics, assisted care facilities, medical equipment suppliers, and ambulance provider(s).

E. **Emergency Public Information**
1. During a Pandemic event, the public will need basic emergency public information. This information will be provided by the City of San Luis Obispo's Public Information Officer[4] via a

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[4] Typically, assigned from the either the Police or Fire Departments.

    wide range of both public notification systems and social media. A staffed call center will be needed, which could be in conjunction with the County EOC and CHADOC.

2. Typically, communications are centralized and a CHADOC website or https://www.prepareslo.org/en/index.aspx is used to centralize or disseminate information.
3. The County is also capable of alerting the public using Reverse 911 and the Wireless Emergency Alert System (WEA).

F. Financial
1. During a Pandemic event, there may be severe impacts on the local economy due to decreased travel, tourism, business operations and retail shopping. The City's General Fund and Enterprise Funds are directly impacted by the state of the local economy.
2. Additional consideration for expenditure non-essential expenditure redetections and implementation of a fiscal health contingency plan should be anticipated.

VII. Recovery

The City of San Luis Obispo has a Recovery Plan under development as part of the City of San Luis Obispo's Emergency Operations Plan. The following points are a short overview of the recovery phase.

A. Demobilization
When response agencies are nearing completion of the last remaining life-safety Protective Action Missions, and when the Emergency Services Director (San Luis Obispo City Manager) or the Deputy Emergency Services Director determines that the disaster has entered into a recovery phase, the command staff should develop a formal demobilization plan.

1. The City of San Luis Obispo Emergency Operations Center should be downgraded as an Emergency Operations Center. The Emergency Operations Center will then become a Recovery Operations Center (ROC).
2. It is desirable to attempt to restore departments to their normal working routine and environment as soon as possible.
3. The Unified Command Staff, as well as other City of San Luis Obispo agencies, will be heavily involved in short and long-term recovery operations.

B. Cost Recovery
If State or Federal reimbursement is authorized for the emergency, accurate accounting and records of effort must be maintained and collected. These reimbursable costs could include:

1. Actual travel and per diem
2. Supplies, materials, and equipment
3. Repair, permanent restoration, and replacement costs for public facilities
4. The cost of basic engineering services when necessary for construction projects
5. Indirect and administrative costs (10% of total approved state share)
6. Costs for work performed under interagency assistance agreements for which an eligible applicant is legally obligated to pay
7. The local cost share required under federal public assistance programs

C. Final Report and Activity Log

All department heads from the City of San Luis Obispo departments involved in a Pandemic event response will be required to complete a narrative report and a master activity log 214. The narrative report briefly describes the primary responsibility, the protective action missions performed and the total staff hours of involvement by the agency during the emergency phase of the Pandemic event. The master activity log documents names and times of agency personnel involved in a mission, equipment and supplies used, and any contracts with a private vendor to support emergency operations. Most of this information can be extrapolated from individual activity logs used by team leaders during the emergency (ICS 214, Emergency Operations Center messages, Emergency Operations Center activity logs). A copy of the narrative report and activity logs should be forwarded to City Hall as soon as possible and will be part of the official record of the Pandemic event disaster.

VIII. Plan Administration

A. Authorities
1. **Municipal Code 2.24.010 Officer Powers and Duties**
   The declared purposes of the ordinance codified in this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations and affected private persons.
2. **CA Code of Regulations (Title 17: §2501 (a))**
   Disease Investigation: The local health officer has the duty to investigate diseases, conditions, or outbreaks.
3. **CA Code of Regulations (Title 17: §2515, §2516, §2518, §2520)**
   Isolation, Strict Isolation, Modified Isolation, and Quarantine
4. **CA Health and Safety Code (§101025-101030)**
   Enforcement: The health officer has the duty to enforce local ordinances concerning public health and sanitary matters as well as state statutes, orders and regulations related to public health including quarantine laws, and orders prescribed by CDPH

B. Purpose

This plan/annex provides guidance to the City of San Luis Obispo and may serve as the plan for maintaining essential functions and services during a pandemic. This annex neither replaces nor supersedes any current, or approved continuity plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

This annex stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social/physical distancing[5], increased hygiene, the vaccination of employees and their families, alternative work arrangements, and similar approaches. An infectious disease or influenza may not require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

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[5] Social/Physical distancing measures are taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings and canceling events.

C. **Plan Objectives**
1. Provide for the safety of the public, agency employees, their families, and first responders always. Monitor the health of employees to ensure they receive proper and appropriate care.
2. Ensure that emergency service delivery efforts, both law enforcement, fire and emergency medical service, are uninterrupted.
3. Ensure continued public service and continuity of government capabilities to protect the citizens and to fulfill the City's mission including the provision of water and sewer services.
4. Identify which City services will be suspended, such as after-school recreation programs, fire station tours, etc.
5. Explore the legal requirements for public access to meetings such as boards, commissions, and council.
6. Institute preventive measures in all City workplaces, promoting proper hygiene to prevent the further spread of diseases.
7. Provide for timely and accurate release of incident information to the public, media, first responders, agency administrators, City staff and cooperators by the EOC Public Information Office through a wide range of mediums.
8. Ensure coordination with law enforcement to maintain the protection of the public and maintain accountability in the event of shelter at home/isolation orders.
9. Ensure that the needs of medically dependent individuals and those with access and functional needs provided information and assisted as needed/able.
10. Ensure close coordination and communication between Cal Poly, SLO County EOC, CHADOC, San Luis Coastal Unified School District and the City of SLO.
11. Ensure the management actions and efforts will be focused on serving, safeguarding, and protecting the community of San Luis Obispo.
12. Maintain accurate financial documentation which may be necessary for cost reimbursement.

IX. Work Practices and Procedures

All Executive Managers shall ensure that their Departments are following preventive actions.
A. **Staffing Adjustments**
1. The Fire Chief and Chief of Police will ensure that minimum staffing levels of emergency response personnel are met. Call back, alternative staffing patterns and Mutual Aid may be utilized.
2. Department Heads will ensure that staff positions are adequately staffed to meet the department missions. Call back, telecommunicating and setting work priorities may be utilized.
3. If staffing shortages exist, priority duty positions will be identified, and personnel moved to fill them.
B. **Essential Operational Programs and Functions**
1. Dispatch Center – Access limited to personnel assigned to the Dispatch Center and designated Fire and Police employees. Communications between Dispatch Center personnel and field-assigned Fire and Police employees should be conducted via phone, not face-to-face. The small officers' work area, kitchen, and restrooms at the Dispatch Center will not be used by field-assigned personnel during implementation of this plan.
2. Fire Stations – When identified by the Chief or Deputy Chief, Fire Stations will be closed to the public. Outreach programs will be cancelled. Families will not be allowed to visit.

3. City Hall and City Support Facilities – When identified by the City Manager, the public access will be restricted to specific areas.
4. The Corporation Yard, Water Treatment, and Wastewater Treatment access will be closed to the public and personnel will follow operational plans for assignments to maintain operational programs and functions.
5. Utilities will continue to evaluate, maintain adaptable scheduling, and inform employees of possible schedule and procedural changes to ensure continuity of operations at these critical facilities.

C. Sharing of Information
1. Daily conference or webinar meetings with Department Heads, Executive Manager's, and the City Manager as required by current situation.
2. Obtain updated information from Local and State Agencies.
3. Fire Chief or Acting Chief attends meetings/conference calls with SLO County Health Dept. and / or CHADOC.
4. Email information to all staff as appropriate.
5. Provide updates to Council.
6. Coordinate with Mayor and Council to ensure all social media posts support this plan and reference credible information.
7. All information shall come from the PIO, Emergency Services Director (City Manager) or designee.

D. Providing Supplies of Protective Equipment
1. Supplies will be provided by EOC Logistic, or the Fire Department.
2. The Fire Department will seek to maintain no less than a 50% reserve of all virus-related personal protective equipment.
3. Orders will be placed in a timely manner to ensure product turn-around times.
4. Items will be rotated into and out of supply to ensure inventory does not expire.

Items	100% Inventory	50% Inventory
N95 Masks	1,000	500
Simple Mask	500	250
Tyvek Suits/Gowns	100	50
Gloves	10 cases	5 cases
Goggles/Glasses	100	50

E. Employee Illness and Exposure
1. If an employee becomes ill at work, they should be encouraged to seek medical care and, when possible, reassign to an isolated work area. Personal leave credits will be used. Backfill or coverage, if required, should be obtained through the regularly established methods.
2. If an employee feels they were exposed at work, the regular occupational exposure documents will be completed.
3. Family and Medical Leave Act (FMLA) policies should be adhered to.

CONCLUSION

Maintaining City of San Luis Obispo essential functions and services in the event of pandemic requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions to an alternate operating facility, a pandemic may not directly affect the physical infrastructure of the organization. As such, a traditional "continuity activation" may not be required during a pandemic outbreak. However, a pandemic outbreak threatens an organization's human resources by removing essential personnel from the workplace for extended periods of time. Accordingly, the City continuity plan addresses the threat of a pandemic outbreak. Continuity Plans for maintaining essential functions and services in a pandemic should include implementing procedures such as social distancing, infection control, personal hygiene, and cross-training (to ease personnel absenteeism in a critical skill set). Protecting the health and safety of key personnel, ERG members, and other essential personnel must be the focused goal of the organization in order to enable the organizations to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak.

REVISION PAGE

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of San Luis Obispo. Please enter the revision number, the pages, the date the revision was posted, and the name of the person posting the revision.

Revision #	Revision Title	Page Number Revised	Date	Name
1-22	2022 Emergency Plan Update	None	01/01/2022	Aggson

APPENDIX 1: WORLD HEALTH ORGANIZATION PHASES

The World Health Organizations (WHO) developed an alert system to help inform the world about the seriousness of a pandemic. The alert system has six phases, with Phase 1 having the lowest risk of human cases and Phase 6 posing the greatest risk of pandemic. Organizations are encouraged to monitor the WHO phases and establish continuity "triggers" as deemed appropriate.

The phases are applicable globally and provide a framework to aid countries in pandemic preparedness and response planning. The use of a six-phased approach has been retained. However, the pandemic phases have been re-defined (Table 1). In addition, the time after the first pandemic wave has been elaborated into post peak and post pandemic periods.

Table 1: World Health Organization Pandemic Influenza Phases

Phase 1	No animal influenza virus circulating among animals has been reported to cause infection in humans.	Preparedness
Phase 2	An animal influenza virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat.	
Phase 3	An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission enough to sustain community-level outbreaks.	
Phase 4	Human-to-human transmission (H2H) of an animal or human-animal influenza reassortant virus able to sustain community-level outbreaks has been verified.	Response and Mitigation
Phase 5	The same identified virus has caused sustained community level outbreaks in two or more countries in one WHO region.	
Phase 6	In addition to the criteria defined in Phase 5, the same virus has caused sustained community level outbreaks in at least one other country in another WHO region.	
Post-Peak Period	Levels of pandemic influenza in most countries with adequate surveillance have dropped below peak levels.	Recovery
Possible New Wave	Level of pandemic influenza activity in most countries with adequate surveillance rising again.	
Post-Pandemic Period	Levels of influenza activity have returned to the levels seen for seasonal influenza in most countries with adequate surveillance.	

The WHO phases of pandemic alert:
In the 2009 revision of the phase descriptions, WHO has retained the use of a six-phased approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly

signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.

In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in Phase 1 no viruses circulating among animals have been reported to cause infections in humans.

In Phase 2 an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans and is therefore considered a potential pandemic threat.

In Phase 3, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission enough to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause "community-level outbreaks." The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed, and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.

During the post-peak period, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.

Previous pandemics have been characterized by waves of activity spread over months. Once the level of disease activity drops, a critical communications task will be to balance this information with the possibility of another wave. Pandemic waves can be separated by months and an immediate "at-ease" signal may be premature.

In the post-pandemic period, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal influenza A virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.

APPENDIX 2: WEBSITES FOR PLANNING AND PREPAREDNESS

1. http://www.opm.gov/pandemic/index.asp - Links to policies on leave, pay, hiring, alternative work arrangements and other critical human capital issues in relation to pandemic influenza.

2. http://www.pandemicflu.gov - pandemic influenza related information (e.g., signs and symptoms of influenza, modes of transmission, developing individual and family plans, etc.).

3. http://www.flu.gov/planning-preparedness/federal/index.html# Pandemic influenza related information for Federal Government agencies to use for planning and preparedness. Links to other federal government agencies.

APPENDIX 3: ASSUMPTIONS

A. National Assumptions

1. Susceptibility to the pandemic virus will be universal.
2. Efficient and sustained person-to-person transmission signals an imminent pandemic.
3. The clinical disease attack rate will likely be 35 percent or higher in the overall population during the pandemic. Illness rates will likely be highest among school-aged children and the elderly (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
4. Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
5. While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemic about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
6. Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
7. Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals, and school closures) are likely to increase rates of absenteeism.
8. Individual and social impacts will have a significant impact on absenteeism. Proactive, frequent, and credible information sharing, and dialogue may help control absenteeism related to excessive and unnecessary fear.
9. The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately two days, to as long as 14.
10. Persons who become ill may shed virus and can transmit infection before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission.
11. On average, infected persons will transmit infection to approximately two other people.
12. A pandemic outbreak in any given community will last about six to eight weeks or more for each wave of the pandemic.
13. Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two-three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

B. Organizational Assumptions

1. Organizational communication on proper hygiene which greatly reduces the spread of disease.
2. Demand for Fire Department response will increase during the illness. This plan assumes an increase in emergency medical service calls during peak impacts of the disease cycle based on the predicted rates of infection.
3. Medical supplies such as Personal Protective Equipment (PPE) that are needed to respond to an infectious event may be in short supply. These include masks, goggles, gowns, and personal decontamination fluids/wipes. The City may experience disruption of other support infrastructure and services during this event.
4. The City will be provided with guidance and/or direction by Local, State or Federal, governments regarding current pandemic status in our area.
5. The City will have actionable plans and procedures to assist in the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some non-essential activities such as training, meetings, and community events.
6. Hygiene protocols may include maintaining a six-foot bubble between people, no handshaking, posters reminding people to properly wash their hands and readily available liquid hand sanitizers.
7. The City of SLO has a viable Agency-wide continuity capability.
8. The City of SLO will review its continuity communications programs to ensure they are fully capable of supporting pandemic and other related emergencies, and consider supporting social distancing operations, including telework and other virtual office options.
9. The City of SLO controlled buildings will be accessible, but right of entry may be limited.
10. During plan implementation, the City of SLO may make alternate facilities available for staff to implement social distancing protocols.
11. Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking and other approved social distancing protocols. Utilities may implement its own or other operational plans in response to specific localized pandemics to continue to provide its essential functions.
12. Travel restrictions, such as limitations on mass transit, implemented at the Local, State, and Federal levels may affect the ability of some staff to report to work. Transit may implement its own or other operational plans to adjust to specific localized pandemics.
13. Additional funding will be budgeted for the acquisition of additional equipment required for a possible surge in teleworking capabilities.

Initiating and maintaining communication within and outside of the city may be difficult in a Disaster. The various communication systems available to the City and Emergency Operations Center are listed below. In an emergency a large volume of information must be accurately conveyed to specific individuals in a short period of time. This is called "messaging". Messaging will occur within the Emergency Operations Center, as well as with other agencies and the San Luis Obispo County Operational Area Emergency Operations Center

A. Communication Systems
   In a disaster, communication systems may be damaged or destroyed. Several methods are available and include:

1. Telephone Land-Lines

   The San Luis Obispo Emergency Operations Center has land-lines in its Emergency Operations Center. The numbers are:

ADMINISTRATION/POLICY GROUP	**805.781.7370 (prefix is 781 not 783)**
PUBLIC INFORMATION OFFICER	**805.783.7788**
EOC SAFETY AND SECURITY	**805.783.7789**
LEGAL	**805.783.7787**
LIAISON	**805.783.7793**
OPERATIONS	**805.783.7791**
FIRE BRANCH	**805.783.7782**
FIRE WORK AREA	**805.783.7790**
LAW ENFORCEMENT BRANCH	**805.783.7784**
LAW WORK AREA	**805.783.7785 & 805.783.7786**
PUBLIC WORKS BRANCH	**805.783.7790**
UTILITIES	**805.783.7790**
PLANNING/LOGISTICS WORK AREA	**805.783.7795 & 805.783.7796**
PLANS AND INTELLIGENCE	**805.783.7792**
LOGISTICS	**805.783.7794**
FINANCE	**805.783.7799**
INCIDENT COMMANDER	**805.783.7797**

City of San Luis Obispo and County of San Luis Operational Area Emergency Operations Center Fax Numbers are:

The Emergency Operations Center **fax** number is **(805) 543.8019**

The **OA** Emergency Operations Center fax number is (**805) 781.4553**

2. Cellular/Mobile

Cellular phones may work during an emergency. The City maintains a list of cell phone numbers for vital personnel, which is confidential, request cell phone numbers from the Emergency Services Directory or the Deputy Emergency Services Director. Text messages should be transmitted when voice networks are overloaded.

3. Radio Communications
Portable radios will be available in the Emergency Operations Center.

4. Amateur Radio
Radio Amateur Civil Emergency Service (RACES) and Amateur Emergency Service (ARES) are Amateur Radio groups that consist of experienced volunteer radio communicators that have the ability to obtain a great deal of information for local government even when other communications systems are unavailable. These organizations can be contacted through the San Luis Obispo County Operational Area.

ARES activation Protocol is in Section 5.

5. E-mail

   Communications Procedures for using the City's e-mail system are as follows.

   Documentation is a very important part of emergency response. Responders are the targets of litigation on a regular basis, and the Federal Emergency Management Agency will audit the reimbursement claims of state and local governments in the past. The rule of thumb in emergency response is, despite any verbal agreements or good intentions, **if it's not documented, then it did not happen.** To avoid leaving the City and its responders open to audits and litigation, **all e-mails sent through the City's e-mail system will be automatically copied to the Documentation Unit. No exceptions!**

   a. Failure of E-mail Service
      In case of a failure of the City's e-mail system, the City will use a combination of telephones and radio systems. Documentation needs to continue, so each Emergency Operations Center staff member needs to keep notes (ICS Form 214) of all phone and radio communications. These notes need to include an accurate date and time, who sent and received the message, and the content of the message. These notes need to be collected and sent by runner to the Documentation Unit every hour.

   b. Web EOC – San Luis Obispo County Office of Emergency Services

   c. RIMS
      The Response Information Management System (RIMS) is used by the San Luis County Operational Area, Southern Region and State Operations Centers to communicate. Information travels over the internet, however, it has a redundant satellite back-up.

6. Emergency Warning Systems
   Emergency information, advice, and action instructions are given to the public by various media. The Emergency Alert System (EAS), Community Emergency Notification System (Reverse 911) and social media are the primary media. Other available media are bulletins, handbills, and the press. The Public Information Officer maintains pre-scripted, hazard-specific warning messages for high impact events which require time sensitive warnings.

   a. REVERSE 9-1-1
      The Reverse 9-1-1 System protocol is in Section 3.

   b. Emergency Alert System (EAS)
      The Emergency Alert System protocol is in Section 4.

B. Messaging in the Emergency Operations Center

Information and resource requests flowing into and out of the City of San Luis Obispo Emergency Operations Center must be properly tracked and recorded to ensure an effective emergency response. The following procedures apply to information coming into the Emergency Operations Center or being passed from one Emergency Operations Center position to another.

Forms for use are attached at the end of this Section.

All personnel shall keep a duty log (ICS 214) which records activities and information.

1. Messages/Information within the Emergency Operations Center:

Information and resource requests passed from position to position within the Emergency Operations Center should be conveyed in electronic message or hard copy. If person-to-person or telephone is used, each person should note the conversation and its outcome in their duty log.

a. Electronic Process

The City uses Web EOC software to communicate with the San Luis Obispo County Operational Area Emergency Operations Center electronically during an Emergency/Event. All Emergency Operations Center staff should be trained in Web Emergency Operations Center communications and procedures.

b. Hard Copy Processes

If electronic communication is not possible hard copy forms will be used. The following information is crucial to include on internal Emergency Operations Center hard copy forms.

i. Time and date must always be indicated.
ii. Priority must be indicated: Immediate, High, and Routine.
iii. Message initiator must indicate their Emergency Operations Center section and job function.

2. Messages/Information to/from Outside the Emergency Operations Center
Information entering and leaving the Emergency Operations Center must be properly documented. The following systems are available for recording and transmitting information.

   a. Electronic Process

   The use of the internet to communicate with the San Luis Obispo County Operational Area Emergency Operations Center will be possible through the Web EOC software. Not all staff will be able to communicate with the Operational Area Emergency Operations Center. The Primary use of Web EOC is to send situation/status reports to the San Luis County Operational Area Emergency Operations Center.

   b. Hard Copy Process

   If electronic communication is not possible hard copy forms will be used. The following information is crucial for Emergency Operations Center external messaging to function properly.
   i. Time and date must always be indicated
   ii. Priority must be indicated: Immediate, High, Routine
   iii. Messages coming from outside the E Emergency Operations Center will most likely be via telephone. Any Emergency Operations Center staff person transcribing the message must indicate their Emergency Operations Center Section as well as from where the message came. For instance, if Communications receives a message from the Incident Commander the message must read "FROM: Incident Commander VIA Communications".

City of San Luis Obispo Emergency Operations Center Registration Form

Position	EOC Position	Time In	Time Out	Signature

City of San Luis Obispo Emergency Operations Center Message Form

Emergency Operations Center Message Form	Date:
	Time:

Message Text	
	PRIORITY High Immediate Routine

	To:	Initial Message	From:
		Emergency Operations Center Director	
		Operations	
		Plans	
		Logistics	
		Finance	
Other:			
Date/Time Sent:			

		Reply	
		Emergency Services Director	
		Operations	
		Plans	
		Logistics	
		Finance	
Other:			
Date/Time Sent:			

Retain Original Copy	

Disposition:	
	File in Plans
	Message Thread

City San Luis Obispo – Emergency Operations Center Resource Request

An attempt should be made to fill all applicable resource information before sending to Logistics

INCIDENT / ORDER NUMBER: LOGISTICS REQUEST NUMBER:

Resource Requested:			
Priority:	Critical/Life Safety	Urgent	Routine
Incident Location:		Incident Type:	
Resource Accepted By:		Agency / Dept:	
Duration Needed:		Phone:	
Staging/Delivery Location:		Delivery Contact:	
Form Prepared By:		EOC Position:	
Latest Acceptable Delivery: (Date / Time)			
Purpose / Use:			
Suggested Source(s):			
Approval by Section Coordinator	Signature:		Date:
			Time:
Filled by Operations?		Send to Logistics?	

FOR LOGISTICS USE ONLY

Resource Ordered From:			
Vendor/Agency Address:			
Vendor/Agency Contact Person:			Phone:
Date Ordered:		Time Ordered:	
Estimated Date/Time of Arrival:		PO Number:	
Comments:			
Originator: Any EOC position. Retain Copy. Routing: Approval by Section Coordinator; forward to Logistics		This form is used to request all resources for field use and for EOC use.	
Additional Notes:			
Top copy to receiver	2nd copy to receiver	3rd copy to originator	4th copy to plans

City of San Luis Obispo Emergency Operations Center Resource Directory	Confidential Executive Team Phone Directory	Section 2
	Issue Date 01/01/2021	Review Date 01/01/2022	Revision Date 02/28/2022 JB

Telephone numbers for Executive Team Members are confidential and not available for publication.

Contact information is available from the City Manager, Assistant City Manager, Deputy City Manager or the Fire Chief on an as needed basis.

City of San Luis Obispo Emergency Operations Center Resource Directory	**Reverse 911**		**Section 3**
	Issue Date 01/01/2021	Review Date 01/01/2022	Revision Date 2/28/2022 JB

COUNTY OF SAN LUIS OBISPO OPERATIONAL GUIDELINES AND INFORMATION
REVERSE TELPHONIC NOTIFICATION SYSTEMS

AUTHORIZED USE AND PROCEDURES FOR THE REVERSE 911 SYSTEM

I. POLICY

The Reverse 911 system will be utilized by the Sheriff's Dispatch Center to create a message to be delivered to residents of San Luis Obispo County during critical incidents. The system is designed to blend geography with the 911 database in order to efficiently transmit messages to affected areas.

II. PURPOSE

To establish procedures for use of the Reverse 911 system by agencies in the County of San Luis Obispo and for Sheriff's Department personnel who will be administering the program.

III. COORDINATED USE:

For Nuclear Power Plant Emergency use:
The Reverse 911 system is one option that can be used for alert and notification following an emergency at Diablo Canyon Power Plant. The system can be used to supplement or provide backup to the primary systems which include the Early Warning System sirens and the Emergency Alert System.
During a nuclear power plant emergency, any use of the Reverse 911 system will be coordinated and directed by the County EOC. Any usage of the Reverse 911 system by the County EOC that affects local cities or jurisdictions will be preceded with a Red Phone call or other form of notification to the affected jurisdiction's EOC or dispatch. Messages broadcast during a nuclear power plant emergency will be drafted by the County Command Group or designee utilizing pre-drafted sample messages. The County Command Group, or designee will evaluate the situation and base calling priority on areas with urgent action required or areas with notification challenges.

For Other Emergencies and Incidents:
During incidents such as fires, floods, hazardous materials incidents where the County EOC is not activated or is acting as a resource to the affected city/jurisdiction, language should be drafted by the affected city. The Reverse 911 Request Form should be filled out in entirety and faxed or called in to the Sheriff's Watch Commander. If the County EOC is activated, the EOC can assist with the creation and coordination of needed messages as appropriate.

If more than one city or jurisdiction is affected and have requested use of the system; priority of calls will be decided by the County Emergency Services Director or designee if the County EOC is activated. If the EOC is not activated, the Sheriff's Watch Commander, with assistance by County OES as necessary will decide on the priority of requested calls.

IV. ASSOCIATED COSTS

All requested usage of the Reverse 911 system that can be implemented over standard T1 lines are covered by the Sheriff's Department. If "Mass Calling" (higher volume calling) is necessary, fees may be billed to the requesting agency.

V. AUTHORIZED USE

The Reverse 911 system may be utilized for the following reasons:

- A protective action such as evacuation or sheltering due to a natural or human-made disaster such as fire, flood, tsunami, nuclear power emergency, or chemical or biological incidents.
- Incidents where protective action would reduce the likelihood of injury or death (i.e. hostage incident)
- Incidents where a timely notification may result in the safe return of a missing child or adult.
- In the event of a jail or prison escape to notify the public of the location of the escape and safety procedures they should take in the affected area.
- Any other incident affecting public health or safety.

All Reverse 911 notifications will be reviewed and approved by the Sheriff's Watch Commander* prior to activation.

*In a Nuclear Power Plant Emergency, once the EOC is activated the County Command Group or designee will review and approve the Reverse 911 message.

The following people are authorized to request/release a Reverse 911 notification:

- County Emergency Services Director
- County Public Health Director or County Public Health Officer
- A Sheriff's Department supervisor or manager
- Fire department Duty Chief or Incident Commander
- Police department supervisor or manager
- County Office of Emergency Services

VI. Services PROCEDURE

The Reverse 911 Emergency Notification Request Form must be completed for all Reverse 911 requests and include the following information:

- The geographical area to be notified and reason for notification
- A scripted message to the public which contains the following
    a. Reason for notification
    b. Date, Time, and issuing agency
    c. Type of action required
    d. Recommended evacuation route if applicable
    e. Shelter location if applicable
    f. Other information as relevant

After an activation of the system and a resolution to the emergency, a termination notification may need to be broadcast to notify the affected area of the termination.

The Reverse 911 database shall only be used for the intended purpose of emergency services and emergency notification. It shall not be used for marketing, advertising, public relations, or other commercial or no emergency purposes.

SAN LUIS OBISPO COUNTY
REVERSE 911 REQUEST CHECKLIST

☐ Determine whether it is appropriate to use Reverse 911 as opposed to other means of communication with the public. Reverse 911 is reserved for emergency notifications only.

Please Check Applicable Notification Reason:

_____An evacuation or sheltering order as a result of a natural or human-made disaster.
_____Evacuation to reduce the likelihood of injury or death.
_____Notification may result in the safe return of a missing child or adult.
_____Jail, prison, or other relevant escape
_____Other incident affecting public health or safety.
Other: Please explain_____

☐ Complete the Reverse 911 Emergency Notification Request Form. Be sure to keep the message clear and concise. The length of the message will influence the time it takes to complete the calls.

☐ Call the Sheriff's Watch Commander at 805-781-4553.
- Identify yourself and state that you want to activate the REVERSE 911 system. Be prepared to positively identify yourself in order to prevent unauthorized use of the system.

☐ After verification of identity is complete, fax or e-mail the REVERSE 911 Reverse 911 Emergency Notification Request Form to 805-781-1234. If form cannot be sent or emailed, provide information over the phone.

☐ Sheriff's Department personnel will then record the message and begin the notification calling session.

☐ Contact the Watch Commander to cancel the notification session if circumstances change and the notification is no longer necessary.

See Request Form on Next Page

REVERSE 911 EMERGENCY NOTIFICATION REQUEST FORM
Call Sheriff Watch Commander at 781-4553 Fax Form to 781-1234

Requesting Agency:		**Notify businesses?**		☐ Yes	☐ No
Contact Name:		**Number of attempts per #**		1 ☐	2 ☐
Contact Phone:		**Leave a message:** *If Yes is checked, message will be left rather than a second attempt*		Yes ☐	No ☐
Contact E-mail:		**Require acknowledgement?** *Caller can be asked to press a number to acknowledge*		Yes ☐	No ☐ ☐
ID/Badge #:		**Pre-defined list / Name**:			
Your Title/Position/Rank					
Supervisor Name & Phone:					
Verbatim Message Text: *Must include reason for notification, issuing agency, date & time, action required, and phone number to call for additional information. Should also include as applicable, evacuation route, shelter location, other relevant info. (Message will be recorded exactly as written)*					

Geographic area to receive message: *Include city, zip code, and street names if possible. Can also use parameters such as a 5 mile radius centered at a street or designated location.*

End of Form.

Activating the Emergency Alert System

1. EAS can be activated by a Chief Officer or Incident Commander.

2. Notify the Sheriff Watch Commander, 805.781.4533 or,
   San Luis Obispo County Emergency Communications Center, 805.543.4244.

3. If the incident is local, without Mutual Aid Assistance, a Public Information Officer is **required.**

Emergency Message

☐   Message **cannot** exceed one (1) minute, forty-five (45) seconds, (1:45)

☐   A general warning template is included in this Section and can be used to create an appropriate emergency message.

General Warning (add or delete information as needed)

Your attentions please your attention please. This is an Emergency Alert System Message.

This is not a test; repeating, this is not a test. This message is for the public in the general area of:

At approximately _____a.m. /p.m., a _(type of emergency)_____occurred/ may occur at (location)

This emergency involves (Describe the emergency including the threat to the public).

The City of San Luis Obispo advises that residents/businesses/institutions with the boundaries of:

Take the following actions:

Additional Instructions/ information include:

Listen to this station for further information, or call _____. At such time as the emergency situation changes or the emergency no longer exists, you will be promptly advised by another Emergency Alert message.

Purpose: To provide guidance in activating ARES (Amateur Radio Emergency Services) members for emergencies or other incidents.

Cooperation and Coordination

The San Luis Obispo County Office of Emergency Services, the Director of Emergency Services or EOC Manager may attempt to activate ARES by phone, cell phone, or pager in accordance with the alerting roster provided by ARES which is updated by ARES on an annual basis.

San Luis Obispo County Office of Emergency Services: 24/7 805.781.1144

Fire Department

1. Type 1 Engine
   a. Engine 1   Pierce   2000gpm   BLS
   b. Engine 3   Pierce   2000gpm   ALS
   c. Engine 4   Pierce   2000gpm   ALS
   d. Engine 5   Pierce   2000gpm   BLS

2. Type 2 Engine
   a. OES   HME   1500gpm   ALS

3. Type 3 Engine
   a. Engine 6   Weststates   500gpm   BLS

4. Type 6 Patrol
   a. Patrol 1   Ford   125gpm   BLS

5. Ladder Truck
   a. Truck 1   Pierce   100'   ALS
   b. Truck 2   Pierce   75'   ALS

6. Type 1 Ambulance
   a. Medic Rescue 1   Leader   ALS

7. UTV
   a. UTV 1   Polaris   4x4   BLS

8. Technical Rescue
   a. TRT 1   Ford   4x4

9. Mechanic
   a. Mechanic 1   Ford   4X4

10. Staff Vehicles
    a. Battalion 1   Chevrolet   4x4   BLS
    b. DC 1   Chevrolet   4x4   BLS
    c. C-1   Chevrolet   4x4   BLS
    d. STEN   Chevrolet   4x4
    e. 426   Chevrolet   4x2
    f. 427   Ford   4x4
    g. Fire Marshal   Chevrolet   4x2

h.	Open Space	Chevrolet	4x4	
i.	Rav 1	Toyota	4x2	
j.	Rav 2	Toyota	4x2	
k.	4Runner	Toyota	4x4	
l.	4Runner	Toyota	4x4	

Police Department

1. Patrol Vehicles

a.	Explorer	Ford	4x2	
b.	Explorer	Ford	4x2	
c.	Explorer	Ford	4x2	
d.	Explorer	Ford	4x2	
e.	Explorer	Ford	4x2	
f.	Explorer	Ford	4x2	
g.	Explorer	Ford	4x2	
h.	Explorer	Ford	4x2	
i.	Explorer	Ford	4x2	
j.	Explorer	Ford	4x2	
k.	Explorer	Ford	4x2	
l.	Explorer	Ford	4x2	
m.	Explorer	Ford	4x2	
n.	Explorer	Ford	4x2	
o.	Taurus	Ford		
p.	F-150	Ford	4x2	FST Truck

2. Traffic/Motorcycles

a.	ST 1300	Honda		Motorcycle
b.	ST 1300	Honda		Motorcycle
c.	ST 1300	Honda		Motorcycle
d.	ST 1300	Honda		Motorcycle
e.	ST 1300	Honda		Motorcycle
f.	ST 1300	Honda		Motorcycle
g.	ST 1300	Honda		Motorcycle
h.	American Trailer	Pace		DUI Trailer

3. SWAT Vehicles

a.	F-550	Ford	4x4	Armored Truck
b.	F-350	Ford	4x4	Pulls SWAT Trailer
c.	America Trailer	Pace		Mobile Command Trailer
d.	Cargo Trailer	Wells		SWAT Equipment Trailer

4. Investigations Vehicles

a.	Explorer	Ford	4x2	

     b. Explorer   Ford   4x2
     c. Taurus   Ford
     d. Taurus   Ford
     e. Taurus   Ford
     f. Taurus   Ford
     g. Taurus   Ford
     h. Sienna Minivan   Toyota
     i. Suburban   Chevrolet   4x4
     j. Ram 2500 Van   Dodge   Transport Van
     k. E-250 Van   Ford   Evidence Tech Van

5. Police Admin
     a. Taurus   Ford
     b. Taurus   Ford
     c. Taurus   Ford
     d. Explorer   Ford   4x2
     e. Explorer   Ford   4x2

Transit

Unit ID	City ID #	Make	Length	Model	Fuel
754	861	Gillig	30'	Low Floor	Diesel
755	824	Gillig	30'	Low Floor	Diesel
856	911	DOUBLE K	30'	TROLLEY	Gasoline
857	912	Gillig	40'	Low Floor	Diesel
858	913	Gillig	40'	Low Floor	Diesel
859	914	Gillig	40'	Low Floor	Diesel
860	915	Gillig	40'	Low Floor	Diesel
861	916	Gillig	35'	Low Floor	Diesel
862	917	Gillig	35'	Low Floor	Diesel
963	1106	Dennis	40'	Deck	Diesel
1264	1204	Gillig	40'	Low Floor	Diesel
1365	1303	Gillig	40'	Low Floor	Diesel
1366	1304	Gillig	40'	Low Floor	Diesel
1167	1645	El Dorado	28'	Cut-Away	Gasoline
1768	1726	GILLIG BRT	40'	Low Floor	Diesel
1769	1727	GILLIG BRT	40'	Low Floor	Diesel
1770	1728	GILLIG BRT	40'	Low Floor	Diesel
1636	1636	Ford		Service Truck	Gasoline
1202	1202	Chrysler		Town/count	Gasoline

The San Luis Obispo City Fire Department will provide the San Luis Obispo County Resource Directory of Selected Public and Private Agencies to the Emergency Operations Center, when activated. This resource directory is confidential and for public safety and related agencies use only.

City of San Luis Obispo Emergency Operations Center Resource Directory	Persons with Access and Functional Needs		Section 8
	Issue Date 01/01/2021	Review Date 01/01/2022	Revision Date

The Persons with Access and Functional Needs List is a confidential document the CANNOT be put into any Public Documents.

The County of San Luis Obispo generates the Persons with Access and Functional Needs List on an annual basis and has an up-to-date database.

The Persons with Access and Functional List is located with the Emergency Services Director or the Deputy Emergency Services Director.

City San Luis Obispo Emergency Operations Center Resource Directory	Senior Care Facilities		Section 9
	Issue Date 01/01/2021	Review Date 01/01/2022	Revision Date 2/28/2022 JB

The San Luis Obispo City Fire Department will provide a list of Senior Care Facilities within the City to the Emergency Operations Center, when activated.

Initiating an evacuation and repopulation plan may be difficult in a Disaster. This resource was designed to assist emergency response personnel in the implementation of an evacuation and repopulation plan and includes instructions on how to complete the plans along with definitions.

Evacuation Plan Instructions (Blocks 1-12):

Block 1.   Fill in the incident name, incident number, name of preparer, and date and time prepared.

Block 2.   Fill in affected area(s). Be specific and include community names, streets, or map page grids. Include type of protective action for each area: (Immediate) Evacuation Order, Evacuation Warning, Closures, Shelter in Place, or use of Safe Refuge Areas. Use each numbered line for a separate area. See 'Definitions' for assistance.

Block 3.   List decision points to initiate protective actions for each area noted above. Each numbered line corresponds with a numbered affected area listed above.

Block 4.   Enter the predicted time that the incident, situation, hazard, or fire will take once it arrives at a decision point, and until it reaches an affected area.

Block 5.   Obtain Incident Commander's signature, agency identifier, and date of signature.

Block 6.   Obtain signature of law enforcement or Operations Section personnel in charge of implementing the plan.

Note: The first page of the plan can be used to document an immediate need evacuation. As time allows, continue filling out the following pages for planned evacuations.

Block 7.   List traffic control points that agencies will use to block or limit access to the incident or area. The locations of traffic control points (TCPs) are usually determined by law enforcement. List the level of closure associated with each traffic control point. The level of closure is generally determined by the Incident Commander with input from the Operations Section and Safety Officer. The level of closure may be adjusted within minutes depending on the incident's activity. A information sheet on the TCP with level of closure should be provided to staff manning the TCP. A map should be made identifying traffic control points and evacuation areas.

Block 8.   List the methods that the law enforcement agency having jurisdiction will use to notify the public of protective actions being implemented in an area.

Block 9.   List evacuation routes for the public to exit an affected area. Evacuation routes should be added to an incident travel map if possible.

Block 10.   List travel routes for emergency responders into the incident or evacuation area. Travel routes to be used by emergency vehicles should be added to an incident travel map if possible.

Block 11.   List public shelters open for the incident. Provide an address for the shelter and contact information that can be provided to the media, elected officials, and the public.

Block 12.   List animal shelters for large animals and household pets. Provide an address for the shelter and contact information that can be provided to the media, elected officials, and the public.

Note: This is the last step of the Evacuation Plan. The Repopulation Plan begins on the next page.

Repopulation Plan Instructions (Blocks 13-17):

Block 13.   Fill in the incident name, incident number, and the date/time the plan should be initiated. This is the first step of the Incident Repopulation Plan.

Block 14.   List areas that are being affected by the Repopulation Plan. For each area, list any closures that will remain in effect once the area is repopulated.

Block 15.   Place a check by each safety issue once the item has been mitigated or cleared by the authorizing individual as well as the date and time it was authorized.

Block 16.   Distribute the plan as detailed. Place a check for each position as the plan is distributed.

Block 17.   Add the name of the preparer and have the Incident Commander date and sign the plan.

Repopulation criteria shall take into account emergency worker safety and the community needs. Control of repopulation to an evacuated area shall be accomplished during planning meetings with command and general staff and coordinated with media releases and incident action plan instructions. Local residents may be allowed to repopulate with escorts or while mop-up operations and infrastructure repair continue if the situation allows.

Coordination with assisting and cooperating agencies is critical to the success of repopulation planning. Ultimately it is a law enforcement decision based on fire department input to approve repopulation of citizens back into an area previously closed or evacuated.

Definitions

Evacuation Order   Movement of community members out of a defined area due to an immediate threat to life and property from an emergency incident. An Evacuation Order should be used when there is potential or actual threat to civilian life within 1 to 2 hours or when the IC deems it necessary to protect civilians.

Evacuation Warning Alerting of community members in a defined area of a potential threat to life and property from an emergency incident. An Evacuation Warning may be issued when the potential or actual threat to civilian life is more than 2 hours away.

Levels of Closure   A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety. Media is allowed under all closure levels unless prohibited under PC 409.5

Level 1 Closure   Closed to all traffic except local residents; may require escorts.

Level 2 Closure   Closed to all traffic except FD, LE, and critical incident resources (i.e. utility companies, Caltrans, County Roads, etc.).

Level 3 Closure   Closed to all traffic except FD and LE.

Level 4 Closure   Closed to all traffic including FD and LE.

Shelter in Place   Directing community members to stay secured inside their current location. Used if evacuation will cause higher potential of loss of life.

Safe Refuge Area   A temporary location to hold evacuees until safe evacuation is possible.

Safe Points   Temporary area outside of affected area to stage evacuees until emergency is over or a shelter can be opened.

EVACUATION PLAN (Blocks 1-12)			
Block 1	**Incident Name:**		**Incident #:**
Prepared by:		**Date:**	**Time:**
Block 2	**Affected Area(s) & Type** *Evacuation Order, Warning, Shelter in Place, Closure, Safe Refuge Area*		
1.			
2.			
3.			
4.			
5.			

Block 3	**Decision Points to Initiate Above Actions**	**Block 4**	**Predicted Time to Reach Affected Area**
1.			Hour(s)
2.			Hour(s)
3.			Hour(s)
4.			Hour(s)
5.			Hour(s)

Block 5	**Incident Commander(s)**	
Name & Signature Agency:		Date:
Name & Signature Agency:		Date:
Name & Signature Agency:		Date:
Name & Signature Agency:		Date:

Block 6	**Law Enforcement or Operations Sec. Chief**	
Name & Signature Agency:		Date:

Block 7	Traffic Control Points	Levels of Closure for Area
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Closure Levels:

Level 1: Closed to all traffic except local residents; may require escorts.
Level 2: Closed to all traffic except FD, LE, and other critical incident resources (i.e. utility companies, Caltrans, County Roads etc.)
Level 3: Closed to all traffic except FD and LE
Level 4: Closed to all traffic including FD and LE

- *Traffic control points must cover all sides of the incident and be should be located outside the Evacuation Warning area. Traffic control points should be identified as TCP on the incident maps and closure levels identified for each point. (Example: TCP 4 refers to Traffic Control Point- Level 4 closure). Points should also be displayed on evacuation maps.*
- *Provide a Traffic Control Info Sheet to TCP staff is possible.*
- *Media is allowed access under all closure levels unless prohibited by Penal Code Section 409.5*

Block 8	Process for Initial Notification of Public & Time Initiated *(Phone, EAS, Sirens, Door-to-Door) By Who, Date and Time Initiated*
1.	
2.	
3.	
4.	
5.	

Block 9	Evacuation Routes for Public (Exiting area)
1.	
2.	
3.	
4.	
5.	
6.	

Block 10	Travel Routes for Emergency Responders (Entering Area)
1.	
2.	
3.	
4.	
5.	
6.	

Routes shall be coordinated with IC, Ops & Logs Sec. Chiefs. Routes for Evacuation Order areas should be determined first.
Display evacuation routes on incident maps and ensure EOC(s) are informed if activated.
Consider transportation and barricade needs early.

Block 11	Public Shelters or Safe Points Name, Address, and Contact Information
1.	
2.	
3.	
4.	
5.	

ICP (or EOC as applicable) should identify approximate number of evacuees, anticipated duration of incident, and direction emergency may head, to assist Red Cross is choosing a safe shelter location.
Public shelters should be staffed with Incident Information Officers.
Display public shelters on incident maps with a red cross.

Block 12	Large Animal/Pet Shelters- Name, Address, and Contact Information
1.	
2.	
3.	
4.	

Animal/pet shelter locations must be coordinated between LE and Animal Control.

ICP or (EOC as applicable) should identify approximate number/type of pets and anticipated duration of incident.

Definitions

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Evacuation Warning-Alerting of community members in a defined area of a potential threat to life and property from an emergency incident. An Evacuation Warning may be issued when the potential or actual threat to civilian life is more than 2 hours away or as deemed appropriate by the IC.

Levels of Closure-A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety. Media is allowed under all closure levels unless prohibited under PC 409.5

Level 1 Closure-Closed to all traffic except local residents; may require escorts.

Level 2 Closure-Closed to all traffic except FD, LE, and critical incident resources (i.e. utility companies, Caltrans, County Roads, etc.).

Level 3 Closure-Closed to all traffic except FD and LE.

Level 4 Closure-Closed to all traffic including FD and LE.

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Safe Refuge Area-A temporary location to hold evacuees until safe evacuation is possible.

Safe Points-Temporary area outside of affected area to stage evacuees until emergency is over or a shelter can be opened.

REPOPULATION PLAN (Blocks 13-17)		
Block 13	**Incident Name:**	**Incident #:**
Date to be initiated:		**Time to be initiated:**
Block 14	**Repopulation Area(s)**	**Level of Closure** (No closure, or 1-4)
1.		
2.		
3.		
4.		
Block 15	**Repopulation Checklist**	**Authorizing Name-Date-Time**
☐	Fire or emergency threat mitigated	
☐	Utilities secured ☐ Gas ☐ Electric ☐ Telephone ☐ Water	
☐	Infrastructure hazards mitigated (roads, bridges, etc) ☐ Public Works ☐ Caltrans	
☐	Law Enforcement approval ☐ Sheriff ☐ Local PD ☐ CHP	
☐	Other	
☐	Other	
☐	Incident Commander Approval	
☐	Fire Agencies notified ☐ CAL FIRE ☐ USFS ☐ Fire District/Department	
☐	American Red Cross Notified	
☐	Emergency Operations Center(s) notified	
☐	Incident Information Officer notified	
☐	Incident Liaison Officer notified	
☐	ICS 209 updated	

Block 16	Evacuation Plan Distribution
☐ Incident Commander(s)	☐ Operations Section Chief(s)
☐ Planning Section Chief	☐ Logistics Section Chief
☐ Finance Section Chief	☐ Public Information Officer
☐ Liaison Officer	☐ Incident Safety Officer
☐ Law Enforcement	☐ Public Officials (Mayor/City Manager)
☐ Caltrans/Local Streets Dept	☐ Emergency Operations Center(s)
☐ County OES	☐ CAL EMA
☐ California Highway Patrol	☐

Block 17	Prepared by:	Date:
Incident Commander:		Time:
Incident Commander:		Time:

Definitions

Evacuation Order-Movement of community members out of a defined area due to an immediate threat to life and property from an emergency incident. An Evacuation Order should be used when there is potential or actual threat to civilian life within 1 to 2 hours or when the IC deems it necessary to protect civilians.

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Levels of Closure-A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety. Media is allowed under all closure levels unless prohibited under PC 409.5

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Safe Points-Temporary area outside of affected area to stage evacuees until emergency is over or a shelter can be opened.

City of San Luis Obispo

Emergency Operations Plan

RECOVERY

Developed for:
Keith Aggson
Fire Chief
City of San Luis Obispo
Fire Department
San Luis Obispo, CA.

Prepared by:
David L. Mathe
Emergency Leadership and
Preparedness Advisor
Nipomo, CA.

FORWARD

The City of San Luis Obispo Disaster Recovery Plan addresses the City of San Luis Obispo's response to an emergency impacting the city. Recovery Response measures and procedures concerning the policy and operations of the City of San Luis Obispo's Disaster Recovery Plan contained herein.

Plan Adoption
This is the official City of San Luis Obispo Disaster Recovery Plan.

_____
Keith Aggson
Fire Chief
San Luis Obispo Fire Department
Date:

Table of Contents

RECOVERY OPERATIONS

I. CONCEPT OF OPERATIONS

"Disaster Recovery" is both short-term activities intended to return essential services to operation, and long-term activities designed to return infrastructure systems to pre-disaster conditions.

Recovery activities are those necessary to restore services and systems to a state of normalcy. Short term recovery actions include damage and safety assessments and those necessary to return health and safety systems (e.g., water) and services (e.g., acute health care) to minimum operating standards.

When conditions exist, which pose an extreme peril to life and property and is beyond the effective response capabilities of the City of San Luis Obispo, it may proclaim a local emergency and request that the state implement or coordinate financial disaster recovery programs.

Recovery efforts can begin even while response efforts are underway. Such initial efforts may include beginning to restore utility services, clearing roadways of debris, and basic mitigation efforts to keep additional damage from happening.

Initial coordination of recovery efforts, such as initial planning and response, is the responsibility of the City of San Luis Obispo. In the aftermath of a disaster initial recovery needs may include:

- ☐ Assessment of the extent and severity of damages to homes and other property.
- ☐ Restoration of services such as water, sewer, and power.
- ☐ Repair of damaged homes and property.
- ☐ Professional counseling, guidance and education due to the sudden changes resulting from the emergency.

Private sector entities can/should be utilized as needed to provide recovery assistance. Memorandums of Understanding (MOUs) with private entities can provide an effective method of mobilization and resource management.

Recovery Activities

Rebuilding efforts require decisions on several critical activities that have long-term social, economic and physical recovery implications. In addition to common emergency planning considerations (e.g., establishing partnerships, risk identification and reduction, plan maintenance including drills and exercises) local government should consider the activities listed below during the emergency management planning process.

Physical Recovery Activities:	Governmental Recovery Activities:
☐ Preserving historical sites ☐ Considering environmental concerns ☐ Upgrading infrastructure and utilities ☐ Removing debris and managing disposal sites ☐ Evaluating redevelopment and subdivisions ☐ Establishing restoration committee Considering deferral of permits, fees, etc. ☐ Pursuing hazard mitigation projects and advancing mitigation efforts ☐ Modifying land use and zoning requirements ☐ Improving infrastructure, roads, housing ☐ Evaluating repair and rebuilding options ☐ Incorporating changes in construction standards	☐ Continuing the performance of governmental functions ☐ Protecting essential facilities, equipment, records, etc. ☐ Managing donations ☐ Coordinating Voluntary agencies ☐ Building community consensus ☐ Engaging stakeholders, special interest groups and the public in decision making processes ☐ Pursuing new opportunities in community planning ☐ Upgrading communication systems ☐ Pursuing political support ☐ Communicating recovery activities to the public ☐ Addressing community questions about health consequences of the event
Social Recovery Activities:	**Economic Recovery Activities:**
☐ Promoting community participation ☐ Providing services for the mental health of individuals ☐ Evaluating community stress ☐ Informing the public of physiological considerations ☐ Restoring community values ☐ Promoting family individual preparedness ☐ Establishing Local Assistance Centers or Disaster Recovery Centers of "one-stop" disaster recovery services	☐ Establishing a documentation system to collect and store disaster-related cost information to ensure maximum state and federal reimbursement ☐ Addressing economic loss of the community ☐ Identifying available working capital ☐ Promoting business in damaged areas ☐ Maximizing the consumer base ☐ Reestablishing commercial services ☐ Facilitating business recovery ☐ Securing disaster business loans, disaster recovery assistance grant and hazard mitigation project funding

At the state level, the Cal OES Disaster Assistance Division manages disaster recovery operations by aiding local governments and coordinating recovery programs for individuals and businesses impacted by disasters. The Disaster Assistance Division ensures that state and federal support are provided in an efficient and timely manner throughout the recovery process. Cal OES is the grantee for federally funded disaster assistance programs, and grantor for the state California Disaster Assistance Act program. As

such, the Disaster Assistance Division coordinates recovery assistance for individuals, businesses and the agricultural community. Additionally, the Disaster Assistance Division oversees hazard mitigation activities throughout California and provides technical support to reduce the costs and streamline the process of future recovery efforts. In support of these responsibilities, the Disaster Assistance Division performs extensive planning activities with local, state and federal agencies, legislators, various volunteer and non-profit organizations.

Accurate and current Initial Damage Estimates (IDEs) should be provided concurrently with requests for assistance by local jurisdictions.

Cal OES staff will work with the City of San Luis Obispo to ensure that accurate and current disaster information is captured within the Response Information Management System. The Initial Damage Estimate provides information necessary for the Disaster Assistance Division to determine if state and/or federal disaster assistance is warranted and what external resources are needed.   The information provided by local government should include:

- Type and extent of public and private sector damage;
- Estimates of damage and emergency response costs; and
- Any acute public health and environmental issues.

If the available Initial Damage Estimate information appears inaccurate based on the known magnitude of the event or if the information appears out-of-date, the Disaster Assistance Division staff may be required to verify the information, through the Preliminary Damage Assessment (PDA) process outlined below. A Preliminary Damage Assessment may also be necessary to verify Initial Damage Estimate information as discussed above.

A Preliminary Damage Assessment is a comprehensive report completed by a team of local, state and/or federal representatives in cooperation with the affected local government and the private sector. The representatives may include local public works staff, Cal OES, FEMA or the United States Small Business Administration program staff. The Preliminary Damage Assessment is used to determine the level of state and/or federal assistance required. Preliminary Damage Assessment information includes:

- ☐ specific damaged sites, including facility type (e.g., school, road, private residence).
- ☐ insurance and maintenance records of damaged facilities.
- ☐ damage description and repair estimates; and
- ☐ local government's budget reports.

If federal assistance is required, Cal OES must submit a request to the President within 30 days of the disaster occurrence. The request must be accompanied by a joint Cal OES/FEMA Preliminary Damage Assessment. Accordingly, Cal OES will request FEMA's assistance and complete the joint Preliminary Damage Assessment as soon after the event as practical. In special circumstances when the magnitude of the event warrants, the President may declare an emergency or major disaster prior to completion of a Preliminary Damage Assessment. However, a Preliminary Damage Assessment still requires completion in order to establish the level of financial assistance required by the state and federal governments.

Consistent with the Standardized Emergency Management System, local government should provide all requests for disaster recovery assistance to the Operational Area. Cal OES Regions are the first line

reviewers of requests for disaster assistance from local government. The Cal OES Region office may complete a "Local Proclamation" form utilizing the Response Information Management System database. This form includes the Regional Analysis, which the Disaster Assistance Division utilizes to evaluate the need and appropriate level of state and/or federal assistance warranted. The Disaster Assistance Division provides its recommendation to the Cal OES director for approval.

A. Short Term Recovery

Short term recovery operations generally begin during the response phase of the emergency. The major objectives of short-term recovery operations include debris removal and cleanup, orderly and coordinated restoration of essential services (electricity, water, and sanitary systems), and assisting the City of San Luis Obispo's population in coping with the emergency.

The goal of short-term recovery is to restore City of San Luis Obispo and related services to at least a minimal capacity. Short term recovery may include:

- ☐ Utility restoration.
- ☐ Continued social, medical, and mental health services.
- ☐ Re-establishment of city government operations.
- ☐ Re-establish of transportation routes.
- ☐ Debris removal.
- ☐ Cleanup operations; and
- ☐ Abatement and demolition of hazardous structures.

For federally declared disasters, tele-registration centers may be established by the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, temporary services such as sheltering for disaster victims may be provided.

The City of San Luis Obispo may need to ensure that debris removal and cleanup operations are expedited in public areas. Based on the City of San Luis Obispo's assessments, structures that pose a public safety concern may be inspected by building officials or other professionals to determine specific damages.

B. Long Term Recovery

The major objectives of long-term recovery operations may include:

- ☐ Improved land use planning.
- ☐ Improved emergency planning.
- ☐ Re-establishing the local economy to pre-disaster levels.
- ☐ Recovery of disaster response costs.
- ☐ Effective integration of Mitigation strategies into recovery planning and operations.

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Each affected jurisdiction is responsible for their own approach to mitigation, which could include zoning variances, building codes changes, plan reviews, land use planning techniques, and safety element review.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process. Any hazard mitigation actions may need to be coordinated between various agencies and jurisdictions in order to ensure a maximum reduction of vulnerability to future disasters. Long term recovery may also involve local jurisdictions restoring essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during recovery operations.

Recovery programs will also be sought for individual citizens and private businesses. The City of San Luis Obispo will have a vital role to play in coordinating rebuilding efforts related to commercial areas of the City of San Luis Obispo.

C. Situation Reporting Zones

The City of San Luis Obispo has been organized into 4 Situation Reporting Zones (SRZ's). They are described as follows:

Zone 1: CENTRAL: is that area to the **North** of the intersection of Broad Street and Perkins Lane, **West** of the Union Pacific railroad, South of Mill Street from Broad St. to Pepper Street and **East** of Highway 101 from Madonna Road to Broad Street.

Zone 2: NORTH: Is that area to the **North** of Mill St. from Broad Street to Pepper Street and **North** of Monterey Street from Pepper Street to Fox Hollow Road exit off Highway 101.

Zone 3: WEST: is that area that is **West** of Broad Street and **South** of the Intersection of S Higuera Street and Bridge St.

Zone 4: EAST: is that area that is **South** of the intersection of Broad Street and Perkins Lane, **East** of the intersection of Tank Farm Road and Santa Fe Road and East of the Union Pacific railroad from the Meeting of Lawrence Drive and Garibaldi Avenue and **South** of Monterey Street

Note: Where no damage occurs within a SRZ, **"no damage"** reports are still required in order to insure complete damage intelligence.

Note: Where no damage occurs within a SRZ, **"no damage"** reports are still required in order to insure complete damage intelligence.

D. Damage Assessments

When requesting state or federal disaster assistance, the City of San Luis Obispo must provide information to support the request. The chart below describes the mechanisms required to document damages and determine needed assistance in the impacted area.

Report Title	Responsible Party	Description Needed	Purpose of Report
Initial Damage Estimate[1] (IDE)	Local jurisdiction	Initial description of damage including: ☐ Type and extent of public and private sector damage ☐ Estimates of damage and emergency response costs ☐ Any acute public health and environmental issues ☐ Number of homes and businesses not insured or underinsured	Provides information for Cal OES to determine if state and/or federal disaster assistance is warranted and to what external resources are needed. An IDE should be provided concurrently with request for assistance. Not providing this information promptly can delay assistance.
Preliminary Damage Assessment (PDA)	Disaster Assistance Division field staff assisted by Cal OES Regional staff, local, state and/or federal government staff	Preliminary detailed damage report including: ☐ Facility types (e.g. school, road, private residences) and location ☐ Facility insurance and/or maintenance records. ☐ Damage description and repair estimates ☐ Local government budget reports ☐ Destroyed/damaged residences, personal property, businesses ☐ Any identified environmental or historical issues	Provides information for Cal OES to determine extent and type of state and/or federal disaster assistance. This information is also used by FEMA to prepare a regional analysis of the request for consideration by FEMA headquarters.

II. RECOVERY OPERATIONS ORGANIZATION

For the City of San Luis Obispo, initial recovery operations will be managed by the appropriate departments. Initial overall coordination of recovery efforts can be coordinated by Cal OES.

Throughout the recovery process, City of San Luis Obispo departments should also be represented and responsible for certain functions that may need or otherwise involve their expertise.

III. RECOVERY OPERATIONS RESPONSIBILITIES

The City of San Luis Obispo has specific responsibilities in recovering from a disaster, although the City of San Luis Obispo may not have all the resources necessary for recovery; state and/or federal disaster assistance may be needed. The organizational overview listed on the following page depicts a sampling of agencies that may be assigned or have the resources to coordinate specific disaster recovery operations for the City of San Luis Obispo.

Function	Lead Department
Political process management; interdepartmental coordination; policy development; decision making; overall public information.	Administration
Land use and zoning variance; building and related permits; building and related safety inspections; redevelopment.	Community Development
Restoration facilities and related services	Community Development
Public area debris removal; demolition; roadway and related construction; restoration of county government public utility services.	Public Works
Assistance programs for victims and related special needs	Community Development
Public finance; budgeting; contracting; accounting.	Finance
Claims and liability issues	City Attorney
Coordination of applications for public agency disaster assistance; liaison with assistance providers; disaster financial assistance project management.	Finance
Advise on emergency authorities, actions, and associated liabilities; preparation of new ordinances and resolutions.	City Attorney
Government operations and restoration, including space acquisition, supplies, equipment, vehicles, personnel.	Administration
Geographic Information System (GIS) needs	Information Technology

A. Emergency Proclamations / Declarations

If the City of San Luis Obispo requires state or federal assistance, it is important to know if a local proclamation of an emergency is a prerequisite to obtaining the assistance. The chart below provides an overview of the programs discussed in this document and indicates proclamation/declaration requirements. Note: If a local emergency proclamation is required, it must be issued within 10 days of the event.

Program Name	Type of Assistance	Local Proclamation Required?	State of Emergency Required?	Federal Declaration or Designation Required?
Safety Assessment Program (SAP)	Provides professional evaluators to determine safety, use and occupancy of homes and buildings.	No	No	No
Fire Management Assistance Grant (FMAG)	Reimbursement of emergency response costs for wildland urban interface fire suppression.	No	No	Yes
State Public Assistance Program under a Cal OES Directors Concurrence	Funding to restore public infrastructure.	Yes	No	No
State Public Assistance Program under a Governor's proclamation of state of emergency	Reimbursement of local emergency response costs, debris removal and funding to restore public infrastructure.	Yes	Yes	No
Federal Public Assistance Program (major disaster declaration)	Reimbursement of local emergency response coast, debris removal and funding to restore public and allowable private-non-profit infrastructure.	Yes	Yes	Yes
Federal Public Assistance Program (emergency declaration)	Reimbursement of local emergency response costs.	Yes	Yes	Yes
Individuals and Households Program	Grants for unmet recovery needs to individuals and families.	Yes	Yes	Yes
State Supplemental Grant Program	Supplemental grants for individuals for recovery may be available only when maximum Federal Assistance to Individuals and Households Program has been reached.	Yes	Yes	Yes
United States Small Business Administration Economic Injury Disaster Loan Program	Working capital loans for small businesses that have suffered an economic loss.	No	No	Yes
United States Small Business Administration Physical Disaster Loan Program	Loans for individuals, families and businesses that have lost real and personal property.	No	No	Yes
US Department of Agriculture Disaster Designation	Loans for farmers and ranchers for physical and crop production losses.	No	No	Yes
Crisis Counseling Programs	Referral/resource services and short-term counseling for emotional and mental health problems caused by the disaster.	Yes	Yes	Yes
Disaster Unemployment Assistance	Weekly unemployment benefits and job finding services due to a disaster.	Yes	Yes	Yes

IV. DAMAGE RECOVERY ASSESSMENT

The recovery damage/safety assessment function is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. As soon as possible into an incident, even during the emergency response phase, initial damage estimates may be needed in order to support a request for a gubernatorial proclamation and for the state to request a presidential declaration.

During the recovery phase, this assessment is refined to a more detailed level. Detailed damage/safety assessments will be needed to apply for various state and federal disaster financial assistance programs. In addition, a list of mitigation priorities will need to be developed by the jurisdictions' departments.

Determining which agency performs detailed damage and/or safety assessment will depend on what is being inspected and assessed.

A. Local Assistance Centers/Disaster Recovery Centers

a. **Local Assistance Centers**:
Local government may consider activating Local Assistance Centers to provide a centralized location for services and resource referrals for the unmet needs of disaster victims. State funding may be available for eligible Local Assistance Center operations. Historically, Local Assistance Centers have proven to be a key factor for a successful recovery. Local Assistance Center characteristics generally include:

- ☐ resource facility for recovery information, services and programs.
- ☐ community-based service facilities.
- ☐ managed by local government; and
- ☐ staffed by private non-profit organizations, local, state and federal government, as appropriate.

For additional information, contact CalOES for "A Guide for Establishing a Local Assistance Center."

b. **Disaster Recovery Centers:**
Disaster Recovery Centers may also be activated by key federal agencies to provide convenient locations for victims and private non-profit organizations to obtain information about FEMA and United States Small Business Administration programs. Disaster Recovery Center characteristics general include:

- ☐ Fixed or mobile resource facility for FEMA and United States Small Business Administration recovery information.
- ☐ Managed by federal government; and
- ☐ Staffed by FEMA, CalOES, United States Small Business Administration and other federal, state and local agencies as appropriate.

c. Disaster Assistance Programs and their Requirements:

The following tables are designed to provide local emergency managers a quick reference to disaster assistance programs administered or coordinated by the Disaster Assistance Division. The tables are grouped by potential recipients and indicate general program implementation criteria, including key deadlines.

- Public Assistance through Cal OES
- Public Assistance through Other Agencies
- Individual and Family Assistance
- Businesses, Ranchers and Private Non-Profit Assistance

B. Public Assistance through Cal OES

The following table describes implementation criteria for the give main public disaster programs administered by Cal OES: Director's Concurrence, Governor's Proclamation of a State Emergency, Fire Management Assistance Program, and Presidential Declaration of an Emergency and Presidential Declaration of a Major Disaster.

Type of Assistance	Program Name and Authority	Cost Share Requirements	Implementation Criteria
Funding to restore damaged public infrastructure (e.g. roads, buildings, utilities).	State Public Assistance CDAA-Director's Concurrence with local emergency	75% State 25% Local	Local agency must proclaim an emergency and request a "Director's Concurrence" within 10 days of an event. A Governor's proclamation of a state of emergency is not required for the CalOES Director to provide California Disaster Assistance Act funding to repair damaged public facilities.
Reimbursement of local emergency response costs, debris removal, <u>and </u>funding to restore damaged public infrastructure.	State Public Assistance California Disaster Assistance Act-Governor's Proclamation of a State of Emergency	75% State 25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The request should include dates of the event, an Initial Damage Estimate, areas affected, and appropriate type of assistance needed.
Reimbursement for fire suppression costs.	Fire Management Assistance Grant Stafford Act	75% Federal 25% Local	Responsible fire agency must request Fire Management Assistance Grant assistance while the fire is still burning out of control. Neither local nor state emergency proclamations are necessary for the implementation of this program.
Reimbursement of local emergency response and debris removal costs.	Federal and State Public Assistance Stafford Act and California Disaster Assistance Act-Presidential Declaration of an Emergency	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 5 days to request federal assistance after the need for federal emergency assistance is apparent. Local government should provide detailed information including dates of the event, an Initial Damage Estimate, area affected, appropriate type of assistance needed.
Funding to restore public infrastructure* <u>and</u> reimbursement of emergency response and debris removal costs.	Federal and State Public Assistance Stafford Act and California Disaster Assistance Act-Presidential Declaration of a Major Disaster	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 30 days from the incident to request federal assistance. Local government should provide detailed information including dates of the event, an Initial Damage Estimate, area affected, appropriate type of assistance needed *Funding beyond what is necessary to restore a facility may also be approved for hazard mitigation measures to ensure that future similar damage will not occur. These mitigation projects include cost effective improvement to the current design and capacity of the existing facility.
Funding to provide crisis counseling services.	FEMA Crisis Counseling Program Stafford Act	75% Federal 25% State	This program is funded by FEMA and administered through the state Department of Mental Health. Benefits may be short- term or long-term (up to 9 months).

C. Public Assistance through Other Agencies

The following table describes the implementation criteria for disaster assistance programs available to the City of San Luis Obispo through federal agencies other than FEMA. Through the California Disaster Assistance Act, the state may also cost share with these federal programs.

Type of Assistance	Program/Name/Lead Federal Agency and Authority	Cost Share Requirements	Implementation Criteria
Watershed restoration	Emergency Watershed Program/ Natural Resource Conservation Service, Division of the U. S. Department of Agriculture Section 216, P.L. 81/516 and Sections 403-405 P.L. 95-334	75% Natural Resource Conservation Service 18.75% State 6.25% Local	Eligible activities include providing financial and technical assistance to remove debris from streams, protect destabilized stream banks, establish cover on critically eroding lands, repair conservation practices, and the purchase of flood plain easements. This program does not require a Presidential disaster declaration before it is implemented. However, for the sponsoring agency to be eligible for state cost share, the Governor must have proclaimed a state of emergency for the event. For additional information refer to: www.nrcs.usde.gov.
Emergency flood and post-flood activities	United States Army Corps of Engineers Emergency Operations Flood Control and Costal Emergencies Act (P.L. 84-99)	100% United States Army Corps of Engineers	The United States Army Corps of Engineers may provide manpower, supplies, and equipment for flood-fighting, debris clearance and temporary levee repairs during the emergency period and up to a maximum of 10 days thereafter. This program does not require a Presidential disaster declaration before it is implemented. For additional information refer to: www.usace.army.mil.
Restoration of publically sponsored flood control structures	United States Army Corps of Engineers Rehabilitation Program Flood Control and Costal Emergencies Act (P.L. 84-99)	100% United States Army Corps of Engineers	The United States Army Corps of Engineers Rehabilitation program aids with permanent repairs to federal system levees. Although the United States Army Corps of Engineers covers the repair costs, the local sponsoring agency may be required to purchase additional soil and must sign "Hold Harmless" agreements and other applicable assurances before work can begin. This program does not require a Presidential disaster declaration before it is implemented. For additional information refer to: www.usace.army.mil.
Emergency repairs to federal roads and highways	Federal Highways Administration Emergency Relief (ER) Program Title 23 U.S.C. Section 125	100% Federal Highways Administration, if performed within 180 days of an event	This program may be implemented upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The Federal Highways Administration ER program is administered through Caltrans. For additional information refer to: http://www.fhwa.dot.gov/program admin/erelief.html.
Permanent restoration of damaged federal highways	Federal Highways Administration ER Program Title 23 U.S.C. Section 125	88.53% Federal Highways Administration 8.6% State 2.87% Local	Federal Highways Administration funds 88.53% of repairs upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The Federal Highways Administration program is administered through Caltrans in close coordination with CalOES. For additional information refer to: http://www.fhwa.dot.gov/program admin/erelief.html.
Long-term economic redevelopment	United States Department of Housing and Urban Development Disaster Recovery Initiative Section 122 of the Housing and Community Act of 1974, as amended	75% Federal 18.75% State 6.25% Local	Funds earmarked for certain United States Department of Housing and Urban Development projects may be transferred to emergency projects if not covered by FEMA and are in the best interest of the post-disaster-stricken community. California Department of Housing and Community Development administers this program. For additional information refer to http://www.hud.gov/office/cpd/community development/programs.

D. Individual and Family Assistance

The following table describes the implementation criteria for programs that are available to assist businesses, families and individuals, and private non-profit agencies in recovering from a disaster.

Type of Assistance	Program Name and Authority	Loan/Grant Maximum*	General Implementation Criteria
Low interest loans for losses to real property (primary residences) which may include mitigation measures	United States Small Business Administration Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	$200,000	The United States Small Business Administration Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster. Victims are required to first seek loan assistance through the United States Small Business Administration before they can be considered for a federal grant through FEMA. The United States Small Business Administration also has the authority to independently (without a Presidential declaration) implement the program when at least 25 homes and/or businesses suffer 40% uninsured losses of their estimated fair market or pre-disaster fair market value, whichever is lower. In this case, a request for a United States Small Business Administration declaration must be requested through CalOES within 60 days of the occurrence.
Low interest loans for losses to personal property	United States Small Business Administration Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	$40,000	Same as above
Grants to cover temporary housing needs, home repairs, losses to personal property, transportation expenses, funeral and medical expenses, etc.	Federal Assistance to Individuals and Households Program Robert I. Stafford Act Disaster Relief and Assistance Act, 44 CFR Ch. 1 Part 206 Subpart D, Sect. 206.110	$25,600	This is a federal grant program managed and administered by FEMA upon a Presidential Declaration of an Emergency or Major Disaster. Victims who are found to be ineligible for a United States Small Business Administration loan are referred to FEMA's Federal Assistance to Individuals and Households Program.
Grants to individuals and families that have received the maximum Federal Assistance to Individuals and Households Program grant but still have unmet needs.	State Supplemental Grant Program California Department of Social Services W/I 13600-13601	$10,000	This program is administered through the state Department of Social Services. It is only implemented when FEMA has activated the Federal Assistance to Individuals and Households Program. The state has no authority to activate the State Supplemental Grant Program independent of a federal declaration.
Disaster Unemployment Assistance	U. S. Department of Labor 20 CFR, Part 625 44CFR, part 206.141	N/A	This program may be implemented by the Department of Labor upon a Presidential declaration. It allows those unemployed due to a disaster up to 26 weeks of unemployment benefits.

*Loan/Grant amounts are adjusted annually in March.

E. Businesses, Ranchers and Private Non-Profit Assistance

The following table describes the implementation criteria of programs that are available to assist businesses, ranchers and private non-profit agencies in recovering from a disaster.

Type of Assistance	Program Name and Authority	Loan Maximum*	Implementation Criteria
Low interest loans to businesses and private non-profit organizations for losses to real property.	United States Small Business Administration Physical Disaster Load Program 13 CFR Ch. 1 Part 123	$1.5 Million	The United States Small Business Administration Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster. The United States Small Business Administration also has the authority to independently implement the program when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses due to a disaster. Typically, when the United States Small Business Administration declares a disaster for a county, contiguous counties are also eligible.
Low interest loans to businesses and to help cover working capital.	United States Small Business Administration Economic Injury Disaster Loan Program 13 CFR Ch. 1 Part 123	$1.5 Million	The United States Small Business Administration also has the authority to independently implement the program with certification by the CalOES Director that at least five small business concerns in a disaster area have suffered economic injury and need financial assistance not otherwise reasonably available. The SMA may provide economic injury assistance for a disaster determined by the Secretary of Agriculture. Under these designations, the United States Small Business Administration makes economic injury assistance available to eligible small businesses. Economic Injury Disaster Loan Program loans become available under all United States Small Business Administration physical declarations. The maximum United States Small Business Administration loan assistance is $1.5 Million, whether it is a Physical Disaster Loan, an Economic Injury Disaster Loan Program loan, or a combination of both programs.
Low interest loans to farmers, ranchers and aqua culturists for physical and/or crop production losses resulting from an unusual natural occurrence (weather pattern, pest, etc.).	Secretary Designation-Agriculture Disaster U. S. Department of Agriculture, Farm Services Agency 7 CFR, Ch 18, part 1945, Subpart A	$500,000	Emergency loans are made to farmers and ranchers who have suffered at least a 30% loss in crop production or a physical loss to livestock products, real estate, or chattel property. The Secretary of Agriculture can implement this program when requested by CalOES on behalf of a local agricultural commissioner or local government authority or implemented automatically when the President declares a major disaster or emergency. When requested on its own authority, supporting documentation to the types of crops and level of damage must be submitted. A proclamation of local or state emergency is not required for this program.

*Amounts are adjusted annually based on the consumer price index.

V. RECOVERY ASSISTANCE

City of San Luis Obispo's Responsibilities: When disaster strikes and damages exceed the City of San Luis Obispo's capabilities, the City of San Luis Obispo may request state and/or federal disaster assistance. Determine if a local proclamation of an emergency is a prerequisite for the assistance requested. If a request for assistance is necessary, the City of San Luis Obispo should:

☐　Include the following information in the request:
1. Copy of the local proclamation (if required)
2. Initial Damage Estimate
3. Written request/resolution by designated official
4. Type of disaster
5. Date of occurrence and whether situation is continuing
6. Areas affected
7. Type of assistance needed

☐　Submit the request to:
1. Operational Area
2. CalOES REOC/Regional Office

☐　Submit the request by the deadlines mentioned in the previous tables.

A. Public Assistance is categorized as emergency work or permanent work:

Category	Designation	Type of work
Emergency	A	Debris removal on public property
	B	Emergency protective measures
Permanent	C	Roads and Bridges
	D	Water control facilities, levees, flood channels
	E	Buildings and equipment (public property)
	F	Utilities
	G	Parks, recreational and other

Category A – Debris Removal (Emergency Work)

All expenditures associated with the removal of debris from public property. This can possibly include the pre-approved removal of private/personal property that has been moved to the right of way under the direction of the jurisdiction.

If force labor is used, only overtime hours are eligible for reimbursement. Reimbursement may be available for temporary workers designated to disaster work. All jurisdictional and rental equipment hours (regardless of whether the operator was on regular time or overtime), materials and contract costs are eligible for reimbursement.

Category B – Protective Measures (Emergency Work)

Actions taken by the community (almost always government agencies) before during and after a disaster to save lives protect public health and safety and prevent damage to improved public and private property.

Examples of measures that may be eligible include:

- ☐ Traffic Control
- ☐ Search and Rescue
- ☐ Emergency Evacuations
- ☐ Emergency Mass Care – Food and Shelter
- ☐ Safety assessments,
- ☐ EOC operations (including meals),
- ☐ Sandbagging and emergency pumping
- ☐ Patrolling flood control facilities

Generally, Category B measures are those temporary measures designed to remove or reduce immediate threats to public property or protect it from further damage.

If force labor is used, only overtime hours are eligible for reimbursement. Reimbursement may be available for temporary workers designated to disaster work. All jurisdictional and rental equipment hours (regardless of whether the operator was on regular time or overtime), materials and contract costs are eligible for reimbursement.

Category C – Roads and Bridges (Permanent Work)

All expenditures associated with street, road, bridge or sidewalk repairs. This includes, but is not limited to

- ☐ Street signs,
- ☐ Traffic lights,
- ☐ Curbs and gutters,
- ☐ Roadways (paved and unpaved),
- ☐ Bridges,
- ☐ Manhole covers,
- ☐ Embankments and other roadway related structures.

Regular and overtime hours as well as benefit costs of jurisdictional employees involved with Category C work are eligible costs. All jurisdictional and rental equipment hours, materials and contract costs are eligible for reimbursement as well.

Category D – Water Control Facilities (Permanent Work)
All expenditures associated with flood control, drainage or irrigation facilities owned and maintained by the jurisdiction. This includes, but is not limited to:

- ☐ Storm drains,
- ☐ Dams, debris
- ☐ Basins,
- ☐ Dikes,
- ☐ Levees,
- ☐ Flood gates,
- ☐ Flood control channels.

Regular and overtime hours as well as benefit costs of jurisdictional employees involved with Category D work are eligible costs. All jurisdictional and rental equipment hours, materials and contract costs are eligible for reimbursement as well.

Category E – Public Buildings and Equipment (Permanent Work)
All expenditures associated with public buildings and related equipment owned or maintained by the jurisdiction. This includes, but is not limited to:

- ☐ Local government buildings,
- ☐ Leased buildings where the jurisdiction is contractually required to maintain them,
- ☐ Park and recreation buildings,
- ☐ Office equipment,
- ☐ Supplies lost in a disaster,
- ☐ Library books,
- ☐ Vehicles,
- ☐ Specialized equipment and radios.

Regular and overtime hours as well as benefit costs of jurisdictional employees involved with Category E work are eligible costs. All jurisdictional and rental equipment hours, materials and contract costs are eligible for reimbursement as well.

Category F – Public Utilities (Permanent Work)
All expenditures associated with water, power and sewage systems. This includes, but is not limited to:

- ☐ Water and sewage treatment facilities,
- ☐ Distribution systems and supplies.
- ☐ Power generation
- ☐ Pump Stations

Regular and overtime hours as well as benefit costs of jurisdictional employees involved with Category F work are eligible costs. All jurisdictional and rental equipment hours, materials and contract costs are eligible for reimbursement as well.

Category G – Parks, Recreation Facilities and Other (Permanent Work)
All expenditures associated with parks, recreation facilities (not buildings) and facilities not included with the other categories. This includes, but is not limited to:

- ☐ Parks,
- ☐ Playgrounds,
- ☐ Docks,
- ☐ Swimming pools,
- ☐ Picnic areas and tables.

This category is also used to document damage for facilities not included in other categories. Regular and overtime hours as well as benefit costs of jurisdictional employees involved with Category G work are eligible costs. All jurisdictional and rental equipment hours, materials and contract costs are eligible for reimbursement as well.

Cal OES Responsibilities: If a request for assistance is submitted, CalOES will:

- ☐ Review the request for completeness.
- ☐ Request additional information if necessary.
- ☐ Determine the need to conduct damage assessments; and
- ☐ Decide regarding the level of appropriate disaster assistance for the request.

B. Public Assistance: Application Process:

- **Applicant Briefings**

   Whether a disaster has been designated as a Director's Concurrence, a State of Emergency Proclamation, a Presidential declaration of an emergency or a Presidential declaration of a major disaster, the Disaster Assistance Division will schedule and hold Public Agency Applicant Briefings. Affected public agencies will be notified by letter, e-mail, Cal OES website, Cal OES regional offices, or by telephone of the date, location, and time of the briefing. Applications for federal and state public assistance will be available and accepted during these briefings.

   Detailed instructions on applicant eligibility, project eligibility, eligible costs, program criteria, documentation requirements and important deadlines for work completion will also be explained. Public assistance applicants are assigned a primary point of contact that will process the Public Assistance application, monitor work progress, and provide technical assistance for the duration of the application. Once a public agency has been assigned a federal/state identification number, they are referred to as a "sub grantee".

- **Kickoff Meeting**

   Once the Request for Public Assistance is reviewed and the applicant is deemed to be eligible for Public Assistance, a Public Assistance Coordinator (PAC) will contact the applicant to set up a Kickoff Meeting to discuss damages, needs assessment, and an action plan for completion of a Project

Worksheet (Form 90-91). The Public Assistance Coordinator (PAC) will go over what is expected of each applicant and will provide detailed instructions on what to do and how to do it. A state liaison will provide state specific details on Public Assistance program documentation and reporting requirements.

Along with a list of damaged locations and documentation of emergency-related expenditures to date, applicants should also be prepared to discuss known historical or environmental issues for the location and general area. Copies of insurance documentation associated with any damaged facility should also be provided to FEMA during the meeting.

- **Project Approval Process**

The Disaster Assistance Division encourages sub grantees to participate fully in the decision-making process of the approved scope of work and cost estimation for each project. Sub grantees are notified by mail when FEMA or the state has approved the project for funding. This notification includes instructions to request payment of the funds. Additional information regarding both federal and state public assistance programs can be obtained through the Disaster Assistance Division's Public Assistance Training Program.

- **Expedited Funding**

Upon a Presidential declaration, the City of San Luis Obispo has incurred significant emergency response costs and may request the expedited processing of state and federal funding. Qualifying costs may include:

  - ☐ emergency costs (e.g. police and fire overtime salaries).
  - ☐ debris removal necessary to protect life and property; and
  - ☐ temporary shelter operating costs.

- **Public Assistance Process Cycle Timeline**

Disaster Assistance Step	Timeframe for Completion
Initial Damage Estimate	Within 10 days to Cal OES (sooner to County OES)
Preliminary Damage Assessment	Within two weeks to verify IDE
Governor's Request	Within 30 days to the end of the incident
Presidential Declaration	Received back within 1 to 8 weeks
Applicant's Briefing	Within 30 days of the Presidential Declaration
Submission of Request for Public Assistance	Within 30 days of the Presidential Declaration
Kick off Meeting	Within 21 days of approval of RPA. This meeting starts 60-day clock to report all damages

C. Individual Assistance: Application Process

- **Individuals and Households Program**

  Upon the implementation of the Federal Assistance to Individuals and Households Program, individuals are required to first telephone register with FEMA. Widespread notice is provided through the local media and or websites maintained by local government, the United States Small Business Administration, United States Department of Agriculture, FEMA or CalOES inform the public of the toll-free tele-registration number. Websites and/or local media are also resources for physical locations of local United States Small Business Administration, United States Department of Agriculture, Local Assistance Center or Disaster Recovery Center offices.

  Upon teleregistration, FEMA will assign a representative to evaluate the claim and will refer the individual to the appropriate program for loan and/or grant assistance. Individuals will then be provided loan and/or grant application information, instructions, terms and conditions directly from the agency aiding (FEMA, United States Small Business Administration, and United States Department of Agriculture).

D. United States Small Business Administration and United States Department of Agriculture

When the United States Small Business Administration and/or United States Department of Agriculture has implemented its disaster program(s) independent of a Presidential declaration, individuals, businesses, private non-profit agencies, and/or the agricultural community, will be instructed to file an application directly with their local United States Small Business Administration and/or United States Department of Agriculture office.

VI. DOCUMENTATION

Documentation is key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the California Disaster Assistance Act, documentation is required for damage sustained to the public and related resources, such as:

- ☐   Public buildings.
- ☐   Levees.
- ☐   Flood control works.
- ☐   Irrigation works.
- ☐   County roads.
- ☐   City streets.
- ☐   Bridges; and
- ☐   Other public works.

Under federal disaster assistance programs, documentation must be obtained regarding damages sustained to resources such as:

- ☐   Roads.

☐   Water control facilities.
☐   Public buildings and related equipment.
☐   Public utilities.
☐   Facilities under construction.
☐   Recreational and park facilities.
☐   Educational institutions; and
☐   Certain private non-profit facilities.

Documentation items can include any and/or all of the following:

☐   receipts,
☐   photos,
☐   written summaries,
☐   deadline dates and information,
☐   GPS coordinates, if relevant,
☐   and any other information that might be deemed helpful.

Debris removal and emergency response costs incurred by the affected entities should also be documented for potential cost recovery through state and federal programs. The documenting information should include the location and extent of damage, and estimates of costs for: debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration should also be documented. The cost of improving facilities may be provided in cost estimates for possible federal mitigation program funding.

Documentation is a key to recovering expenditures related to emergency response and recovery operations. For the City of San Luis Obispo documentation should begin at the field response level and continue throughout the operation of their Emergency Operations Center and/or other emergency management coordination efforts or functions as the disaster unfolds.

The City of San Luis Obispo has the responsibility for completion and submittal of the required documents for both state and federal assistance programs.

The City is encouraged to develop documentation protocols that can meet both ongoing community requirements and provide enough documentation to justify claims for Cal OES, FEMA and insurance.

For example, the development of fund codes within the accounting and budget processes that relate to FEMA eligibility requirements is encouraged. This way, eligible overtime and other expenses can be documented separately from day to day costs. Focus should be placed on ensuring that information about where work occurred, what equipment was utilized, and how the time and work effort was related to the disaster event is documented and maintained. If the event does end up in a federal declaration, eligible overtime and emergency expenditures are easily separated and justified for eligible activities and work sites.

VII. DISASTER ASSISTANCE PROCESS FOR PUBLIC AGENCIES

The assistance process for individual assistance naturally requires that people in need of assistance register directly with recovery agencies, such as FEMA. Information on how to do so is provided after a disaster for which recovery and other assistance is available.

For the City of San Luis Obispo, there is a specific process in place to begin and go through the recovery process which differs from the individual assistance programs.

A. Public Assistance Program Responsibilities

The City of San Luis Obispo has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs (note that the term "public" in this context refers to public agencies verses individuals. Assistance for individuals is generally referred to as "individual assistance". Overviews of certain individual assistance programs are contained later in this Recovery plan).

The San Luis Obispo County Office of Emergency Services (OES) is the primary agency for coordinating the initial completion of the public assistance program applications and supporting materials for County government. County OES may also serve as the initial primary contact for state and federal field representatives. The City of San Luis Obispo emergency management representatives complete the application process and provide supporting materials to state and federal representatives for their jurisdictions. The City of San Luis Obispo may assign a representative from their departments to complete application materials and initially coordinate with state and federal representatives.

B. Project Worksheet

Once the County OES Project Application is received, a joint state/federal inspection team may come into the requesting jurisdiction to perform a Project Worksheet. The Project Worksheet identifies the scope of work and the quantitative estimate of cost of each work project. The inspection team prepares a Project Worksheet data sheet for each project listed on the List of Projects. A project means all work performed at a single site.

Any damage not shown to the inspection team during its initial visit must be reported to the DHS/FEMA Region IX Director, through the Governor's Authorized Representative (GAR), within 60 days following the completion of the initial visit.

Within 45 days of receipt of the application for federal public assistance, the Project Worksheets are reviewed by DHS/FEMA and a decision to obligate the funds will be rendered. Once the projects are approved, Cal OES must submit quarterly progress reports to DHS/FEMA.

Supplements to the original application may be approved for substantial errors or omissions, overruns/under runs caused by variations in unit prices (cost adjustments) and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement on a "Damage Verification Form."

If the City of San Luis Obispo does not agree with the inspection team's estimate, the City of San Luis Obispo may indicate its non-concurrence with the Project Worksheet. In addition to indicating non-concurrence on the Project Worksheet form, the City of San Luis Obispo may also submit a letter of non-

concurrence to Cal OES. In this letter, include the reasons why the City of San Luis Obispo disagrees with the inspection team's estimate. Provide as much supporting documentation as possible. Cal OES will generally recommend that DHS/FEMA review the Project Worksheet to reinstate eligible costs before the Project Worksheet is approved. The letter to Cal OES should include the disaster number, the City of San Luis Obispo's federal Project Application Number (PA Number), and the Project Worksheet number(s).

Once the Cal OES Project Application is received, a joint state/federal inspection team may come into the requesting jurisdiction to perform a Project Worksheet 90-91 (PW). The Project Worksheet is also referred to as the 90-91. The Project Worksheet 90-91 (PW) identifies the scope of work and the quantitative estimate of cost of each work project. The inspection team prepares a Project Worksheet 90-91 (PW) data sheet for each project listed on the List of Projects. A project means all work performed at a single site; this can also include grouping, for example, a short stretch of roadway with multiple sites into one project. Beginning in Fiscal Year 2017, local jurisdictions began working directly with FEMA on their Project Worksheet 90-91 Project Worksheet (PW) following the joint inspection team visit, instead of solely through Cal OES.

Any damage not shown to the inspection team during its initial visit must be reported to the DHS/FEMA Region IX Director, through the Governor's Authorized Representative (GAR), within 60 days following the completion of the initial visit.

Within 45 days of receipt of the application for federal public assistance, the Project Worksheets (PW)s are reviewed by DHS/FEMA and a decision to obligate the funds will be rendered. Once the projects are approved, Cal OES, with input from local applicants, must submit quarterly progress reports to DHS/FEMA. Supplements to the original application may be approved for substantial errors or omissions, overruns/under runs caused by variations in unit prices (cost adjustments), and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement on a "Damage Verification Form."

If the City does not agree with the inspection team's estimate, the jurisdiction may indicate its non-concurrence with the Project Worksheet 90-91 (PW). In addition to indicating non-concurrence on the Project Worksheet (PW) form, the jurisdiction may also submit a letter of non-concurrence to Cal OES. In this letter, include the reasons the jurisdictions disagrees with the inspection team's estimate. Provide as much supporting documentation as possible. Cal OES will generally recommend that DHS/FEMA review the Project Worksheet (PW) to reinstate eligible costs before the Project Worksheet (PW) is approved. The letter to Cal OES should include the disaster number, the San Luis Obispo County's Federal Project Application Number (PA Number), and the Project Worksheet 90-91 (PW). It is very important to review the Project Worksheet 90-91 (PW) very carefully to ensure concurrence, as a project approval can't easily be changed once concurrence has occurred.

Note: This process can take substantially longer than 45 days if FEMA and City disagree about damages and/or what is considered to return something to its pre-existing condition.

For tracking and accounting purposes, projects are classified as either "small projects" or "large projects." A large project is a project above a certain approved estimate of costs. As of Fiscal Year 2018, any project with a cost of $125,500 or more was a figure used on a federal disaster to designate a large project from a small project. This figure may change from year to year.

"Close-by" damages of the same nature may be consolidated into one Project Worksheet, so reporting any amount of damage deemed feasible to report should be included in any damage assessment cost estimate. Since for purposes of state and Federal disaster damage assessment and recovery all jurisdictions within the Operational Area will be totaled by FEMA, Cal OES, or other Federal or State disaster agency, as many costs as possible should be reported, as it will assist in reaching reimbursement thresholds. FEMA may also decide to combine "like" projects into a single Project Worksheet 90-91 (PW).

If a site / project is deemed ineligible by Cal OES or FEMA, but believed to be eligible by the City, a Project Worksheet with zero cost should be created so that the decision can be appealed later.

For large projects over a certain cost, a construction monitoring program must be implemented.

C. Work Project Funding
To receive payment, the sub-grantee (City of San Luis Obispo) must have a resolution that designates an authorized representative, filed a Cal OES Project Application, and have a Vendor Data Record. Work project funding is subject to DHS/FEMA/State Agreement and 75%/25% federal/state and local costs shares, as established as the minimum under the Stafford Act. Funding of improved projects is subject to the Governor's Authorized Representative's (GAR) approval.

- **Project Thresholds**

  FEMA establishes a minimum project threshold for each fiscal year. The threshold applies to incidents declared in that fiscal year.

  As of Fiscal Year 2018, the minimum amount of damages for which FEMA will process a Project Worksheet is $3,140. However, any reportable damage and estimated costs can be helpful in determining if damages sustained throughout the City,and will reach the level necessary to obtain State or Federal disaster assistance.

  Payments for administrative allowances and small projects are automatic advance payments (after supplement approval). Payments for large projects must be requested on a "Request for Reimbursement" form. Reimbursement payments are sent in the form of progress payments, with 25 % usually withheld until after final inspection or audit.

D. Completion Deadlines
The following deadlines have been established for each work category:

Debris Clearance	6 Months*
Emergency Work	6 Months*
Permanent Work	18 Months*

* Dates established from date of major disaster declaration.

The Governor's Authorized Representative may extend deadlines, when justified, as follows:

Debris Clearance	6 Months
Emergency Work	6 Months
Permanent Work	30 Months

DHS/FEMA may extend the deadline beyond these dates, with adequate justification. Costs are allowed only to date of last approved time extension.

E. Eligibility Requirements

- **Replacement versus Repair**

  The question of whether an eligible facility is damaged to the point where the applicant thinks the facility should be replaced rather than repaired, FEMA applies a "50% Rule" to determine the eligibility of replacement as opposed to repair work.

  The 50% Rule is summarized as follows:

  - If the Repair Cost divided by the Replacement Cost is less than 50 percent, then only the repair cost is eligible.

  - If the Repair Cost divided by the Replacement Cost is greater than 50 percent, then the replacement cost is eligible.

  - Repair cost equals the cost of repair of damaged components only. The cost does not include eligible codes and standards upgrades, demolition, site work, or applicable project management costs.

  - Replacement cost equals the cost of reconstructing the facility and includes current codes and standards upgrades.

- **Eligible Work:**

  - Must be a direct result of the disaster

  - Must be in a designated disaster area

  - Must be the legal responsibility of an eligible applicant

  - Work can be deemed ineligible if there is found to be an applicant negligence, deferred maintenance or pre-existing damage. It is important for eligible applicants to ensure that routine maintenance is taken care of and documented in advance of a disaster. Applicants are responsible for obtaining all necessary state and federal permits and should not begin work until FEMA has completed any necessary environmental or historic review processes.

- **Eligible Costs:**

  All costs associated with recovery must be reasonable and necessary. Costs must also comply with federal, state and local procurement standards and not be contingent above state and/or federal funding. It is imperative to track all costs, even if you do not believe them to be reimbursable.

  - Overtime and associated wage additive costs for emergency response personnel.

  - Regular work hours for permanent work.

  - Actual travel and per diem.

  - Supplies, materials, and equipment (including rental).

- Repair, permanent restoration, and replacement costs for public facilities.

- The cost of basic engineering services when necessary for construction projects.

- Indirect and administrative costs (10% of total approved state share).

- Costs for work performed under interagency assistance agreements for which an eligible applicant is legally obligated to pay; and

- The local cost share required under federal public assistance programs is typically 25%. However, the 25% share may be partially offset by State disaster recovery funds if a State emergency proclamation is made and allows for such funding. This can equate into the federal share of 75% being paid and, if State funding is authorized, the state paying 75% of the remaining 25%. If federal pays 75% and state pays 75% of the remaining 25% that equates to the local share typically being 6.25%.

F. Contracts and Procurement

An important area to note regarding eligible costs is contracts and procurement. It is vitally important that jurisdictions follow federal and local procurement standards and competitively bid emergency work (more stringent of the standards must be followed).

Specifically, time and materials contracts should be avoided, particularly once an incident passes the 70-hour mark.

The following documents should be retained for audit purposes on all contracts:

- Contract.

- Requests for bids, proposals or quotes.

- Bid documents/specs.

- Bid advertisement.

- List of bidders; and

- Invoices, cancelled checks, purchase orders, and inspection records.

G. Emergency Procurement Procedures

One way local jurisdictions can meet FEMA procurement requirements is by creating specific emergency procurement procedures that address rapid acquisitions, as well as more competitive acquisitions, when time allows. By establishing processes and expectations ahead of time to ensure that competitive acquisition processes are implemented as soon as practicable, it will help avoid problems with FEMA reimbursement.

H. Donated Resources:

In Presidentially declared disasters, donated resources applied to actual eligible emergency work such as debris removal or the filling and placing of sandbags are eligible to offset the 25% State and local cost share for emergency work (Categories A and B). However, resources or materials provided by a Federal agency cannot be credited. The donated services must be documented by written record and must include a description of work and record of hours worked by work site.

Volunteer labor will be valued at the same hourly labor rate as a jurisdiction employee performing similar work. If the jurisdiction does not have employees performing similar work, then the rate should be consistent with those ordinarily performing the work in the same labor market.

The value for donated equipment should be determined by using the applicable FEMA equipment rate and multiplying it by the number of hours the piece of equipment was used to perform eligible emergency work. Standby time is not eligible for credit.

I. Project Closeout

Project closeout occurs when the City certifies that all work has been completed. Large projects are closed out individually. Small projects are closed out together when the last project has been completed. The City should notify County OES immediately as each large project is completed and after completion of the last small project. Since small projects are paid up front, additional funding may be requested if the total sum of the small projects is greater than the amount that was paid up front. This request MUST be made within 180 days from the approved deadline of the last small project to be eligible.

J. Audits

There are three types of audits associated with FEMA based recovery funds:

> **Capacity Audits** – This audit is initiated within the first year of the disaster declaration date.
> **Early Warning Audits** – This audit is initiated midway through the project process. It may or may not include grants that already had Capacity Audits
> **Traditional Audits** – This audit is initiated after the applicant has completed all projects and FEMA has approved the final close-out.

These audits are performed by the Federal Office of Inspector General (OIG). OIG cannot show up to audit you without representation from Cal OES or FEMA.
These audits typically include costs related to the scope of work, procurement procedures, contract costs, labor, materials and equipment costs and duplicative recovery costs.

The record retention requirement is generally three years beyond the time a local jurisdiction receives a Cal OES "audit waiver" letter, however other regulations may require a longer retention period – work with your agency's finance or audit staff on this issue when close out time arrives. If possible, as soon as audit regulations allow, records should be destroyed. This is because OIG can come back even after that point and request records for auditing; that is, if regulations allow records to be destroyed three years following CalOES or other official notice of project closeout and four years later OIG gives notice of an audit, if records still exist they must be given to the OIG.

K. Appeals
The appeals process is the opportunity for applicants to request reconsideration of decisions regarding the provision of assistance. The appeal must be filed with the State within 60 days of receipt of notice of the action or decision being appealed. The State will review the appeal and submit it to FEMA for consideration.

The appeal can be done at two levels. The first level appeal is to the FEMA Regional Director. The second level appeal is to the Assistant Director at FEMA Headquarters.

L. Post-Disaster Hazard Mitigation Grant Program

Overview: Administered by FEMA through CalOES, the Hazard Mitigation Grant Program (HMPG) provides grants following a disaster to state and local governments, Indian tribes, and certain non-profit organizations to develop plans and implement long-term hazard mitigation measures.

Hazard Mitigation Grant Program Authority and Administration: The Hazard Mitigation Grant Program is authorized under Sections 322 and 404 of the Stafford Act. Federal funding becomes available only after the President signs a major disaster declaration. It is the only mitigation program that requires the local government to proclaim an emergency prior to implementation.

The amount of funding available is based on a percentage of the federal share of the aggregate disaster costs for public and individual assistance.

As manager of the Hazard Mitigation Grant Program, Cal OES is responsible for soliciting program interest, helping potential applicants develop applications, establishing deadlines for applications, providing technical assistance, establishing funding priorities and forwarding selected projects to FEMA for approval based on those priorities. Cal OES posts grant applications instructions and deadlines on the website for a limited time following a federal declaration of a disaster.

Sub-grantees are notified by mail when FEMA has approved the grant for funding. This notification includes instructions to request payment of the funds.

VIII. HAZARD MITIGATION – PLANNING AND PREVENTION

Hazard mitigation involves the ongoing identification of potential risks and hazards to the community, and development of effective pre-disaster mitigation strategies for the purpose of reducing potential impacts. Hazard mitigation planning is accomplished through advance planning and preparedness.

Hazard mitigation is addressed through a variety of methods, many through the planning process. Hazard mitigation may also be accomplished through emergency planning by addressing threats and developing contingency plans for the threats.

Additional mitigation occurs through ongoing prevention efforts, such as those coordinated through efforts such as public works flood control programs.

A. City of San Luis Obispo Local Hazard Mitigation

The City of San Luis Obispo participated in the San Luis Obispo County's first Multi-Jurisdictional Hazard Mitigation Plan which was completed in 2019 and serves as the City's updated 2014 Local Hazard Mitigation Plan.

B. Hazard Mitigation Grant Programs

Hazard mitigation programs are what the name implies – programs intended to mitigate the effect of future disasters.

Following a presidential disaster declaration, the federal Hazard Mitigation Grant Program is activated. The program's purpose is to fund projects which are cost effective and which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only and are delivered as either part of a Public Assistance grant or as a standalone measure. Mitigation projects must be cost effective and represent a solution to a problem.

In Fiscal Year 2018, the Hazard Mitigation Grant Program funding amount is based upon a 15% share of the DHS/FEMA estimate of all Project Worksheets for public assistance work performed, and Individual Assistance costs. That is, if damages are estimated to be $1,000,000, $150,000 may also be made available for hazard mitigation. However, the hazard mitigation programs do change, thus the percentages and other requirements and conditions may change in future disasters.

The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding, with applicants providing matching funding through a combination of either state, local, or private resources. Hazard Mitigation Grant Program funds cannot be used as the sole match for other federally funded programs.

Two types of Hazard Mitigation Grant Program Grants: The table below describes the two types of grants available under Hazard Mitigation Grant Program.

Grant Type	Description	Criteria
Planning	Seven (7) percent of Hazard Mitigation Grant Program funds may be used for planning and for the state to use for development of state, tribal and local mitigation plans. States that develop a comprehensive, enhanced mitigation plan are eligible for additional funds for mitigation projects.	To receive funding a hazard mitigation plan must: ☐ Identify the natural hazards, risks and vulnerabilities of areas in states, localities, and tribal areas. ☐ Support development of local mitigation plans. ☐ Provide for technical assistance to local tribal governments for mitigation planning. ☐ Identify and prioritize mitigation actions that the State will support, as resources become available.
Project	The Hazard Mitigation Grant Program is a competitive program that funds cost-effective local and state mitigation measures. By regulation, Hazard Mitigation Grant Program projects must meet the minimum eligibility criteria, be consistent with the state and local hazard mitigation plans, and meet the guidelines and principles established for a disaster.	To comply with the minimum eligibility criteria the project must: ☐ Solve a problem independently or contribute to a solution where there is assurance the project will be completed. ☐ Meet all applicable codes and standards. ☐ Demonstrate cost-effectiveness. ☐ Comply with federal requirements and regulations.

C. Hazard Mitigation Grant Process

Following each Presidential declaration of Emergency or Major Disaster, the Regional Director of DHS/FEMA and the Governor execute a document called the federal/state agreement. In past disasters, this Agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the state agrees to:

☐ Evaluate or have the applicant evaluate the natural hazards in the disaster area and make appropriate recommendations to mitigate them.

☐ Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.

☐ Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the DHS/FEMA Regional Director for concurrence.

☐ Review and update as necessary disaster mitigation portions of emergency plans.

A Hazard Mitigation Coordinator (HMC) is appointed for the state and the City of San Luis Obispo. These individuals will constitute the Hazard Mitigation Team which will:

☐ Identify significant hazards in the affected areas giving priority to disaster-related hazards.

☐   Evaluate impacts of these hazards and measures which will mitigate their impacts.
☐   Recommend appropriate hazard mitigation measures.

The Hazard Mitigation Team uses information from Project Worksheets, and visits to selected sites where significant damage has occurred. The state and City of San Luis Obispo representatives on the Hazard Mitigation Team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The Hazard Mitigation Team also prepares a Hazard Mitigation Plan which is submitted to the DHS/FEMA Regional Director through the Governor's Authorized Representative (GAR) within 180 days after a Presidential declaration. The objectives of the Plan are to:

☐   Recommend hazard mitigation measures for local, state, and federal agencies.
☐   Establish short-term and long-term planning frameworks for implementation of hazard
          mitigation efforts.

Eligible applicants include state agencies, local governments, and private non-profit organizations which own or operate facilities providing essential government services. Essential government services include educational facilities, utilities, emergency services, medical services, custodial care, etc. Although Hazard Mitigation Grant Program funds are based on a percentage of Public Assistance funding, awards are not limited to public projects, but must be sponsored by an eligible public entity.

Most types of hazard mitigation projects are eligible, provided they meet basic project eligibility. The priorities of funding will be established by the CalOES. Eligible projects must be cost effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from natural disasters.

Eligible projects must: be consistent with the community's long-range hazard mitigation planning goals.

☐   represent significant risk if left unresolved.
☐   address, when applicable, long-term changes to the areas and entities it protects, and
          have manageable future maintenance and modification requirements.
☐   comply with all applicable codes and standards for the project locale.
☐   have a direct beneficial impact upon the designated disaster area.
☐   not fund personnel only - except for short-term projects which will result in long-term
          benefits.
☐   not cost more than the anticipated value of the reduction in both direct damages and
          subsequent negative impacts were future disasters to occur.
☐   provide solutions, rather than merely identify or analyze hazards, unless such constitutes
          a functional portion of a solution; and
☐   provide the most practical, effective, and environmentally sound solution, given a well-
          considered range of options.

Certain actions, policies and procedures are necessary for implementing Section 406 (Minimum Standards for Public and Private Structures) of the Federal Disaster Relief Act of 1974 (Public Law 93-288) following a Presidential declaration of Emergency or Major Disaster, which covers hazard mitigation. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California. Section 406 of Public Law 93-288 requires, as a condition to receiving federal

disaster aid, for repairs and reconstruction be done in accordance with applicable codes, specifications and standards. It also requires that the state or local government recipient of federal aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

D. Disaster Mitigation Act of 2000

The Federal Emergency Management Agency's Disaster Mitigation Act of 2000 (DMA 2000) requires that by November 2004 a local, approved hazard mitigation plan must be in place in order to receive Hazard Mitigation Grant Program funds. Specifically, title 44 CFR Subpart 201.6 states "…a local government must have a mitigation plan approved pursuit to this section in order to receive Hazard Mitigation Grant Program project grants...."These plans must be submitted, via the state, to DHS/FEMA and approved by November 1, 2004."

VIII. AFTER ACTION/IMPROVEMENT REPORT

The National Incident Management System and the Standardized Emergency Management System regulations require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an after-action report to OEM within 90 days of the close of the incident period.

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

- ☐   response actions taken.
- ☐   application of the National Incident Management System/Standardized Emergency Management System.
- ☐   suggested modifications to National Incident Management System/Standardized Emergency Management System.
- ☐   necessary modifications to plans and procedures.
- ☐   training needs; and
- ☐   recovery activities to date.

The after-action report serves as a source for helping to document the City of San Luis Obispo's emergency response activities and identifying areas of concern and success. It can also be utilized to develop a work plan for implementing improvements.

An after-action report will be a composite document for all National Incident Management System/Standardized Emergency Management System levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in the National Incident Management System/Standardized Emergency Management System regulations.

It will include an overview of the incident, including enclosures, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the after-action report.

The San Luis Obispo City Manager will be responsible coordinating the completion of the City of San Luis Obispo's after-action reports which do fall under a specific discipline (such as fire, law enforcement, etc.) including forwarding it to the State Office of Emergency Services within the required 90 day period.

County Office of Emergency Services and/or related agencies may coordinate with the City of San Luis Obispo in completion of the after-action report. Emergency managers for each affected Operational Area jurisdiction will be responsible for submitting the jurisdiction's report to the CalOES Southern Region within the 90-day period. The reported may incorporate information from special districts.

The City of San Luis Obispo's after-action report's primary audience will be public agency employees, including management.

The after-action reports should be written in simple and brief language and geared to the primary audience. Data for the after-action report may be collected from sources such as questionnaires, Response Information Management System documents, other documents developed during the disaster response, and interviews of emergency responders.

CHECKLIST – Recovery Unit Leader

Short Term Recovery:

Ensure the following actions are being completed:

The initial actions for short term recovery center on accurate situational awareness and getting a recovery group organized. When there is a disaster event that is of such a magnitude that coordination efforts will be needed for recovery, implement the following actions:

- ☐   Establish the Recovery Unit (part of Finance/Administration Section)
- ☐   Have departments collect information on their ability to sustain agency operations.
- ☐   Develop staffing pattern for the Recovery Operations Organization
- ☐   Collect information from rapid damage assessment on damages, duration and impact from the following:
  - o   Utility Providers
  - o   Social, medical and health services
  - o   Transportation routes and services
  - o   Debris issues
  - o   San Luis Obispo County and City/special district government operations
  - o   Private sector retail and wholesale providers
  - o   Schools
  - o   Others
- ☐   Develop initial short term and long term recovery objectives
- ☐   Refer to hazard specific plans for information
- ☐   Match short term recovery Operational Period with EOC Operational Period
- ☐   Develop information for the public on the recovery process and progress
- ☐   Develop a plan to assign personnel to sustain the recovery effort.
- ☐   Coordinate with the Operational Area, other local jurisdictions and the State on their recovery efforts.
- ☐   Begin developing a plan to transition from response to recovery.

Long Term Recovery:

Ensure the following actions are completed during long term recovery:

As emergency issues are resolved and the community works to return to the new post disaster "normal", the general priority is to continue accurate situational awareness and to sustain the recovery group operations. As the community transitions to long term recovery, implement the following actions:

- ☐   Ensure sufficient and knowledgeable people are assigned to the Recovery Unit.
- ☐   Continue to collect information on progress, duration and impact from the following:
  - o   Utility providers
  - o   Social, medical and health services
  - o   Transportation routes and services
  - o   Debris issues
  - o   San Luis Obispo County and city/special district government operations

       o   Private sector retail and wholesale providers
       o   Schools
       o   Others

- ☐ Develop long term recovery objectives.
- ☐ Determine appropriate Recovery Operational Period with Plans Section Coordinator.
- ☐ Continue to coordinate with the Operational Area, adjacent counties and the state.
- ☐ Seek regional coordination and solutions where appropriate.
- ☐ Develop a group to develop the Community Recovery Plan.
- ☐ Facilitate public involvement in the recovery process.
- ☐ Look for public/private partnerships to strengthen recovery efforts.
- ☐ Utilize mitigation plans for ways to build resiliency.
- ☐ Establish work groups based either on geographic or function need.
- ☐ Continue to provide information for the public on the recovery progress.
- ☐ Coordinate recovery planning efforts with existing community general plans.

Each department/agency should have a point of contact from their Finance Section who will be responsible for coordination of finance related activities to ensure cost recovery:

- ☐ Ensure documentation of costs, including receipts, photos and relevant details.
- ☐ When requested, provide copies of all financial documents or reports (pay sheets, checks, etc.) regarding damage and expenditures to the department/agency point of contact or Recovery Unit Leader.
- ☐ Generate necessary financial reports such as payroll records.
- ☐ Assist the department/agency point of contact or Recovery Unit Leader during any state or federal audits.

Rapid Damage Estimate
City of San Luis Obispo Emergency Operations Center

Department _____

Location/Zone: _____

Form Completed By: _____

Date: _____

Time: _____

- List number of buildings for each category.
- Attach sample photos, if possible.

Type	Minor Damage <30%	Major Damage >30%	Destroyed	Estimated Loss Value
Single Family Dwelling				
Multi Family Dwelling				
Mobile Home				
Private Business				
Public Agency				
School				
Road				
Bridge				

Additional Information:

Initial Damage Assessment
City of San Luis Obispo Emergency Operations Center

Department:_____   Location:_____   Date:_____   Time:_____

Time	Address	Damage	Type	Insurance	Details
		Affected Minor Major Destroyed	Private Public	Yes No	
		Affected Minor Major Destroyed	Private Public	Yes No	
		Affected Minor Major Destroyed	Private Public	Yes No	
		Affected Minor Major Destroyed	Private Public	Yes No	

The Initial Damage Estimate provides information for Cal OES to determine if state and/or federal disaster assistance is warranted and to what external resources are needed. An Initial Damage Estimate should be provided concurrently with request for assistance. Not providing this information promptly can delay assistance. An Initial Damage Estimate is completed by the City and forwarded to County OES for submittal to Cal OES. The Initial Damage Estimate should be completed on the form provided on Cal OES's website at http://caloes.ca.gov/cal-oes-divisions/recovery/forms. The Initial Damage Estimate should provide reasonable estimates of the damage caused by the disaster.

This documentation must be submitted to Cal OES within ten days of the end of the incident, but the sooner it is submitted the better. Local jurisdictions should submit their documentation to County OES within 48 hours, whenever possible.

AFFECTED—Habitable. Structure is damaged but usable for its intended purposes.

MINOR—Currently uninhabitable, Structure may be repaired and made safe in a short amount of time

MAJOR—Currently uninhabitable. Structure received substantial damage and will take a considerable time to repair but is economically feasible to repair.

DESTROYED—Permanently uninhabitable.   Structure has received considerable damage and repair is not economically or technically feasible.

Damage Estimate Overview

REPORT DATE: TIME (24-Hrs.):	JURISDICTION: City of San Luis Obispo		
DESCRIPTION	**TOTALS**	**FISCAL TOTALS**	**COMMENTS**
PERSONS: Dead			
Injured			
Displaced			
SUB-TOTAL:			
HOMES: Damaged			
Destroyed			
SUB-TOTAL:			
BUSINESSES-Destroyed:			
Large			
Small			
BUSINESSES-Damaged:			
Large			
Small			
SUB-TOTAL:			
AGRICULTURE: Acres			
Dairy			
Crops			
Orchard			
Nursery			
SUB-TOTAL:			
GOV'T LOSSES:			
Community Development			
Utilities			
Attorney			
Finance			
Administration			
Public Works			
Police Department			
Recreation			
Fire Department			
Human Resources			
SUB-TOTAL:			
SERVICES INTERUPTED:			
Communications			
Gas / Electricity			
Water			
SUB-TOTAL:			
TOTALS			
Private Homes $	Est.		
Public Businesses $	Est.		
Government Property $	Est.		
GRAND TOTAL $		**$ 0**	

REVISION PAGE

This Section is for Plan Holders to record the posting of each Official Plan Revision's made by the City of San Luis Obispo. Please enter the revision number, the pages, the date the revision was posted, and the name of the person posting the revision.

Revision #	Revision Title	Pages Changed	Date	Name
1-22	2022 Emergency Plan Update	N/A	2/28/2022	James Blattler

SECTION 1 – ALL EOC STAFF CHECKLIST

Responsibilities: This checklist, including the following Activation, Operational and Deactivation Phase Activities, should be completed by all positions in the Emergency Operations Center (EOC). Reference this and your position specific checklist (found later in this Section) in EOC activities.

All EOC Staff Checklist

Activation Phase

☐ Ensure all pre-designated staff notifications are made.

☐ Maintain a log of events and document all activities on ICS Form 214 form.

☐ Review position responsibilities and your authority and assignment.

☐ Verify contact information is current with contingency plan for communications.

☐ Determine potential issues for your Section or Branch based on the nature, scope, and severity of the emergency.

☐ Review applicable sections of the City of San Luis Obispo's Emergency Operations Plan and Supporting Annex.

☐ Assess the status of your Section or Branch available resources.

☐ Contact counterpart in the Operational Area EOC (SLO County and/or Cal Poly) and establish lines of communication.

Operational Phase

☐ Refer all contacts for information with the media to the Public Information Officer (PIO).

☐ Provide input to the Incident Action Plan (IAP), implement the objectives of your Section and monitor progress.

☐ Report situation status and resource status to the Situation/Status Unit.

☐ Maintain accurate records on the use of personnel, equipment and material and all other expenditures using appropriate ICS forms (213/214 etc).

☐ Establish Section work schedule to align with EOC and ensure personnel are prepared for the possibility of continuous 12 or 24-hour operational periods.

☐ Advise your Section Coordinator on issues affecting mitigation, stabilization and recovery.

☐ Participate in recovery planning and operations as needed and ensure requested activities do not pose a health threat to your Section or Branch emergency workers.

☐ Brief your relief verbally and in writing at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

Deactivation Phase

☐ Prepare for demobilization when authorized by your supervisor.

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

☐ Complete Section written After Action Report as directed.

☐ Restore Section EOC resource documents/equipment box.

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☐ Determine potential issues for your Section or Branch based on the nature, scope, and severity of the emergency.
☐ Review applicable sections of the City of San Luis Obispo's Emergency Operations Plan and Supporting Annex.
☐ Assess the status of your Section or Branch available resources.
☐ Contact counterpart in the Operational Area EOC (SLO County and/or Cal Poly) and establish lines of communication.

Operational Phase
☐ Refer all contacts for information with the media to the Public Information Officer (PIO).
☐ Provide input to the Incident Action Plan (IAP), implement the objectives of your Section and monitor progress.
☐ Report situation status and resource status to the Situation/Status Unit.
☐ Maintain accurate records on the use of personnel, equipment and material and all other expenditures using appropriate ICS forms (213/214 etc).
☐ Establish Section work schedule to align with EOC and ensure personnel are prepared for the possibility of continuous 12 or 24-hour operational periods.
☐ Advise your Section Coordinator on issues affecting mitigation, stabilization and recovery.
☐ Participate in recovery planning and operations as needed and ensure requested activities do not pose a health threat to your Section or Branch emergency workers.

☐ Brief your relief verbally and in writing at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

Deactivation Phase
☐ Prepare for demobilization when authorized by your supervisor.
☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.
☐ Complete Section written After Action Report as directed.
☐ Restore Section EOC resource documents/equipment

SECTION 2 – COMMAND STAFF CHECKLIST

A. Description and Organizational Chart

1. The Command Staff consists of those responsible for the overall management of the emergency. This group includes the Emergency Services Director (City Manager), Deputy Emergency Services Director (Assistant City Manager) Command Group and Command Staff. The responsibilities of the Command Staff are:

   a. Manage EOC functions and coordinate the overall response/recovery effort, including prioritizing, setting management and operational objectives, decision-making, coordination, tasking, and conflict resolution within the EOC.
   b. Inform the Mayor and City Council.
   c. Report activation to Operational Area San Luis Obispo County EOC.
   d. Inter-jurisdictional coordination with San Luis Obispo County OES/EOC, Cal Poly EOC and San Luis Coastal School District EOC as necessary.
   e. Activation, including notification and recall, and deactivation of the EOC.
   f. Emergency public information dissemination.
   g. Provide information, expertise and advice to the Emergency Services Director and the Command group.

2. The Command Staff include Public Information Officer (PIO), Liaison Officer, Safety/Security Officer, and Legal Officer. Command Staff support is intended to provide information, expertise and advice to the Emergency Services Director and the Command Group. Some key responsibilities are:

    a. Emergency Public Information.

    b. Information Control and Public Inquiry.

    c. Legal Counsel.

3. The advisors participate in the EOC at the request of the Emergency Services Director. The following organizational chart details the Command Staff:

B. Emergency Services Director

Responsible Party: Emergency Services Director
Alternate: Assistant City Manager, or Deputy City Manager

1. Position Description

The Emergency Services Director directs emergency management operations. The Emergency Services Director also ensures contact is made and maintained with the San Luis Obispo County Operational Area EOC and the Incident Command Post (if activated). Additionally, the Emergency Services Director develops and maintains all jurisdictional plans and procedures pertaining to emergency response and recovery.

2. Responsibilities

    a. Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.

    b. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the City of San Luis Obispo.

    c. Ensure that all jurisdiction agency actions are accomplished within the priorities established.

    d. Ensure that inter-agency coordination is accomplished effectively within the EOC including SLO County EOC, Cal Poly EOC and SLO Coastal School District EOC as necessary.

    e. Declare, or request the declaration by City Council of a Local Emergency in accordance with the jurisdiction's policy as found in the Basic Plan Section of the City of San Luis Obispo's Emergency Operations Plan.

Emergency Services Director Checklist – Activation Phase Actions

☐ Notify Mayor and City Council of incident and activation level of EOC.

☐ Ensure that Section Position Logs (ICS Form 214) and other necessary files are maintained.

☐ Determine which sections are needed, assign Section Coordinators as appropriate and ensure they are staffing their sections as required.
- o Operations Section Coordinator
- o Planning/Intelligence Section Coordinator
- o Logistics Section Coordinator
- o Finance Section Coordinator
- o Public Information Officer
- o Liaison Officer
- o Safety Officer
- o Legal Officer

☐ Request that the Public Information Officer (PIO) coordinate the dissemination of all emergency information, press releases and public statements, to prevent conflicting information, misinformation, and the initiation of rumors, as appropriate to the type of emergency confronting the jurisdiction.

☐ Determine which Command Section positions are required and ensure that they are filled as soon as possible.

☐ Schedule the initial Incident Action Plan (IAP) Planning meeting.

☐ Provide a situation briefing to the Command (PIO/LOFR/SOFR/Legal) and General Staff (PSC/OSC/FSC/LSC) Group.

☐ Confer with the EOC Staff to determine what agency representation is needed at the EOC from other jurisdictions (County, Special districts, other emergency agencies).

☐ Ensure that the EOC activation level is coordinated with the Operational Area (San Luis Obispo County OES) EOC.

☐ Ensure all pre-designated notifications are made as appropriate to the event and activation level.

☐ Ensure alerting and call-in of key personnel from all jurisdiction agencies/departments as necessary.

☐ Ensure the EOC facility is operational, including access routes, communication lines, utilities, meals etc.

☐ Assume management of the EOC and declare the EOC operational at the appropriate level once staffing is adequate.

Operational Phase Actions

☐ Provide briefings to Section Coordinators, when activated.

☐ If little or no damage is reported in the City of San Luis Obispo, ensure preparations are made to support more heavily damaged jurisdictions through the Operational Area (San Luis Obispo County OES) EOC.

- ☐ In conjunction with the PIO, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- ☐ Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- ☐ Based on current status reports, establish initial management and strategic objectives for the EOC.

Operational Phase Actions (continued)

- ☐ Ensure the Planning/Intelligence Coordinator conducts briefings for all EOC Staff following the Planning-P.
- ☐ Ensure that the Planning/Intelligence and Finance/Administration Sections maintain appropriate documentation of EOC activities to submit for appropriate reimbursement claims.
- ☐ Ensure the Planning/Intelligence Coordinator keeps the Command Staff and the Operational Area (San Luis Obispo County OES) EOC informed on all aspects of the emergency.
- ☐ Review status reports prior to submission to the Operational Area (San Luis Obispo County OES) EOC.
- ☐ Based on current status reports, establish long-term SMART management and operational objectives as needed.
- ☐ Establish demobilization criteria for deactivation of EOC and review periodically.

Deactivation Phase Actions

- ☐ Authorize the demobilization of organizational elements within the EOC when no longer required.
- ☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
- ☐ Notify the Operational Area (San Luis Obispo County OES) EOC, emergency response agencies and other appropriate organizations of the expected planned deactivation time.
- ☐ Ensure that any open actions/objectives not yet completed will be handled after deactivation through written direction to assigned personnel.
- ☐ Proclaim termination of the emergency and proceed with recovery operations.
- ☐ Ensure that City of San Luis Obispo staff prepares a summary of emergency response operations and the After-Action Report and Improvement Report.
- ☐ Notify the Operational Area (San Luis Obispo County OES) EOC, emergency response agencies and other appropriate organizations of the expected planned deactivation time.
- ☐ Deactivate the EOC at the designated time, as appropriate.

Public Information Officer (PIO)

Responsible Party: City Public Information Officer
Alternate: Deputy City Manager, or City Fire Department Public Information Officer
Reports to: Emergency Services Director

1. Position Description

   The Public Information Officer (PIO) is responsible for all press and public communications regarding Emergency Operations Center (EOC) or jurisdictional emergency response activities. The primary role of the Communications team is to compile and disseminate information to the public via the news media and other communication methods.

2. Responsibilities

   a. Represent the jurisdiction as the lead PIO, serving as the coordination point for all media releases.
   b. Ensure that the public within the affected area receives complete, accurate and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
   c. Coordinate media releases with PIOs representing other affected emergency response agencies, including the Operational Area (San Luis Obispo County OES) EOC, Cal Poly and SLO Coastal School District as necessary.
   d. Organize the format for and direct press conferences in conjunction with the Director of Emergency Services.

PIO Checklist

Activation Phase Actions

☐ Review this and All Staff EOC Checklists.
☐ Report to and obtain initial situation briefing from the Emergency Services Director.
☐ Request a Joint Information Center (JIC) Liaison when needed.
☐ Review public information priorities as established by the Director of Emergency Services.
☐ Make initial contact with PIOs in other jurisdictions and establish lines of communication, including with the Operational Area (San Luis Obispo County) EOC.
☐ Prepare initial information summary as soon as possible after arrival.
☐ Develop a public information plan, review the plan periodically and update it as changes occur.

Operational Phase Actions

☐ Ensure that all information is clear, concise, confirmed and approved by the Emergency Services Director before release to the media or public.

☐ Attend meetings to update information releases.

☐ Determine the situation status in local City, County and State regions.

☐ Keep the Emergency Services Director advised of all unusual requests for information and of all major critical or unfavorable media comments.

☐ Recommend procedures or measures to improve media relations.

☐ Coordinate with the Situation/Status Unit, other EOC positions as required and outside agencies to obtain and verify significant information as it is developed.

☐ Coordinate and direct media briefings/press conferences, to include location, format, preparation, and distribution of handout materials.

☐ At the request of the Emergency Services Director, prepare and direct media briefings for elected officials and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.

☐ Implement and maintain an overall information release program.

☐ Respond to special requests for information.

☐ Provide adequate staff to answer questions from members of the media to efficiently handle incoming media inquiries.

☐ Monitor published, broadcast, and social media public information for accuracy and as an information source.

☐ If the Operational Area (San Luis Obispo County OES) EOC Hotline is activated, publicize the telephone number to be used for public inquiries related to additional emergency information.

☐ Coordinate with the Situation/Status Unit Leader in collecting technical information for the public (i.e. weather reports).

☐ Disseminate and update locations to obtain food, shelter, supplies, health services, etc., to the public.

☐ Ensure that announcements, emergency information and material are translated and prepared for non-English speaking residents.

☐ Ensure that file copies are maintained of all information released.

☐ Provide copies of all releases to the Emergency Services Director.

☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

☐ Ensure that the jurisdiction's official spokespersons are thoroughly briefed about all aspects of the emergency.

☐ In coordination with the Care and Shelter Branch Director, prepare public information materials relative to recovery assistance services and make available to the public.

☐ Release information on restoration of utilities and any travel restrictions still in effect.

Operational Phase Actions (continued)

☐ Keep PIOs in other jurisdictions and at other government levels appraised of information released.

☐ Continue to release status information during the recovery phase.

☐ Accommodate County, State and Federal information officers and assist them in releasing information on assistance programs.

☐ Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquires made and responses given. Collect newspaper clippings and TV videotapes, if available.

Deactivation Phase

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

☐ Demobilize when authorized by your supervisor.

D. Liaison Officer

Responsible Party: As appointed by the Emergency Services Director
Alternate: As appointed by the Emergency Services Director
Reports to: Emergency Services Director

1. Position Description

The Liaison Officer oversees all Emergency Operations Center (EOC) liaison activities, including requesting agency representatives for the EOC. The Liaison Officer also processes requests from the Operational Area (San Luis Obispo County OES) EOC for representatives from the EOC and/or City Departments.

2. Responsibilities

a. Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC.
b. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
c. Ensure that position specific guidelines, policy directives, situation reports, and a copy of the Incident Action Plan (IAP) are provided to Agency Representatives upon check-in.
d. In conjunction with the Emergency Services Director and Public Information Officer (PIO), provide orientation briefings for VIPs and other visitors to the EOC.

Liaison Officer Checklist

Activation Phase Actions

☐ Review this and All Staff EOC Checklists.
☐ Report to and obtain initial situation briefing from the Emergency Services Director and Planning/Intelligence Section Coordinator.

Operational Phase Actions

☐ Assess the need for and coordinate, if requested, liaisons from outside agencies to the EOC.
☐ Provide situation status information and response activity information to the agency representatives at the EOC.

Deactivation Phase

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

☐ Demobilize when authorized by your supervisor.

E. Legal Officer

Responsible Party: City Attorney
Alternate: As appointed by the Emergency Services Director
Reports to: Emergency Services Director

      1.   Position Description

The Legal Officer serves as legal counsel to the Emergency Services Director.

      2.   Responsibilities

    a. Prepares proclamations, emergency ordinances, and other legal documents.
    b. Advises the Emergency Services Director, Command Group, and the entire emergency management organization as needed.
    c. Commences legal proceedings as needed and enforces emergency actions.

Legal Officer Checklist

Activation Phase Actions

☐ Review this and All Staff EOC Checklists.
☐ Report to and obtain initial situation briefing from the Emergency Services Director.

Operational Phase Actions

☐ Advise the Emergency Services Director and Command Staff on the legality and/or legal implications of contemplated emergency actions and/or policies.
☐ Develop the rules and regulations required for acquisition and/or control of critical resources.
☐ Develop the necessary legal basis for evacuation and/or population control.
☐ Commence civil/criminal proceedings as necessary to implement and enforce Incident Action Plan.

Deactivation Phase

☐ Ensure open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to release and departure from the EOC.
☐ Demobilize when authorized the Emergency Services Director.

F. EOC Safety/Security Officer

Responsible Party: Assigned by Law Enforcement Representative
Alternate: As appointed by Emergency Services Director
Reports to: Emergency Services Director

1. Position Description

The Safety Officer is responsible for ensuring a secure environment within the Emergency Operations Center (EOC). The Safety Officer will coordinate all safety matters in the EOC and may assist the Compensation/Claims Unit Leader in the investigation and reporting of any work injuries related to EOC activation.

2. Responsibilities

   a. Coordinate or provide 24-hour safety for the EOC.
   b. Ensure that all buildings and other facilities used in support of the EOC are in safe operating condition.
   c. Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions.
   d. Stop or modify all unsafe operations outside the scope of the Incident Action Plan (IAP), notifying the Emergency Services Director of actions taken.

EOC Safety Officer Checklist

Activation Phase Actions

☐ Review this and All Staff EOC Checklists.
☐ Report to and obtain initial situation briefing from the Emergency Services Director.
☐ Determine operating location and set-up as necessary.

Operational Phase Actions

☐ Provide advice and guidance to the Emergency Services Director on site safety matters.
☐ Ensure that all EOC Staff are operating in a safe manner.
☐ Ensure that all non-EOC Staff is escorted, coordinate escorts with the Emergency Services Director or PIO.
☐ Coordinate support staff to ensure that all facilities, including parking areas used in support of the EOC and emergency operations, are safe and secure.

- ☐ Monitor all EOC and related facility activities to ensure that there are no outside threats to the facilities and personnel.
- ☐ Evaluate conditions and advise the Emergency Services Director of any conditions and/or actions which might compromise the safety of the facility and emergency personnel.
- ☐ Monitor EOC staff for signs of stress, unsafe fatigue, etc.
- ☐ Coordinate with the Logistics Section Coordinator to ensure that all facilities used in support of the EOC, and emergency operations have safe operating conditions.
- ☐ Study the facility to learn the location of all fire extinguishers and emergency procedures.
- ☐ Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the existing circumstances. Stop or modify any unsafe operations.
- ☐ Coordinate with the Logistics Section Coordinator to obtain assistance for any special safety requirements.
- ☐ Evaluate conditions and advice the Emergency Services Director of any conditions and actions which might result in liability, oversights, improper response actions, etc.
- ☐ Ensure safety messages and briefings are provided as needed.
- ☐ Keep the Emergency Services Director advised of safety conditions.
- ☐ Coordinate with Compensation/Claims Unit Leader on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.
- ☐ Be familiar with any potentially hazardous conditions in the facility.
- ☐ Participate in planning meetings.

Deactivation Phase

- ☐ Ensure open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
- ☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to release and departure from the EOC.
- ☐ Demobilize when authorized the Emergency Services Director.

G. Deputy Emergency Services Director

Responsible Party: Assistant City Manager
Alternate: As appointed by the Emergency Services Director
Reports to: Emergency Services Director

1. Position Description

Assistant City Manager works as the Deputy Emergency Services Director to support EOC operations and assume Emergency Services Director during multiple operational periods.

2. Responsibilities

   a. Facilitate the overall functioning of the City of San Luis Obispo EOC.
   b. Assist and serve as an advisor to the Emergency Services Director and General Staff as needed.
   c. Provide information and guidance related to the internal functions of the EOC and ensure compliance with Operational Area (San Luis Obispo County OES) EOC emergency plans and procedures.
   d. May assume City Manager responsibilities while City Manager assigned as Emergency Services Director.

Deputy Emergency Services Director Checklist

Activation Phase

☐ Assist the Emergency Services Director in determining appropriate staffing for the EOC.
☐ Provide assistance and information regarding section staffing to all general staff.

Operational Phase

☐ Assist the Emergency Services Director and the General Staff in developing an overall strategic management and operational objectives as well as section objectives for the Incident Action Plan (IAP).
☐ Advise the Emergency Services Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
☐ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Incident Action Plan (IAP).

☐ Provide overall procedural guidance to General Staff as required.

☐ Provide general advice and guidance to the Emergency Services Director as required.
☐ Ensure that all notifications are made to the Operational Area (San Luis Obispo County OES) EOC.
☐ Ensure that all communications with appropriate emergency response agencies are established and maintained.
☐ Assist Emergency Services Director in preparing for and conducting briefings with Management Staff, the City Council, the media, and the general public.
☐ Provide assistance with shift change activities as required.

Deactivation Phase

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.
☐ Demobilize when authorized by your supervisor.

Policy Group

1. Position Description

   <u>Responsible Party</u>: Mayor, Mayor Pro-Tem, City Council Members, and others as appointed by the Emergency Services Director

   <u>Reports to:</u> Emergency Services Director

   The Policy Group advises the Emergency Services Director on recovery and management issues, as well as setting priorities and establishing policies governing jurisdictional emergency response operations and activities.

2. Responsibilities

   a. Ensure the Emergency Services Director receives the necessary information and counsel to make effective and timely decisions pertaining to the prevention (if applicable), response, recovery, and management of emergencies.
   b. Maintain situational awareness of the current emergency response efforts and their effectiveness.
   c. Have a working knowledge of existing government policies, emergency responsibilities and recovery issues.

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Policy Group Member Checklist

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Activation Phase Actions

☐ Report to and obtain initial situation briefing from the Emergency Services Director.

Operational Phase Actions

☐ Ensure that Section Position Logs (ICS Form 214) and other necessary files are maintained.
☐ Provide advice and policy guidance to the Emergency Services Director.
☐ Monitor and review potential and/or actual disaster situations.
☐ Advise, assist, support and make appropriate recommendations on mitigation, preparedness, response, and recovery to the Emergency Services Director.
☐ Assist in establishing strategies, priorities, and policies for emergency response activities.
☐ Ensure planning is initiated and coordinated for the recovery and restoration of vital services and facilities in the jurisdiction.
Provide policy direction and support.

Deactivation Phase
☐ Demobilize when directed by the Emergency Service Director.

SECTION 1 – ALL EOC STAFF CHECKLIST

Responsibilities: This checklist, including the following Activation, Operational and Deactivation Phase Activities, should be completed by all positions in the Emergency Operations Center (EOC). Reference this and your position specific checklist (found later in this Section) in EOC activities.

Activation Phase

☐ Ensure all pre-designated staff notifications are made.

☐ Maintain a log of events and document all activities on ICS Form 214 form.

☐ Review position responsibilities and your authority and assignment.

☐ Verify contact information is current with contingency plan for communications.

☐ Determine potential issues for your Section or Branch based on the nature, scope, and severity of the emergency.

☐ Review applicable sections of the City of San Luis Obispo's Emergency Operations Plan and Supporting Annex.

☐ Assess the status of your Section or Branch available resources.

☐ Contact counterpart in the Operational Area EOC (SLO County and/or Cal Poly) and establish lines of communication.

Operational Phase

☐ Refer all contacts for information with the media to the Public Information Officer (PIO).

☐ Provide input to the Incident Action Plan (IAP), implement the objectives of your Section and monitor progress.

☐ Report situation status and resource status to the Situation/Status Unit.

☐ Maintain accurate records on the use of personnel, equipment and material and all other expenditures using appropriate ICS forms (213/214 etc).

☐ Establish Section work schedule to align with EOC and ensure personnel are prepared for the possibility of continuous 12 or 24-hour operational periods.

☐ Advise your Section Coordinator on issues affecting mitigation, stabilization, and recovery.

☐ Participate in recovery planning and operations as needed and ensure requested activities do not pose a health threat to your Section or Branch emergency workers.

☐ Brief your relief verbally and in writing at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

A. Description and Organizational Chart

1. The Operations Section includes all activities which are directed toward the reduction of the immediate hazard, establishing control, and restoration of City operations. The Section consists of those departments or agencies that are responsible for public safety and carrying out response activities. The individual agencies receive and evaluate requests for assistance and resources, establish priorities, and reports operational status and information to the Command Staff.

2. Among those functions usually represented in the Section are Fire and Rescue, Law Enforcement, Care and Shelter, Public Works, Utilities. The overall responsibility of this section is to coordinate with field operations.

B. Operations Section Coordinator

Responsible Party (Fire or Natural Disaster Incident): Fire Chief, or as appointed
Responsible Party (Law Enforcement): Police Chief, or as appointed
Responsible Party (Adverse Weather Incident): Public Works Director, or as appointed
Alternate: As designated by Emergency Services Director
Reports to: Emergency Services Director

1. Position Description

   The Operations Section Coordinator is responsible for ensuring that the operations function is carried out within the EOC, the operations portion of the Incident Action Plan (IAP), and all other Operations Section activities. Additional agencies may be requested by the Emergency Services Director and placed into the Operations Section as required. The Operations Section Coordinator manages the activities of the following Branches Fire and Rescue, Law Enforcement, Care and Shelter, Public Works. If the recommended span of control is exceeded, a Deputy Operations Section Coordinator may be appointed by the Emergency Services Director as required.

2. Responsibilities

a. Ensure that the Operations function is carried out within the EOC.
b. Exercise overall responsibility for Operations Section activities.
c. Ensure that objectives and assignments identified in the Incident Action Plan (IAP) are carried out effectively.
d. Establish the appropriate level of organization within the Operations Section, continuously monitoring their effectiveness and modifying accordingly.
e. Provide the Planning/Intelligence Situation/Status Unit Leader with Operations Section status reports.
f. Keeps the Emergency Services Director informed of significant issues affecting the Operations Section.

Operations Section Coordinator Checklist

Activation Phase Actions

☐ Report to and obtain initial situation briefing from the Emergency Services Director.
☐ Ensure that Section Position Logs (ICS 214) and other necessary files are maintained.
☐ Based on the situation as known or forecast, assess Operations Section needs and plan for the activation of the section.
☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place.
☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives within the Operations Section.
☐ Obtain a current communications status briefing from the Logistics Section.
☐ Ensure that there is adequate equipment and frequencies available for the Operations Section.
☐ Establish communications with the field Incident Command Post.
☐ Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
☐ Establish development of ICS 204 Assignment List: resources, work assignments, special instructions and communications.
☐ Activate organizational elements and functions within the section, staff as appropriate and designate Directors/Leaders for each element.
☐ Ensure the section is properly staffed for 24-hour operations.
☐ Continuously monitor the effectiveness of the section and make changes as required.
   o Fire and Rescue Branch
   o Law Enforcement Branch
   o Care and Shelter Branch
   o Public Works Branch

o   Utilities Branch

Operational Phase Actions

☐ Provide input to the Incident Action Plan (IAP), implement the objectives of the Operations Section and monitor progress.

☐ Ensure that the operations function, operational objectives, and assignments are carried out effectively, including coordination between response agencies.

☐ Ensure situation status information collected by Operations Section personnel is given to the Situation/Status Unit Leader.

☐ Coordinate as necessary, with the Operational Area (San Luis Obispo County OES) EOC.

☐ Ensure that all section personnel are maintaining their individual position logs 214.

☐ Coordinate requests for non-fire and non-law mutual aid or other outside assistance with the Logistics Section in accordance with existing agreements or policies.

☐ Determine the need for representation or participation of mutual aid system resource representatives and plan for including such representatives at the EOC.

☐ Keep the Emergency Services Director informed of the situation, effectiveness of operations and special conditions or activities.

☐ Coordinate with the Safety Officer to communicate health advisory information to all EOC Staff.

☐ Ensure that all media contacts are referred to the Public Information Officer.

☐ Ensure that all fiscal and administrative requirements are completed and coordinated through the Finance/Administration Section.

☐ Advise the Emergency Services Director on Operational issues regarding recovery.

Deactivation Phase

☐ Prepare for demobilization when authorized by your supervisor.

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

☐ Demobilize when authorized by your supervisor.

☐ Complete Section written After Action Report as directed.

☐ Restore Section EOC resource documents/equipment.

C. Fire and Rescue Branch Director

Responsible Party: Deputy Fire Chief
Alternate: Battalion Chief or as appointed by the Fire Chief
Reports to: Operations Section Coordinator

1. Position Description

The Fire and Rescue Branch Director provides the Operations Section Coordinator of the Emergency Operations Center (EOC) with expertise on all areas related to Fire and Rescue Operations, maintains awareness of all Fire and Rescue activities conducted in the jurisdiction and provides coordination of resource requests from Fire Services if they cannot be filled through existing fire mutual aid.

2. Responsibilities

   a. Maintain situational awareness of fire, hazardous materials and search and rescue operations conducted throughout the jurisdiction.
   b. Monitor and coordinate with Fire Services Incident Command Post (ICP) activities to ensure situation status is received and tracked by the Situation/Status Unit.
   c. Coordinate the mobilization and transportation of resources not available via fire mutual aid through the Logistics Section.

Fire & Rescue Branch Director Checklist

Activation Phase Actions

☐ Report to and obtain initial situation briefing from the Operations Section Coordinator.
☐ Establish cell and e-mail communications with the San Luis Obispo Fire Department Operations Center (DOC).
☐ Establish cell communications with the field Incident Commander.
☐ Determine the status of transportation routes.
☐ Coordinate with Public Works and Law Enforcement Branch Directors.
☐ Identify equipment and personnel commitments and their locations.
☐ Identify anticipated equipment and personnel shortages.
☐ Inventory availability of public and private rescue personnel and equipment and rescue teams.
☐ Check communications to ensure dispatching and reporting systems are operating.

Operational Phase Actions

☐ Obtain an initial situation report and provide it to the Operations Section Coordinator.

☐ Provide the Operations Section Coordinator and the Planning/Intelligence Section Coordinator with an overall summary of Fire and Rescue Branch operations periodically or as requested during the operational period.

☐ Maintain current status of Fire and Rescue missions being conducted in your area of responsibility.

☐ Coordinate hazardous material spills and release response.

☐ Monitor and coordinate (if required) requests for Urban Search and Rescue with fire mutual aid and the Operational Area (San Luis Obispo County OES) EOC.

☐ Coordinate with the Law Enforcement Branch Director and Logistics Section Transportation Unit Leader to assist in any search and rescue functions under the jurisdiction of Law Enforcement and in any evacuation and/or warning functions as per request or need, outside normal fire service rescue functions.

☐ Maintain awareness of and provide support for the Operational Area EOC(s) efforts to:
   o Inform hospitals and emergency personnel of casualties and potential for exposure to the hazardous materials, if any.
   o Determine the condition of designated field treatment sites, mass care facilities and casualty collection.
   o Determine the potential for fire, environmental pollution and hazardous materials toxicity to humans and animals.
   o Determine condition of pre-designated "Target Hazard" locations for casualty assessment, hazardous materials release, or high-value and essential service property damage.
   o Coordinate and provide support to field emergency medical care and first aid.

☐ Determine if current and forecast conditions will support large and intense fires or exacerbate hazardous materials spills.

☐ Assist the Law Enforcement Branch Director and Logistics Section Transportation Unit Leader as necessary, in warning and evacuation.

☐ Determine current and future resource needs and take action to correct for deficiencies.

☐ Establish priorities for procurement and allocation of available resources.

☐ Coordinate with the Logistics Section Supply/Procurement Unit Leader for non-Fire Department personnel, equipment, and supply needs.

☐ Coordinate with Public Works for debris clearance from pre-planned routes required for supporting fire and rescue activities.

☐ Coordinate with the Logistics Section and Public Works to provide equipment and personnel needed for heavy rescue operations, debris removal and hazardous materials containment, etc.

☐ Assist the Logistics Section in coordination, activation and support of multipurpose mobilization and staging areas.

- ☐ If protective actions are implemented, ensure all Fire Services personnel in the affected area are advised and take all necessary actions.
- ☐ Ensure communications are maintained with other fire rescue agencies.
- ☐ Assist in re-entry and recovery operations and ensure requested activities do not pose a health threat to emergency workers.

Deactivation Phase

- ☐ Prepare for demobilization when authorized by your supervisor.
- ☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
- ☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.
- ☐ Demobilize when authorized by your supervisor.
- ☐ Complete Section written After Action Report as directed.
- ☐ Restore Section EOC resource documents/equipment.

D. Law Enforcement Branch

Responsible Party: Police Chief
Alternate: Police Captain, or as appointed by the Police Chief
Reports to: Operations Section Coordinator

1. Position Description

   The Law Enforcement Branch Director provides the Operations Section Coordinator of the Emergency Operations Center (EOC) with expertise in Law Enforcement Operations. The Director is responsible for coordination of movement, law enforcement, traffic control and public protection during an emergency.

2. Responsibilities

   a. Coordinate movement and evacuation operations during a disaster.
   b. Alert and notify the public of the impending or existing emergency via the PIO.
   c. Coordinate law enforcement and traffic control operations during the disaster.
   d. Coordinate site security at incidents.
   e. Monitor and coordinate with Law Enforcement Incident Command Post (ICP) activities to ensure situation status is received and tracked by the Situation/Status Unit.
   f. Maintain situational awareness of all law enforcement operations conducted throughout the jurisdiction.
   g. Coordinate Medical Examiner activities in San Luis Obispo with the Operational Area (San Luis Obispo County OES) EOC Medical Examiner Unit Leader.

Law Enforcement Branch Director Checklist
Activation Phase Actions

☐ Report to and obtain initial situation briefing from the Operations Section Coordinator.
☐ Establish phone and e-mail communications with the Law Enforcement Departmental Operations Center (DOC).

Operational Phase Actions

☐ Maintain situational awareness of Law Enforcement operations being conducted in support of the incident.

☐ Provide the Operations Section Coordinator with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.

☐ Obtain damage information, particularly at pre-designated key facilities and estimate the affected area(s).

☐ Coordinate with Public Works and Fire and Rescue Branch Directors on survey areas.

☐ Coordinate the mobilization, deployment and organization of law enforcement and traffic control mutual aid operations.

☐ Provide security for evacuated areas, key facilities, resources and supplies as required.

☐ Provide support for the control of vehicular traffic and pedestrian movement.

☐ Provide support for increased security in potential high crime areas and at essential facilities, as requested.

☐ Participate in the development of a traffic control and evacuation plan in conjunction with the Operational Area (San Luis Obispo County OES) EOC, California Highway Patrol, Caltrans, and other Operational Area Members' Law Enforcement agencies.

☐ Implement perimeter and traffic control as required.

☐ Request barricades and related items from the Public Works Director.

☐ Ensure that requested law enforcement and traffic control personnel are dispatched to all traffic control points.

☐ Provide information to the Public Information Officer (PIO), through the Operations Section Coordinator, on matters relative to public safety.

☐ If protective actions are implemented, ensure all Law Enforcement personnel in the affected area are advised and take all necessary actions.

☐ Ensure that transportation resources are being prepared for deployment to the affected area, if necessary, through the Logistics Section.

☐ If a curfew is to be imposed, prepare instructions and curfew order, submit to the Operations Section Coordinator to secure Command Group approval.

☐ Issue curfew instructions to all Law Enforcement personnel as directed and coordinate release of curfew order with PIO

☐ Provide security forces for the EOC and staging areas in coordination with the Security Officer.

☐ If mass care facilities have been opened, coordinate with the Care and Shelter Branch Director and the Safety Officer to ensure security is provided for these facilities.

☐ Develop re-entry traffic control and law enforcement plans and implement once re-entry into the affected area has been authorized.

☐ Assist in re-entry and recovery operations and ensure requested activities do not pose a health threat to emergency workers.

Deactivation Phase

- ☐ Prepare for demobilization when authorized by your supervisor.
- ☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
- ☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.
- ☐ Demobilize when authorized by your supervisor.
- ☐ Complete Section written After Action Report as directed.
- ☐ Restore Section EOC resource documents/equipment.

E. Care and Shelter Branch Director

Responsible Party: As Appointed by the Operations Coordinator
Alternate: As Appointed by the Operations Coordinator
Reports to: Operations Section Coordinator

1. Position Description

   The Care and Shelter Branch Director is responsible for assisting Emergency Operations Center (EOC) Staff with the planning and execution of care and shelter operations.

1. Responsibilities

   a. Coordinate with Operational Area (San Luis Obispo County OES) EOC and American Red Cross Disaster Operations Center (ARC-DOC) and other volunteer agencies for the provision of food, potable water, shelter and other necessities.
   b. Coordinate with the American Red Cross Disaster Welfare Inquiry Officer to reunite families or respond to inquiries from relatives or friends.
   c. Coordinate safety and emergency needs identified by agencies within the EOC with the American Red Cross Liaison Officer.
   d. Coordinate receiving, boarding, and feeding of evacuated or abandoned animals.
   e. Coordinate animals' return to owners.
   f. Establish a designated care and shelter facility for family members of disaster personnel

Care and Shelter Branch Director Checklist

Activation Phase Actions

☐ Report to and obtain initial situation briefing from the Operations Section Coordinator.
☐ Contact the American Red Cross (ARC) at (805) 928-0778 for approval of shelter location and support. *Failure to contact ARC will result in the inability to recover costs for shelter operations.*

Operational Phase Actions

☐ Provide a current care and shelter status report to the Operations Section Coordinator, when requested.
☐ Establish and maintain a shelter status board.

☐ Maintain liaison with the appropriate ARC Chapter, volunteer service agencies and such sub-area representatives within the county, and the local animal services provider, as designated.

☐ Request additional resource assistance through the Logistics Section, if necessary.

☐ Coordinate the assessment of mass care needs, housing requirements and inventory and allocation of temporary lodging.

☐ Based upon data received by following the previous steps, work with the Operational Area (San Luis Obispo County OES) EOC to allocate shelter space and assign evacuees, by area, to facilities.

☐ If evacuations are initiated or appear to be imminent, coordinate with the Law Enforcement Branch Director and the Operational Area (San Luis Obispo County OES) EOC Care and Shelter Branch Director to determine, at a minimum:
   o The boundaries of the evacuation area(s).
   o The activated shelter facilities meet requirements described under the Americans with Disabilities Act.
   o The number of evacuees requiring food, water, and shelter.
   o The number of evacuees with special needs, such as the critically ill, disabled, elderly, infirm, and non-English speaking.
   o To the extent possible, designate space within lodging shelter facilities to house these individuals.

☐ Ensure the flow of information between Care and Shelter facilities and the EOC has been established.

☐ Periodically poll mass care facilities to determine the evacuee load and support requirements.

☐ Facilitate the relocation of the public from non-ARC and temporary shelters to shelters with ARC services wherever possible.

☐ Ensure activation of shelters includes:
   o San Luis Coastal School personnel are notified
   o Assigned shelter management personnel respond

☐ Ensure the following services are provided at each shelter:
   o Crisis Counseling (Coordinate with the ARC and the Behavioral Health Unit Leader in the Operational Area (San Luis Obispo County EOC OES).
   o Security and Traffic Control (Coordinate with the Law Enforcement Branch Director in the EOC).
   o Resources to enable Communications (Coordinate with the Logistics Section in the EOC).
   o Liaison with Local Animal Services Provider to coordinate care for any pets brought to the Shelters. (Also, coordinate with Animal Services Branch Director in the Operational Area San Luis Obispo County OES EOC.)

  o Assign staff to verify and report to disaster personnel on the status and safety of their family.
- ☐ Coordinate with the Logistics Section to ensure the transportation of evacuees to and from shelter facilities.
- ☐ Inform the Public Information Officer (PIO), through the Operations Section Coordinator, of current information as needed.
- ☐ Ensure specialized services are provided as required for populations with access and functional needs.
- ☐ Coordinate the consolidation and eventual deactivation of shelters, ensuring an orderly transition from mass care to separate family living to post-disaster recovery.

Deactivation Phase

- ☐ Prepare for demobilization when authorized by your supervisor.
- ☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
- ☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.
- ☐ Demobilize when authorized by your supervisor.
- ☐ Complete Section written After Action Report as directed.
- ☐ Restore Section EOC resource documents/equipment.

F. Public Works Director

Responsible Party: Public Works Director
Alternate: As Appointed by the Public Works Director
Reports to: Operations Section Coordinator

1. Position Description

The Public Works Director is responsible for coordinating and advising Emergency Operations Center (EOC) Staff on the procurement, distribution and use of resources required to restore roads, storm drain systems, buildings, wastewater treatment facilities and transit.

2. Responsibilities

a. Survey all systems and restore systems that have been disrupted, including roads, storm drain systems, buildings, wastewater treatment facilities and transit facilities.
b. Assist other sections, branches, and units within the EOC as needed with Public Works issues.

Public Works Director Checklist

Activation Phase Actions

☐ Report to and obtain initial situation briefing from the Operations Section Coordinator.
☐ Establish phone and e-mail communications with the Public Works Department Operations Center (DOC).
☐ Ensure damage and safety assessment are coordinated with the Planning/Intelligence Section.

Operational Phase Actions

☐ Coordinate damage assessment activities to determine the status of:
  o All buildings
  o Transportation routes, bridges, and overpasses
  o Flood Control Channels
  o Parks
☐ Maintain current status on all public works activities being conducted in or by the City of San Luis Obispo.

☐ Coordinate road closure/opening issues with the Law Enforcement Branch Director.

☐ Determine if local resources are adequate to deal with the emergency.

☐ If necessary, request additional assistance through the Logistics Section.

☐ Coordinate with the Operational Area (San Luis Obispo County OES) EOC and appropriate jurisdictional agencies to secure resources for:
  - Emergency debris removal.
  - Inspection and demolition of structures deemed to be an imminent hazard.
  - Determining the safety of emergency operations facilities, public shelters and reception and care centers.
  - Determining the safety of evacuation routes.

☐ If protective actions are recommended, ensure all personnel take all necessary actions.

☐ Coordinate with Public Works Staff on status assessment and restoration of vital services.

☐ Coordinate the source, location and availability of heavy equipment, construction materials and vehicles.

☐ Provide information to the Planning/Intelligence Section to complete Initial Damage Estimates and ensure the Estimates are submitted to the Operational Area (San Luis Obispo County OES) EOC.

☐ Coordinate the provision of resources to assist in preliminary damage assessments, re-entry, and recovery operations, as appropriate.

☐ Assist in re-entry and recovery operations and ensure requested activities do not pose a health threat to emergency workers.

Deactivation Phase

☐ Prepare for demobilization when authorized by your supervisor.

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

☐ Demobilize when authorized by your supervisor.

☐ Complete Section written After Action Report as directed.

☐ Restore Section EOC resource documents/equipment.

City of San Luis Obispo Emergency Operations Center	Logistics Section Description-Organization-Position Checklists	Section 5
	Issue Date 01/01/2020	Review Date 01/01/2022	Revision Date 01/01/2022 KAA

A. Description and Organizational Chart

1. The Logistics Section consists of those departments with responsibilities for the procurement of personnel and equipment necessary for the management of and recovery from the emergency. The Logistics Section coordinates the procurement and provision of emergency resources and support for the response and recovery operations being conducted in the field as well as those in the Emergency Operations Center (EOC).   The Operational Area (San Luis Obispo County) EOC Logistics Section coordinates the procurement and provision of emergency resources and support for the entire City of San Luis Obispo.

2. The following organizational chart details the Logistics Section:

B. Logistics Section Coordinator

1. Position Description

   Responsible Party: As Appointed by the Emergency Services Director

   Alternate: As Appointed by the Emergency Services Director

   Reports to: Emergency Services Director

   The Logistics Section Coordinator is responsible for establishment and management of the Logistics Section including the following units: Communications/IT, Transportation, Facilities, Supply/Procurement, and Personnel.

2. Responsibilities

   a. Ensure the Logistics function is carried out within the EOC. This function includes providing communication services, resource tracking, acquiring equipment, supplies, personnel, facilities and transportation services; as well as arranging for food, lodging and other support services as required.
   b. Exercise overall responsibility for Logistics Section activities.
   c. Ensure that objectives and assignments identified in the Incident Action Plan (IAP) are carried out effectively.
   d. Establish the appropriate level of organization within the Logistics Section, continuously monitoring their effectiveness and modifying accordingly.
   e. Coordinate with the Operations Section Coordinator to establish priorities for resource allocation.
   f. Register spontaneous volunteers as Disaster Service Workers (DSW).
   g. Keeps the Emergency Services Director informed of all significant issues affecting the Logistic Section.

Logistics Section Coordinator Checklist

Activation Phase Actions

☐ Report to and obtain initial situation briefing from the Emergency Services Director.
☐ Ensure that Section Position Logs **(ICS Form 214)** and other necessary files are maintained.
☐ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resource directories.
☐ Meet with the Emergency Services Director and Section Coordinators and identify immediate resource needs.
☐ Meet with the Finance/Administration Section Coordinator and determine level of purchasing authority for the Logistics Section.
☐ Activate organizational elements and functions within the section, staff as appropriate and designate leaders for each element. Ensure the section is properly staffed for 24-hour operations. Continuously monitor the effectiveness of the section and make changes as required.

   o Communications/IT Unit
   o Transportation Unit
   o Facilities Unit
   o Supply/Procurement Unit
   o Personnel Unit

Operational Phase Actions

☐ Ensure that the City of San Luis Obispo Purchase Log is maintained.
☐ Ensure that transportation requirements, in support of response operations, are met.
☐ Ensure that all requests for facilities and facilities support are addressed.
☐ Ensure that all jurisdictional resources are tracked and accounted for, including resources requested by the Operational Area (San Luis Obispo County) EOC through Mutual Aid.
☐ Ensure the coordination of resource acquisition, management and distribution.
☐ Ensure that records of resources requested and/or received from outside the jurisdiction are maintained and coordinated.
☐ Ensure Logistics Section personnel coordinate with all EOC Section requests for and allocation of resources.
☐ Determine the need for representation or participation of mutual aid system resource representatives.

□ Ensure that all fiscal and administrative requirements are completed and coordinated through the Finance/Administration Section.

□ Advise the Emergency Services Director on Logistics issues regarding recovery.

Deactivation Phase

□ Demobilize when authorized by your supervisor.

□ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

□ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

C. Communications/IT Unit Leader

1. Position Description

    Responsible Party: Information Systems

    Alternate: As Appointed by the Emergency Services Director

    Reports to: Logistics Section Coordinator

    The Communications/IT Unit Leader is responsible for the primary and back-up communication and information technology systems that are used by response organizations/agencies during the emergency response and recovery periods.

2. Responsibilities

    a. Ensure radio, telephone and computer resources and services are provided to Emergency Operations Center (EOC) staff as required.
    b. Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with the Operational Area (San Luis Obispo County) EOC.
    c. Determine specific computer requirements for all EOC positions.
    d. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the disaster.
    e. Ensure network access for all EOC Staff.

Communications/IT Unit Leader Checklist

Activation Phase Actions

☐   Report to and obtain initial situation briefing from the Logistics Section Coordinator.
☐   Ensure EOC Communications Systems are operational.
☐   Ensure EOC Computer Systems are operational.
☐   Ascertain the status of communications systems throughout the jurisdiction.

Operational Phase Actions

 □ Manage and maintain EOC communications facilities and systems.
 □ Monitor communications to determine the situation in other jurisdictions.
 □ Monitor network access and EOC IT support needs.

Deactivation Phase

 □ Demobilize when authorized by your supervisor.
 □ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
 □ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

D. Transportation Unit Leader

1. Position Description

   Responsible Party: As Appointed by the Emergency Services Director

   Alternate: As Appointed by the Emergency Services Director

   Reports to: Logistics Section Coordinator

   The Transportation Unit Leader is responsible for the transportation of personnel, equipment, supplies, subsistence stocks, fuel, energy systems and equipment for emergency operations. The Transportation Unit Leader is also responsible for transportation routing and scheduling and the work assignments for transportation support.

2. Responsibilities

   a. In coordination with Public Works and Law Enforcement and the Situation/Status Unit, develop a Transportation Plan to support EOC operations.
   b. Arrange for the acquisition or use of required transportation services.
   c. Monitor transportation resources and requirements.

Transportation Unit Leader Checklist

Activation Phase Actions

☐ Report to and obtain initial situation briefing from the Logistics Section Coordinator.

☐ Determine the nature, scope and severity of the emergency and potential transportation issues.

☐ Routinely coordinate with the Situation/Status Unit Leader and Law Enforcement Branch Director to determine the status of transportation routes in and around the City.

☐ Routinely coordinate with the Public Works Department to determine progress of route recovery operations.

☐ Develop a Transportation Plan which identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population and shipment of resources and material.

Operational Phase Actions

☐ Determine the status of:

- o All City of San Luis Obispo owned vehicles.
- o Petroleum products, parts and fuel on hand.
- o Staffing needed to provide enough vehicle operators and mechanics.

☐ Continually evaluate the transportation needs (personnel, facilities and equipment) to determine if additional resources are needed. Additional necessary resources should be acquired through the Personnel Unit and/or the Supply/Procurement Unit.

☐ Process transportation requests in coordination with the Operations Section. Advise the requester of the disposition of the request.

☐ In conjunction with transit service providers, school districts, and the Operational Area (San Luis Obispo County) EOC Transportation Unit Leader, determine the number of busses and other transportation resources available to support an evacuation and establish a transportation resource staging area.

☐ Contact the San Luis Obispo Unified School District to determine if area school districts can provide buses and drivers if needed.

☐ Coordinate maintenance and repair of primary tactical equipment vehicles and mobile ground support equipment.

☐ Coordinate with the Public Works and the Law Enforcement Branch Directors to develop and implement a Traffic Plan.

Operational Phase Actions (continued)

- ☐ Manage the operation of a transportation pool (e.g., staff cars, buses, pickups, etc.) which can be used for transporting personnel from one location to another.
- ☐ Coordinate with fuel suppliers to establish distribution priorities.
- ☐ Develop and maintain a list of vehicles equipped with two-way radios.
- ☐ Provide the Logistics Section Coordinator with up to date information on the status of transportation vehicles, their locations and capabilities.

Deactivation Phase

- ☐ Demobilize when authorized by your supervisor.
- ☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
- ☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

E. Facilities Unit Leader

    1. Position Description

        Responsible Party: As Appointed by the Emergency Services Director

        Alternate: As Appointed by the Emergency Services Director

        Reports to: Logistics Section Coordinator

        The Facilities Unit Leader is responsible for maintaining the EOC and coordinating with the Safety/Security Officer to monitor other City buildings and facilities.

    2. Responsibilities

        a. Ensure that adequate facilities are provided for the response effort, including securing access to needed facilities.
        b. Supervise facilities maintenance staff to ensure facilities are maintained, including sanitation, lighting, environmental systems, structural assessment, etc.
        c. Monitor damage to other jurisdictional buildings and provide updates to the Situation/Status Unit Leader.

Facilities Unit Leader Checklist

Activation Phase Actions

☐ Report to and obtain initial situation briefing from the Logistics Section Coordinator.

Operational Phase Actions

☐ Ensure facility operations activities are completed, including structural assessment, environmental systems, lighting, etc.
☐ Ensure the interior and exterior EOC facility and systems are activated and operable.
☐ Provide jurisdiction building and facilities updates to the Situation/Status Unit Leader.
☐ Ensure EOC facility and staff support needs are met including hygiene, sanitation and sleeping quarters in coordination with the Care and Shelter Branch Director.

Operational Phase Actions (continued)

☐ Identify facilities (City owned or available for lease) available to be used in the emergency response as staging areas, warehouses, and alternate worksites for City employees, etc.

☐ Ensure heating, ventilation and air conditioning are functioning properly, coordinate repairs if needed.

☐ Coordinate access to supplies and resources for EOC Staff from closed facilities. Ensure all such facilities are safe before permitting or providing access.

☐ Coordinate the provision of chemical toilets to staging areas, as requested.

☐ Order any additional items required (e.g., portable toilets and shower facilities, lighting units, etc.) through the Supply/Procurement Unit Leader.

Deactivation Phase

☐ Demobilize when authorized by your supervisor.

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

F. Supply/Procurement Unit Leader

1. Position Description

    Responsible Party: As Appointed by the Emergency Services Director

    Alternate: As Appointed by the Emergency Services Director

    Reports to: Logistics Section Coordinator

    The Supply/Procurement Unit Leader is responsible for the determination of resource and support requirements, the acquisition of resources and coordination with the Emergency Operations Center (EOC) Staff, especially the Finance/Administration Section, to track resource utilization and related costs.

2. Responsibilities

    a. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
    b. Coordinate procurement actions with the Finance/Administration Section.
    c. Coordinate delivery of supplies and material as required.
    d. Oversee the tracking of resources used in response operations.

Supply/Procurement Unit Leader Checklist

Activation Phase Actions

☐ Report to and obtain initial situation briefing from the Logistics Section Coordinator.

☐ Establish and maintain a City of San Luis Obispo Emergency Procurement Log.

☐ Maintain copies of requisitions, purchase receipts and notes.

☐ Determine procurement spending limits and availability of funds with the Finance/Administration Section.

☐ Coordinate with the Finance/Administration Section to assign a purchase order number to all purchases to facilitate post-incident cost accounting and reimbursement.

☐ Ensure enough supply of preprinted Emergency Requisition Forms and Emergency Purchase Log pages are on hand.

Operational Phase Actions

☐ Maintain accurate records on the use of personnel, equipment and materials and all expenditures for all resource requests.

☐ Maintain a current resource directory and inventory for necessary supplies, equipment and services.

☐ Post and maintain a resource status master list, indicating current location and status of all resources.

☐ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material and verify that the request has not been previously filled through another source.

☐ Determine if the procurement item can be provided in a timely manner, without cost, from the Operational Area (San Luis Obispo County) EOC, or another jurisdiction/organization within the OA.

☐ Determine unit costs of supplies and material, from suppliers and vendors and if they will accept confirming purchase order numbers or a credit card as payment, prior to completing the order.

☐ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section Unit for development of necessary agreements.

☐ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Transportation Unit.

☐ Ensure appropriate receipt paperwork is obtained from receiving personnel or runners/drivers whenever possible considering the circumstances. This will help in reconciling purchases later.

Operational Phase Actions (continued)

☐ Coordinate the location and support of staging areas, support facilities, and additional resources as necessary with the Facilities and Personnel Unit Leaders.

☐ Coordinate the moving of resources and supplies from hazard threatened areas.

☐ Keeps the Logistics Section Coordinator informed of significant issues affecting the Supply/Procurement Unit.

Deactivation Phase

☐ Demobilize when authorized by your supervisor.

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

G. Personnel Unit Leader

1. Position Description

   Responsible Party: As Appointed by the Emergency Services Director

   Alternate: As Appointed by the Emergency Services Director

   Reports to: Logistics Section Coordinator

   The Personnel Unit Leader is responsible for human resources operations and coordinating the provision of additional personnel as requested by EOC Staff.

2. Responsibilities

   a. Provide personnel resources as requested in support of EOC and field operations.
   b. Develop and maintain the EOC Organizational Chart.
   c. Identify back-up and relief personnel for Branch Director, Unit Leader and Support Staff positions as requested by the Emergency Services Director or Section Coordinators.
   d. Coordinate with the Safety/Security Officer (if activated) to assist in the verification of reporting personnel.
   e. Coordinate with the Compensation/Claims Unit and the Time Unit to ensure record keeping requirements are met.
   f. Coordinate registration of spontaneous volunteers as Disaster Service Workers.

Personnel Unit Leader Checklist

Activation Phase Actions

☐ Report to and obtain initial situation briefing from the Logistics Section Coordinator.
☐ Coordinate personnel timekeeping and related inquires with the Finance/Administration Section.

Operational Phase Actions

- ☐ Determine if local personnel resources are adequate to deal with the emergency. Continually evaluate personnel needs to determine if additional resources are needed.
- ☐ Establish a list of supplemental personnel and their skills.
- ☐ Provide personnel to all functions within the EOC upon request.
- ☐ If temporary workers or individuals with specialized skills need to be obtained, contact private personnel providers.
- ☐ Coordinate with the Finance/Administration Section to provide guidance on emergency timekeeping procedures with respect to salary, benefits, worker's compensation and documentation consistent with Federal, State, County and City guidelines. Assist in implementation of these procedures, as needed.
- ☐ Coordinate with the Safety/Security Officer to ensure all emergency workers are identified and contacted after EOC demobilization for post-incident stress debriefing.
- ☐ Coordinate worker's compensation claims and timekeeping issues with the Finance/Administration Section, as needed.
- ☐ Coordinate registration of spontaneous volunteers as Disaster Service Workers and assignment as appropriate.

Deactivation Phase

- ☐ Demobilize when authorized by your supervisor.
- ☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
- ☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

SECTION 1 – ALL EOC STAFF CHECKLIST

Responsibilities: This checklist, including the following Activation, Operational and Deactivation Phase Activities, should be completed by all positions in the Emergency Operations Center (EOC). Reference this and your position specific checklist (found later in this Section) in EOC activities.

All EOC Staff Checklist

Activation Phase

☐ Ensure all pre-designated staff notifications are made.

☐ Maintain a log of events and document all activities on ICS Form 214 form.

☐ Review position responsibilities and your authority and assignment.

☐ Verify contact information is current with contingency plan for communications.

☐ Determine potential issues for your Section or Branch based on the nature, scope, and severity of the emergency.

☐ Review applicable sections of the City of San Luis Obispo's Emergency Operations Plan and Supporting Annex.

☐ Assess the status of your Section or Branch available resources.

☐ Contact counterpart in the Operational Area EOC (SLO County and/or Cal Poly) and establish lines of communication.

Operational Phase

☐ Refer all contacts for information with the media to the Public Information Officer (PIO).

☐ Provide input to the Incident Action Plan (IAP), implement the objectives of your Section and monitor progress.

☐ Report situation status and resource status to the Situation/Status Unit.

☐ Maintain accurate records on the use of personnel, equipment and material and all other expenditures using appropriate ICS forms (213/214 etc).

☐ Establish Section work schedule to align with EOC and ensure personnel are prepared for the possibility of continuous 12 or 24-hour operational periods.

☐ Advise Section Coordinator on issues affecting mitigation, stabilization, and recovery.

☐ Participate in recovery planning and operations as needed and ensure requested activities do not pose a health threat to your Section or Branch emergency workers.

☐ Brief your relief verbally and in writing at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

A. Description and Organizational Chart

1. The Finance/Administration Section is responsible for all finance, emergency funding and cost accountability functions for EOC operations and for supervising branch functions providing financial and contracting services for EOC operations within its jurisdiction. Some of these functions may include:
   a. Financial expenditure and funding briefings.
   b. Interagency financial coordination.
   c. Finance and contract fact-finding.
   d. Fiscal and emergency finance estimating.
   e. Operating procedure development and financial planning.
   f. Labor expense and accounting.
   g. Cost analysis, cost accounting and financial auditing.
   h. Disbursement and receivables management.
   i. Necessary funding transfers.
   j. Special drafts, exchanges, and lending controls.
   k. Payroll administration.
   l. Emergency currency, script, and rationing control.

B. Finance Section Coordinator

Responsible Party: As Appointed by the Emergency Services Director
Alternate: As Appointed by the Emergency Services Director
Reports to: Emergency Services Director

1. Position Description

   The Finance/Administration Section Coordinator is responsible for coordinating all financial aspects of an emergency and the transition to recovery operations, including mitigation following an emergency. The Finance/Administration Section Coordinator manages the activities of the following units: Time, Compensation/Claims and Cost Accounting.

2. Responsibilities
   a. Ensure the Finance/Administration function is carried out within the EOC.
   b. Exercise overall responsibility for Finance/Administration Section activities.
   c. Ensure that objectives and assignments identified in the Incident Action Plan (IAP) are carried out effectively.

d. Establish the appropriate level of organization within the Finance Administration Section, continually monitoring their effectiveness and modifying accordingly.
e. Obtain an internal tracking # for the disaster and distribute to all EOC staff.
f. Work with departments and agencies to ensure that all financial records are maintained throughout the response and recovery.
g. Ensure that there is a continuum of the payroll process for all City employees responding to the disaster.
h. Determine purchase order and purchase card limits for the procurement function in the Logistics Section.
i. Track estimated costs of worker's compensation claims.
j. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
k. Keeps the Emergency Services Director informed of all significant issues affecting the Finance/Administration Section.

Finance Section Coordinator Checklist

Activation Phase Actions

☐ Ensure that the Finance Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
☐ Ensure that Section Position Logs (ICS Form 214) and other necessary files are maintained.
☐ Based on the situation; activate units within section as needed.
   o Time Keeping Unit
   o Compensation & Claims Unit
   o Purchasing Unit
☐ Ensure that enough staff is available for a 24-hour schedule, or as required.
☐ Meet with the Logistics Section Coordinator and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
☐ Meet with Section Staff to ensure that responsibilities are clearly understood.
☐ Notify the Emergency Services Director when the Finance Section is operational.
☐ Ensure that displays associated with the Finance Section are current, and that information is posted.
☐ Brief Section Staff to ensure they are aware of the EOC objectives as defined in the Incident Action Plan (IAP).
☐ Keep the Emergency Services Director and Command Staff aware of the current fiscal situation and other related matters, on an on-going basis.

- ☐ Ensure that the Time Keeping Unit tracks and records all agency staff time.
- ☐ In collaboration with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable timeframe, given the nature of the situation.
- ☐ Ensure that the Time-Keeping Unit processes all timesheets and travel expense claims promptly.
- ☐ Ensure that the Finance Section provides administrative support to other EOC Sections as needed.
- ☐ Ensure that all documentation is accurately maintained during the response and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or California Governor's Office of Emergency Services (Cal OES).

Deactivation Phase

- ☐ Prepare for demobilization when authorized by your supervisor.
- ☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
- ☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.
- ☐ Demobilize when authorized by your supervisor.
- ☐ Complete Section written After Action Report as directed.
- ☐ Restore Section EOC resource documents/equipment.

C. Time Unit Leader

Responsible Party: As Appointed by the Emergency Services Director
Alternate: As Appointed by the Emergency Services Director
Reports to: Finance/Administration Section Coordinator

1. Position Description

    The Time Unit Leader is responsible for tracking Emergency Operations Center (EOC) Staff time and coordinating with the Cost Accounting Unit Leader on monetary issues related to EOC Staff time.

2. Responsibilities
    a. Track, record, and report all on-duty time for personnel working during the disaster. Maintain a copy of the EOC sign-in sheet.
    b. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to the City of San Luis Obispo's Finance Department.

Time Unit Leader Checklist

Activation Phase Actions

☐ Review this and the all Staff EOC checklist.
☐ Report to and obtain initial situation briefing from the Finance/ Section Coordinator.

Operational Phase Actions

☐ Track and record all EOC Staff time.
☐ Provide input to the Cost Accounting Unit Leader on time keeping requirements for the emergency period.
☐ Coordinate with the Personnel Unit Leader to ensure all personnel requested by the EOC to participate in the response, have time keeping records.
☐ Advise the Finance/Administration and Logistics Section Coordinators of staff time issues affecting recovery.
☐ Provide a final report to the Personnel Unit Leader on EOC personnel time and expense.

Deactivation Phase

□ Prepare for demobilization when authorized by your supervisor.

□ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

□ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

□ Demobilize when authorized by your supervisor.

□ Complete Section written After Action Report as directed.

□ Restore Section EOC resource documents/equipment.

D. Compensation/Claims Unit Leader

Responsible Party: As Appointed by the Emergency Services Director
Alternate: As Appointed by the Emergency Services Director
Reports to: Finance/Administration Section Coordinator

1. Position Description

   The Compensation/Claims Unit Leader is responsible for processing all insurance and worker's compensation claims, investigating worker's compensation claims, tracking the claims, and coordinating with the Cost Accounting Unit Leader on all claims.

2. Responsibilities
   a. Coordinate with City of San Luis Obispo departments and agencies involved in the incident to ensure they document and investigate injuries and property/equipment damage claims involving the City and arising out of the response and recovery.
   b. Coordinate with the Personnel Unit to track estimated costs of worker's Compensation claims.

Compensation/Claims Unit Leader Checklist

Activation Phase Actions

☐ Review this and All Staff EOC checklists.
☐ Report to and obtain initial situation briefing from the Finance/Administration Section Coordinator.

Operational Phase Actions

☐ Ensure that all insurance claims for property sustaining physical damages are properly prepared, filed and coordinated.
☐ Ensure that all workers' compensation claims are properly prepared, investigated with the Safety, filed, and tracked.
☐ Process, track and record all jurisdictional insurance claims resulting from the emergency/disaster.
☐ Provide input to the Cost Accounting Unit Leader on claims record keeping requirements for the emergency response period.

☐ Provide a final report to the Finance/Administration Section Coordinator, Cost Accounting Unit Leader on total reimbursements from insurance claims and expenditures related to worker's compensation claims.

Deactivation Phase

☐ Prepare for demobilization when authorized by your supervisor.
☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.
☐ Demobilize when authorized by your supervisor.
☐ Complete Section written After Action Report as directed.
☐ Restore Section EOC resource documents/equipment.

E. Cost Accounting Unit Leader

Responsible Party: As Appointed by the Emergency Services Director
Alternate: As Appointed by the Emergency Services Director
Reports to: Finance/Administration Section Coordinator

1. Position Description

   The Cost Accounting Unit Leader is the coordinator of expenditures for jurisdictional emergency response and recovery activities and serves as the focal point for reporting summarized response cost and loss estimate information to the Emergency Services Director. The Cost Accounting Unit Leader coordinates information for the jurisdiction with County, State and Federal representatives on cost, time, procurement and claims activity for timelines and consistency.

2. Responsibilities
   a. Coordinate with City of San Luis Obispo departments all financial record keeping.
   b. Coordinate estimated financial costs.

Cost Accounting Unit Leader Checklist

Activation Phase Actions

☐ Review this and All Staff EOC checklists.
☐ Report to and obtain initial situation briefing from the Finance/Administration Section Coordinator.
☐ Obtain the internal activity number for the disaster from your Section Coordinator for the purpose of tracking purchase orders and cost recovery.

Operational Phase Actions

☐ Provide information to the Finance/Administration Section Coordinator on the financial record keeping requirements for the emergency period.
☐ Manage all financial aspects of the emergency including emergency response activities, damage, repair/replacement estimates and recovery activities.
☐ Maintain financial records of the emergency.
☐ Advise the Emergency Services Director, and Finance/Administration Section Coordinator on cost accounting issues, as requested.
☐ Gather and analyze information on expenditures, revenues, reimbursements and mitigation program applications and grants.

☐ Ensure that all obligation documents initiated during the operation are properly prepared and completed.

☐ Develop reimbursement plans and begin compiling reimbursement claims for submission to the proper agencies.

☐ In conjunction with all Section Coordinators determine reimbursable costs and generate the necessary forms or paperwork to recover these moneys.

☐ Determine reimbursable EOC Staff costs and generate the necessary forms or paperwork to recover these moneys, in conjunction with the Time Unit Leader and Section Coordinators, as appropriate.

☐ Ensure the Supply/Procurement Unit Leader provides copies of all purchases made in support of the incident.

☐ Develop a final report on monetary issues.

☐ Process claims for reimbursement as needed.

☐ Provide a final report to the Finance/Administration Section Coordinator, Planning/Intelligence Section Coordinator on total costs and reimbursement programs.

Deactivation Phase

☐ Prepare for demobilization when authorized by your supervisor.

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

☐ Demobilize when authorized by your supervisor.

☐ Complete Section written After Action Report as directed.

☐ Restore Section EOC resource documents/equipment.

F. Recovery Unit Leader

Responsible Party: Assistant City Manager
Alternate: As Appointed by the Emergency Services Director
Reports to: Finance/Administration Section Coordinator

2. Position Description

   The Recover Unit Leader is the coordinator of recovery efforts performed by the Emergency Operations Center and City. The initial actions for short term recovery center on accurate situational awareness and getting a recovery group organized. As emergency issues are resolved and the community works to return to the new post disaster "normal", the general priority is to continue accurate situational awareness and to sustain the recovery group operations.

3. Responsibilities
   a. Coordinate short and long-term recovery operations for the City and community.
   b. Ensure the Recovery function is carried out within the EOC.
   c. Establish the appropriate level of organization within the Recovery Unit, continually monitoring their effectiveness and modifying accordingly.
   d. Keeps the Finance/Administration Section Coordinator informed of all significant issues affecting the Recovery Unit.

Recovery Unit Leader Checklist

Activation Phase Actions

☐ Review this and All Staff EOC checklists.
☐ Report to and obtain initial situation briefing from the Finance/Administration Section Coordinator.
☐ Obtain the internal activity number for the disaster from your Section Coordinator for the purpose of tracking purchase orders and cost recovery.

Operational Phase Actions – Short Term Recovery

☐ Establish the Recovery Unit (part of Finance/Administration Section)
☐ Have departments collect information on their ability to sustain agency operations.
☐ Develop staffing pattern for the Recovery Operations Organization
☐ Collect information from rapid damage assessment on damages, duration and impact from the following:

  ☐ Utility Providers

  ☐ Social, medical and health services

  ☐ Transportation routes and services

  ☐ Debris issues

  ☐ San Luis Obispo County and City/special district government operations

  ☐ Private sector retail and wholesale providers

  ☐ Schools

  ☐ Others

☐ Develop initial short term and long-term recovery objectives
☐ Refer to Recovery plan and hazard specific plans for information.
☐ Match short term recovery Operational Period with EOC Operational Period
☐ Develop information for the public on the recovery process and progress
☐ Develop a plan to assign personnel to sustain the recovery effort
☐ Coordinate with the Operational Area, other local jurisdictions and the State on their recovery efforts
☐ Begin developing a plan to transition from response to recovery
☐ In conjunction with all Section Coordinators determine reimbursable costs and generate the necessary forms or paperwork to recover these moneys.

Operational Phase Actions – Long Term Recovery
☐ Ensure sufficient and knowledgeable people are assigned to the Recovery Unit.
☐ Continue to collect information on progress, duration and impact from the following:

  ☐ Utility Providers

  ☐ Social, medical and health services

  ☐ Transportation routes and services

  ☐ Debris issues

  ☐ San Luis Obispo County and City/special district government operations

  ☐ Private sector retail and wholesale providers

  ☐ Schools

  ☐ Others

☐ Develop long term recovery objectives.
☐ Determine appropriate Recovery Operational Period with Plans Section Coordinator.
☐ Continue to coordinate with the Operational Area, adjacent counties and the state
☐ Seek regional coordination and solutions where appropriate.
☐ Develop a group to develop the Community Recovery Plan
☐ Facilitate public involvement in the recovery process

☐ Look for public/private partnerships to strengthen recovery efforts
☐ Utilize mitigation plans for ways to build resiliency
☐ Establish work groups based either on geographic or function need
☐ Continue to provide information for the public on the recovery progress
☐ Coordinate recovery planning efforts with existing community general plans

Each department/agency should have a point of contact from their Finance Section who will be responsible for coordination of finance related activities to ensure cost recovery:

☐ Ensure documentation of costs, including receipts, photos and relevant details.
☐ When requested, provide copies of all financial documents or reports (pay sheets, checks, etc.) regarding damage and expenditures to the department/agency point of contact or Recovery Unit Leader
☐ Generate necessary financial reports such as payroll records
☐ Assist the department/agency point of contact or Recovery Unit Leader during any state or federal audits

Deactivation Phase

☐ Prepare for demobilization when authorized by your supervisor.
☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.
☐ Demobilize when authorized by your supervisor.
☐ Complete Section written After Action Report as directed.
☐ Restore Section EOC resource documents/equipment.

SECTION 1 – ALL EOC STAFF CHECKLIST

Responsibilities: This checklist, including the following Activation, Operational and Deactivation Phase Activities, should be completed by all positions in the Emergency Operations Center (EOC). Reference this and your position specific checklist (found later in this Section) in EOC activities.

All EOC Staff Checklist

Activation Phase
- ☐ Ensure all pre-designated staff notifications are made.
- ☐ Maintain a log of events and document all activities on ICS Form 214 form.
- ☐ Review position responsibilities and your authority and assignment.
- ☐ Verify contact information is current with contingency plan for communications.
- ☐ Determine potential issues for your Section or Branch based on the nature, scope, and severity of the emergency.
- ☐ Review applicable sections of the City of San Luis Obispo's Emergency Operations Plan and Supporting Annex.
- ☐ Assess the status of your Section or Branch available resources.
- ☐ Contact counterpart in the Operational Area EOC (SLO County and/or Cal Poly) and establish lines of communication.

Operational Phase
- ☐ Refer all contacts for information with the media to the Public Information Officer (PIO).
- ☐ Provide input to the Incident Action Plan (IAP), implement the objectives of your Section and monitor progress.
- ☐ Report situation status and resource status to the Situation/Status Unit.
- ☐ Maintain accurate records on the use of personnel, equipment and material and all other expenditures using appropriate ICS forms (213/214 etc).
- ☐ Establish Section work schedule to align with EOC and ensure personnel are prepared for the possibility of continuous 12 or 24-hour operational periods.
- ☐ Advise Section Coordinator on issues affecting mitigation, stabilization, and recovery.
- ☐ Participate in recovery planning and operations as needed and ensure requested activities do not pose a health threat to your Section or Branch emergency workers.
- ☐ Brief your relief verbally and in writing at shift change, ensuring that ongoing activities are identified, and follow-up requirements are known.

A. Description

1. The Planning/Intelligence Section is responsible for gathering, analyzing, evaluating, and disseminating technical information and making recommendations to the Emergency Services Director. While Operations is concerned with immediate strategic response to the disaster, Planning is looking and planning ahead. Planning's function is to maintain information on the overall response effort and to develop the EOC Incident Action Plan for the next operational period. The major responsibilities of this Section are:
   a. Situation status, including information gathering, verification, status reporting, and maintaining maps and displays.
   b. Damage Assessment, including information gathering, verification, and reporting.
   c. Documentation.
   d. Briefing EOC staff.
   e. Developing the Incident Action Plan (IAP).
   f. Advanced Planning.

B. Planning/Intelligence Section Coordinator

Responsible Party: As Appointed by the Emergency Services Director
Alternate: As Appointed by the Emergency Services Director
Reports to: Emergency Services Director

1. Position Description

   The Planning/Intelligence Section Coordinator is responsible for tracking the emergency and providing information to the Emergency Services Director. The Sections Coordinator is also responsible for the development of the Incident Action Plan for emergency response, the plan for demobilization of emergency operations, and the Recovery Plan. The Planning/Intelligence Section Coordinator manages the activities of the following units: Situation/Status, Advanced Planning, Documentation and GIS/Mapping.

2. Responsibilities
   a. Ensure that the Planning/Intelligence function is carried out within the EOC.
   b. Exercise overall responsibility for Planning/Intelligence Section activities.
   c. Ensure that objectives and assignments identified in the Incident Action Plan (IAP) is carried out effectively.

d. Establish the appropriate level of organization within the Planning/Intelligence Section, continuously monitoring their effectiveness and modifying accordingly.
e. Prepare periodic Situation Reports.
f. Prepare and distribute the Incident Action Plan (IAP) and facilitate the Incident Action Planning meeting.
g. Conduct Advance Planning activities.
h. Provide technical support services to the various EOC sections, branches and units in documenting and maintaining files on all EOC activities.
i. Keeps the Emergency Services Director informed of all significant issues affecting the Planning/Intelligence Section.

Planning/Intelligence Section Coordinator Checklist

Activation Phase Actions
☐ Review this and All Staff EOC checklists.
☐ Ensure that Section Position Logs (ICS Form 214) and other necessary files are maintained.
☐ Report to and obtain initial situation briefing from the Emergency Services Director.
☐ Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment and supplies are in place.
☐ Meet with Operations Section Coordinator; obtain and review any major incident reports.
☐ Activate organizational elements and functions within the section, staff as appropriate and designate leaders for each element.
☐ Ensure the section is properly staffed for 24-hour operations.
☐ Continuously monitor the effectiveness of the section and make changes as required.
   o Situation/Status Unit
   o Advanced Planning Unit
   o Documentation Unit
   o GIS/Mapping Unit

Operational Phase Actions
☐ Coordinate the determination of the nature, scope, and severity of the emergency.
☐ Ensure the Situation/Status Unit submits an initial situation status report to the Operational Area (San Luis Obispo County OES) EOC as soon after activation as possible.
☐ Lead ongoing situation briefings.
☐ Oversee the preparation of the Incident Action Plan (IAP), including assembly of information on alternative strategies and incorporation of supporting plans.
☐ Oversee the establishment of contact with the Operational Area (San Luis Obispo County) EOC and the receipt of Operational Area (San Luis Obispo County OES) Situation Status Reports.

☐ Establish special information collection activities as necessary, e.g., weather, fire, etc.

☐ Ensure that periodic situation reports are prepared and provided to the Operational Area (San Luis Obispo County) EOC.

☐ Ensure that information on the status of resources, services and operations in the jurisdiction is maintained and current.

☐ Ensure that Geographic Information Systems (GIS) and other technical support services are provided to the various organizational elements within the EOC.

☐ Ensure the Advanced Planning Unit assists in the development of the Recovery Plan.

☐ Advise the Emergency Services Director and on Planning/Intelligence issues regarding recovery.

Deactivation Phase

☐ Prepare for demobilization when authorized by your supervisor.

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

☐ Complete Section written After Action Report as directed.

☐ Restore Section EOC resource documents/equipment box.

C. Situation/Status Unit Leader

Responsible Party: As Appointed by the Emergency Services Director
Alternate: As Appointed by the Emergency Services Director
Reports to: Planning/Intelligence Section Coordinator

1. Position Description

    The Situation/Status Unit Leader is responsible for: the collection and consolidation of initial reconnaissance information from Emergency Operations Center (EOC) Staff, evaluating and displaying information, preparing consolidated reports for the Command Group, and transmitting the reports to the Operational Area (San Luis Obispo County) (OA) EOC.

2. Responsibilities
    a. Oversee the collection, organization, and analysis of disaster situation information.
    b. Ensure that information collected from all sources is validated prior to posting on status boards or entering Web EOC.
    c. Ensure that an Incident Action Plan (IAP) is developed, if possible, for each operational period, based on objectives developed by each EOC Section.
    d. Ensure the Situation Report is sent to the Operational Area (San Luis Obispo County OES) EOC.

Situation/Status Unit Leader Checklist

Activation Phase Actions

☐ Review this and All Staff EOC checklists.
☐ Report to and obtain initial situation briefing from the Planning/Intelligence Section Coordinator.
☐ Ensure that there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report, and facilitate the Incident Action Plan (IAP) planning process.
☐ Ensure that appropriate maps are set up.
☐ Collect and consolidate initial information from EOC Staff Members, as well as information from all other available reliable sources, on damage to public and private sector property, loss of life and injury and status of continued occupancy of facilities and structures.

Operational Phase Actions

☐ Identify the location of greatest impact, progress of the disaster and development of related events (e.g., earthquake causing hazardous materials incidents).

☐ Prepare a Situation Report for the Planning/Intelligence Section Coordinator on the status of the emergency (area affected, resources available and resources committed). Provide a copy to the Public Information Officer (PIO) as background information for the PIO's use in media briefing.

☐ Prepare and submit to the Operational Area (San Luis Obispo County) EOC, if possible, Situation Report Forms as follows:
   o Initial report within four hours.
   o Subsequent reports to be submitted as conditions warrant (i.e. any significant changes, but at least once an operational period).

☐ Supervise staff in the preparation and maintenance of visual displays, charts and maps, (including the areas involved in the emergency, impacted areas, damage incurred and resource allocation and deployment).

☐ Advise the Planning/Intelligence Section Coordinator on situation analysis issues regarding recovery.

Deactivation Phase

☐ Prepare for demobilization when authorized by your supervisor.

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

☐ Complete Section written After Action Report as directed.

☐ Restore Section EOC resource documents/equipment box.

D. Advanced Planning Unit Leader

Responsible Party: As Appointed by the Emergency Services Director
Alternate: As Appointed by the Emergency Services Director
Reports to: Planning/Intelligence Section Coordinator

1. Position Description

    The Advanced Planning Unit Leader is responsible for looking ahead in the operation and identifying issues that will have to be addressed by the Emergency Operations Center (EOC) and coordinating with the Finance/Administration Section Coordinator to develop a Recovery Plan.

2. Responsibilities
    a. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours, and beyond.
    b. Review all available status reports, Incident Action Plan (IAP)s and other significant documents for anything requiring consideration in the Advance Plan.
    c. Determine potential future impacts of the disaster; particularly issues which might modify the overall strategic objectives of the EOC.
    d. Provide periodic briefings for the Emergency Services Director and Section Coordinators addressing Advance Planning issues.

Advanced Planning Unit Leader Checklist

Activation Phase Actions
☐ Review this and All Staff EOC checklists.
☐ Report to and obtain initial situation briefing from the Planning/Intelligence Section Coordinator.

Operational Phase Actions
☐ Ensure that forecasts and plans are available in a timely manner to the EOC for operational and recovery planning, policy making and development of public information materials.
☐ Work with the Finance/Administration Section Coordinator in the development of the Recovery Plan.

☐ Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs and any other key issues likely to affect EOC operations within a 36 to 96-hour time frame.

☐ Submit the Advance Plan to the Planning/Intelligence Section Coordinator for review and approval prior to conducting briefings for the Section Coordinators and Emergency Services Director.

Deactivation Phase

☐ Prepare for demobilization when authorized by your supervisor.

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

☐ Complete Section written After Action Report as directed.

☐ Restore Section EOC resource documents/equipment box.

E. Documentation Unit Leader

Responsible Party: As Appointed by the Emergency Services Director
Alternate: As Appointed by the Emergency Services Director
Reports to: Planning/Intelligence Section Coordinator

1. Position Description

    The Documentation Unit Leader assists in documenting operational activities, maintaining Emergency Operations Center (EOC) activation records and preparing a case file for the emergency.

2. Responsibilities
    a. Collect, organize, and file all completed disaster related forms, to include: all EOC Position Logs (ICS Form 214), Situation Status Reports, Incident Action Plan (IAP)s and any other related information, just prior to the end of each operational period.
    b. Provide documentation reproduction services to EOC Staff.
    c. Coordinate with the Situation/Status Unit Leader to distribute EOC Situation Status Reports, Incident Action Plans (IAP) and other documents, as required.
    d. Maintain a permanent electronic archive of all Situation Reports and Incident Action Plans (IAP) associated with the disaster.
    e. Assist the Emergency Services Director in the preparation and distribution of the After-Action/Improvement Report.

Documentation Unit Leader Checklist

Activation Phase Actions
☐ Review this and All Staff EOC checklists.
☐ Report to and obtain initial situation briefing from the Planning/Intelligence Section Coordinator.
☐ Begin running history of EOC activities.
☐ Establish pre-designated documentation filing system for:
   o Proclamations
   o Advance Plans
   o Operational Area (San Luis Obispo County) Jurisdiction Activation forms
   o Letters/memos
   o Situation Reports
   o Road Closures

- o   News Releases
- o   Weather Reports
- o   Briefings
- o   Message Forms
- o   Notification System Logs
- o   Activity Logs
- o   Event Logs
- o   E-mails
- o   EAS (Emergency Alert System)
- o   Messages

Operational Phase Actions
- ☐ Maintain all EOC materials as official records.
- ☐ Maintain accurate, up to date EOC activity files.
- ☐ Maintain master copies of messages and activity logs.
- ☐ Store EOC files for legal, analytical, and historical purposes.
- ☐ Meet with the Finance/Administration Section Coordinator to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- ☐ Initiate and maintain a roster of all activated EOC positions to ensure that activity logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- ☐ Review records for accuracy and completeness.
- ☐ Assist with the development of the Demobilization and Recovery Plans.
- ☐ Begin preparation of the After-Action Report.
- ☐ Request copies of After-Action Reports from the Operational Area (San Luis Obispo County OES) EOC.
- ☐ Collect all documentation, including e-mails, notes, documents, logs, and electronic files from all EOC Staff before the respective EOC staff position is demobilized.

Deactivation Phase
- ☐ Prepare for demobilization when authorized by your supervisor.
- ☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
- ☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.
- ☐ Complete Section written After Action Report as directed.
- ☐ Restore Section EOC resource documents/equipment box.

F. GIS/Mapping Unit Leader

Responsible Party: As Appointed by the Emergency Services Director
Alternate: As Appointed by the Emergency Services Director
Reports to: Planning/Intelligence Section Coordinator

1. Position Description

   The GIS/Mapping Unit Leader is responsible for providing Emergency Operations Center (EOC) Staff with subject matter expertise during response incidents that require technical assistance to mitigate hazards and/or ensure personnel safety.

2. Responsibilities
   a. Provide technical observations and recommendations to the Emergency Services Director in specialized areas, as required.
   b. Ensure that qualified specialists are available in the areas required by the event.
   c. Ensure mapping (Geographic Information System, if possible) capabilities and services are available and maintained.
   d. Arrive at the EOC with all technical tools and resources necessary to ensure appropriate set-up of work area. (i.e., software, laptop, reference manuals, etc.)

GIS/Mapping Unit Leader Checklist

Activation Phase Actions
☐ Review this and All Staff EOC Checklists.
☐ Report to and obtain initial situation briefing from the Planning/Intelligence Section Coordinator.
☐ Set-up work area, including any equipment and materials necessary to your technical services specialty.

Operational Phase Actions
☐ Provide technical assistance to the EOC Staff as requested.
☐ Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
☐ Assign technical staff to assist the Logistics Section in interpreting specialized resource requests.

Deactivation Phase

☐ Prepare for demobilization when authorized by your supervisor.

☐ Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.

☐ Ensure that all required forms and reports are completed, close out activity logs, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.

☐ Complete Section written After Action Report as directed.

☐ Restore Section EOC resource documents/equipment box.

City of San Luis Obispo

Emergency Operations Plan

DEBRIS MANAGEMENT

Developed for:
Keith Aggson
Fire Chief
City of San Luis Obispo
Fire Department
San Luis Obispo, CA.

Prepared by:
David L. Mathe
Emergency Leadership and
Preparedness Advisor
Nipomo, CA.

FORWARD

PURPOSE

- To provide policies and guidance to the City of San Luis Obispo for the removal and disposition of debris caused by a major disaster.

- To facilitate and coordinate the management of debris following a disaster in order to mitigate against any potential threat to the lives, health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

Debris Management Authority

In the event of a disaster that requires debris management, the Public Works Department will assume the position of Debris Management Coordinators. If Public Works is unavailable, their designee will become the City of San Luis Obispo's Debris Management Coordinators as appointed by the Emergency Services Director.

Emergency Operations Center Leadership

The City Manager is the Emergency Services Director. The Assistant City Manager is the Deputy Emergency Services Director.

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Keith Aggson
Fire Chief
San Luis Obispo Fire Department

_____

Public Works Department

Date:

Debris Management

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1. Applicant Eligibility

In addition to the debris removal regulations, to be eligible for assistance, activities must satisfy the general work eligibility regulations.

An item of work must:
- ☐ Be required as the result of the major disaster event,
- ☐ Be located within a designated disaster area, and
- ☐ Be the legal responsibility of an eligible applicant.

Public Interest is defined as work necessary to:
- ☐ Eliminate immediate threats to life, public health, and safety; or
- ☐ Eliminate immediate threats of significant damage to improved public or private property; or
- ☐ Ensure economic recovery of the affected community to benefit the community at large.

The eligibility of the activities must address public health and safety. Close attention must be paid to whether these conditions are met, especially when considering debris removal from private property.

State - The California Disaster Assistance Act (*CDAA) § 2900*
- ☐ Eligible applicant means any local agency (city, city & county, county, county office of education, community college district, school district, or special district).

Federal - *44 CFR 206*
- ☐ Debris removal activities are eligible for both public and private non-profit applicants.

There are four types of eligible applicants for public assistance. If an entity meets the requirements of one of the types, the applicant may be eligible to receive federal disaster assistance.

- ☐ **State Government Agencies**
- ☐ **Local Governments and Special Districts** Any county, city, village, town, district, or other political subdivision of any state and includes any rural community, unincorporated town or village, or other public entity for which an application for assistance is made by a state or political subdivision thereof.
  - o Other state and local political subdivisions may be eligible if they are formed in accordance with state law as a separate entity and have taxing authority. These include, but are not limited to, school districts, irrigation districts, fire districts, and Public Works districts.

☐ **Private Non-Profit Organizations** Private non-profit organizations or institutions that own or operate facilities that are open to the general public and that provide certain services otherwise performed by a government agency. These services include:

- o *Education*
    - ▪ Colleges and universities
    - ▪ Parochial and other private schools
- o *Public Works*
    - ▪ Systems of energy, communication, water supply, sewage collection and treatment, or other similar public service facilities.
- o *Emergency*
    - ▪ Fire protection, ambulance, rescue, and similar emergency services.
- o *Medical* Hospital
    - ▪ Outpatient facility, rehabilitation facility, or facility for long-term care for mental or physical injury or disease.
- o *Custodial Care*
    - ▪ Homes for the elderly and similar facilities that provide institutional care for persons who require close supervision, but do not require day-to-day medical care.
- o *Other Essential Governmental Services*
    - ▪ Museums, community centers, libraries, and facilities that provide health and safety services of a governmental nature.
    - ▪ Health and safety services are essential services that are commonly provided by San Luis Obispo and directly affect the health and safety of individuals.
    - ▪ Low-income housing, alcohol and drug rehabilitation, programs for battered spouses, transportation to medical facilities, and food programs are examples of health services.

2. Concept of Operations

Estimating the Type and Amount of Debris (Also see Debris Forecasting and Estimating)
- ☐ Designated Public Works Department personnel will determine the estimated amount of debris generated as soon as possible.
- ☐ One or all of the following estimating methods may be used:
    - o Conduct a drive through "windshield" damage assessment and estimate the amount of debris visually from the ground.
    - o Conduct an aerial assessment by flying over the area using, California Highway Patrol, and/or National Guard helicopters and Civil Air Patrol reconnaissance flights.
    - o The damaged area can be assessed either visually or using aerial photography. Once the area has been assessed actions can be taken to implement Phase I debris clearing procedures and institute requests for additional state or federal assistance.

3. Temporary Debris Storage and Reduction (TDSR) Sites

Site Selection Priorities
- ☐ Determine the number of Temporary Debris Storage and Reduction (TDSR) sites and location of these sites for the collection and processing of debris.
- ☐ Prioritize which sites will be opened based on the amount of debris estimated.
  - o First Priority: Pre-determined Temporary Debris Storage and Reduction sites
  - o Second Priority: Public property within the damaged area
  - o Last Priority: Private property

Pre-Designated Temporary Debris Storage and Reduction (TDSR) sites
- ☐ The City of San Luis Obispo does not own any pre-identified Temporary Debris Storage and Reduction sites.
- ☐ Public Works Department shall maintain detailed environmental and safety information pertaining to each of these sites.
  - o Detail shall include exact location, size, available ingress and egress routes and results of an environmental assessment and initial data samples.
  - o Baseline data should include videotapes, photographs, documentation of physical and biological features, and soil and water samplings of city owned Temporary Debris Storage and Reduction sites just prior to these properties being used for temporary debris storage and reduction.
- ☐ This list of Temporary Debris Storage and Reduction sites should be reviewed annually and updated as necessary as part of the Emergency Operations Plan, Debris Management Plan component.

Temporary Debris Storage and Reduction (TDSR) Site Preparation
- ☐ A baseline data should include videotapes, photographs, documentation of physical and biological features, and soil and water samplings of Temporary Debris Storage and Reduction sites just prior to these properties being used for temporary debris storage and reduction.

- ☐ Debris management personnel are responsible for updating the initial base line data and develop an operation layout to include ingress and egress routes of their temporary debris storage and reduction facilities once they are activated as part of an incident response or recovery.

Existing Landfills
- ☐ The Cold Canyon Lanfill has the capacity to accept the following materials for recycling: cardboard, green waste, wood waste, white goods (i.e., washers/dryers, refrigerators, etc.), electronic waste, tires, concrete, topsoil, scrap metal, motor oil, oil filters, antifreeze and batteries.

4. Debris Removal

General
- ☐ Earthquakes, floods, and other natural disasters can generate unprecedented amounts of debris in a few hours or a few minutes. The debris may be heavy depending on the magnitude of the tree blow-down and associated structural damage such as homes, businesses, utilities and signs. This section provides guidelines on debris removal issues, including emergency roadway clearance, public rights-of-way removal, mobile home park removal, private property removal, and Household Hazardous Waste (HHW) removal.
- ☐ Debris removal, regardless of source, becomes a high priority following a disaster. Debris management strategy for a large-scale debris removal operation divides the operation into two phases.
  - o Phase I consists of the clearance of the debris that hinders immediate life saving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.
  - o Phase II operations consist of the removal and disposal of that debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.

Emergency Roadway Debris Removal (Phase I)
- ☐ Identify critical routes that are essential to emergency operations.
- ☐ Define how efforts will be prioritized between local agencies.
- ☐ Identifying areas that state and federal assistance can target.
- ☐ Define what actions take place during Phase I.
  - o Example: Roadway debris removal involves the opening of arterial roads and collector streets by moving debris to the shoulders of the road. There is no attempt to physically remove or dispose of the debris, only to clear key access routes to expedite the:
    - ▪ Movement of emergency vehicles,
    - ▪ Law enforcement,
    - ▪ Resumption of critical services and,
    - ▪ Assessment of damage to key public facilities and utilities such as schools, medical hospitals, government buildings, and municipal owned utilities.
- ☐ Define the type of debris that may be encountered such as tree blow-down and broken limbs; yard trash such as outdoor furniture, trash cans, Public Works poles, power, telephone and cable TV lines, transformers and other electrical devices; building debris such as roofs, sheds and signs; and personal property such as clothing, appliances, boats, cars, trucks and trailers.
- ☐ Define the priority to open access to other critical community facilities, such as municipal buildings, water treatment plants, wastewater treatment plants, power generation units, and airports.
- ☐ The requirement for government services will be increased drastically following a major natural disaster. Develop procedures to determine the damage done to Public Works systems. Activities involving these facilities should be closely coordinated with their owners and/or operators.

Local, County, State, and Federal Assistance
- ☐ Identify local, county, State, and Federal government assets that may be available such as:
    - ○ Municipal workers and equipment
    - ○ Local and CalTrans workers and equipment
    - ○ National Guard
    - ○ Local contractors
    - ○ U.S. Department of Agriculture (USDA) Forest Service chain saw crews
    - ○ Local U.S. Army Corps of Engineers workers and equipment
    - ○ Supervision and Special Considerations
- ☐ Immediate debris clearing (Phase I) actions should be supervised by the Public Works Department personnel using all available resources. Requests for additional assistance and resources should be made via the San Luis Obispo EOC to the Operational Area (OA) Emergency Operations Center (EOC) who will request additional resources from the state EOC. Requests for federal assistance will be requested through the State Coordinating Officer (SCO) to the FEMA Federal Coordinating Officer (FCO).
- ☐ Special crews equipped with chain saws may be required to cut up downed trees. This activity is hazardous, and common-sense safety considerations are necessary to reduce the chance of injury and possible loss of life. When live electric lines are involved, work crews should coordinate with Pacific Gas & Electric Company to have power lines de-energized for safety reasons.
- ☐ Front-end loaders and dozers should be equipped with protective cabs. Driveway cutouts, fire hydrants, valves, and storm water inlets should be left unobstructed. All personnel should wear appropriate personal protective equipment, such as hard hats, gloves, goggles, waders and safety shoes.
- ☐ The USDA Forest Service and other state and federal land management agencies are equipped for fast responses to tornadoes, and windstorms. Assistance would be requested through the San Luis Obispo County Office of Emergency Services according to standard procedures.

Public Rights-of-Way Debris Removal and Disposal (Phase II)
- ☐ Debris is simply pushed to the shoulders of the roadway during the emergency opening (Phase I) of key routes. There is little time or concern for sorting debris at that time. The objective is to provide for the safe movement of emergency and support vehicles into and out of the disaster area. As removal operations progress, the initial roadside piles of debris become the dumping location for additional yard waste and other storm-generated debris, such as construction material, personal property, trash, white metals such as refrigerators, washers, dryers and hot water heaters, roofing and even household, commercial, and agricultural chemicals.
- ☐ Determine if additional resources such as local contractors will be needed to assist in Phase II operations.
- ☐ Determine if additional state and/or federal assistance will be required.
- ☐ Develop local field inspection teams. The teams become the "eyes and ears" for the Debris Management Task Force.
- ☐ Coordinate through local agencies and the EOC to establish a contracted work force capable of expeditious removal of the debris.
- ☐ Develop an independent team using the local and state personnel to monitor the removal activities. This team becomes the debris manager's "eyes and ears" in the field.
- ☐ Conduct daily update briefings with key debris managers. Ensure that all major debris removal and disposal actions are reviewed and approved by the local debris manager.

- ☐ Ensure that a representative of the Debris Management Task Force attends all briefings to resolve any coordination problems between state and federal debris removal efforts and local debris removal and disposal efforts.
- ☐ Coordinate with local law enforcement and CalTrans authorities to ensure that traffic control measures expedite debris removal activities.
- ☐ Establish a proactive information management plan. Emphasis should be placed on actions that the public can perform to expedite the cleanup process, such as separating burnable and non-burnable debris; segregating Household Hazardous Waste (HHW); placing debris at the curbside; keeping debris piles away from fire hydrants and valves, reporting locations of illegal dump sites or incidents of illegal dumping; and segregating recyclable materials.
- ☐ The public should be kept informed of debris pick-up schedules, disposal methods and ongoing actions to comply with Environmental regulations, disposal procedures for self-help and independent contractors, and restrictions and penalties for creating illegal dumps. The Public Information Officer (PIO) should be prepared to respond to questions pertaining to debris removal from the press and residents. The following questions are likely to be asked:
  - o What is the pick-up system?
  - o When will the contractor be in my area?
  - o What assistance programs are available to me and how do I participate?
  - o Who are the contractors and how can I contact them?
  - o Should I separate the different debris materials and how?
  - o How do I handle Household Hazardous Waste?
  - o What if I have access or functional needs?

5. Eligible Work

Under a federal declaration, debris can be removed when necessary to ensure economic recovery of the *community-at-large*. This is generally defined as removing debris from commercial areas to expedite economic recovery. It does not mean general debris removal from private property.

Note: *The **terms immediate threat, public health and community-at-larg**e are very important in assessing eligibility. This is eligible only under a federal declaration and is not an option under* the California Disaster Assistance Act (*CDAA).*

Roads
In large debris generating disasters, much of the debris that requires clearance and possible removal in the early stages of the event is the debris deposited on roadways, thus requiring removal for emergency access. In general, debris on public property that must be removed to allow safe operation of governmental functions or to alleviate an immediate threat is eligible.

Public Roads
- ☐ Generally, debris that is blocking streets and highways is considered a threat to public health and safety because it blocks passage of emergency vehicles, or it blocks access to emergency facilities such as medical hospitals.
- ☐ Debris may be removed from travel lanes, shoulders, roadside ditches and drainage features, and maintained rights-of-way.

Federal-Aid Systems Roads
- ☐ Federal-Aid System Roads are under the authority of the Federal Highway Administration (FHWA). However, as of October 1, 2012, the FHWA Emergency Relief (ER) Program will not aid with debris removal on Federal-aid highways in jurisdictions designated for FEMA Public Assistance. (FEMA Recovery Fact Sheet 9580.214)
- ☐ Any debris removal funded by FEMA must meet the eligibility, procurement and documentation requirements established in the Stafford Act (See 44 CFR Part 206).
- ☐ This change applies only to debris removal and does not affect any other categories of Public Assistance (PA) work. Permanent work on Federal-aid highways is still not eligible for Public Assistance funding.

Water Control Facilities
- ☐ Water control facilities naturally collect debris and sediment on a regular basis, requiring maintenance of the facilities to maintain their function.
- ☐ Therefore, when evaluating debris removal eligibility from such facilities, it is necessary for the applicant to provide documentation to demonstrate the portion of the existing debris that was generated by the disaster. Evidence of a formal maintenance program and records of the program being implemented is often required.
- ☐ Although the applicant may choose to remove all debris, pre-disaster and disaster-related, only the disaster-related debris quantities are eligible, and generally, only that portion that is necessary to remove the threat.

Debris Basins, Drainage/Irrigation Channels
- ☐ Removal of silt, mud and other debris from lined and unlined basins and engineered channels may be eligible if the pre-disaster level of debris can be determined. Such facilities must have a regular schedule of debris removal.

Natural Streams
- ☐ CDAA does not fund work done in natural streams, only for human-made facilities.
- ☐ Under 44 CFR 206, eligible debris removal from a stream is limited to the minimum effort required to eliminate an immediate threat to life, public health, and safety, or debris that is immediately up/down stream of and near improved property.
- ☐ Debris removal from a stream by an applicant for which another federal agency has specific authority, is ineligible under the Public Assistance Program, except for limited debris removal that is:
  - o Reasonably necessary to eliminate an immediate threat to life, public health and safety, OR
  - o Located immediately up/down stream of or near improved property and which poses an immediate threat of significant damage to that property; AND
  - o The other federal agency is not aiding for the activity.
- ☐ The removal of trees still rooted to an embankment may be eligible if:
  - o The tree is partially or wholly floating or submerged in the waterway; and
  - o The tree presents an immediate threat to life, public health, and safety; and
  - o Another federal agency does not have specific authority to fund or perform the work.

Note: *In such cases, FEMA may determine that the cost to cut the floating or submerged portion of the tree at the water's edge is eligible.*

Buildings
- ☐ Removal of mud and silt, or similar disaster-related debris in and on buildings is eligible.
- ☐ If furnishings from public buildings are damaged to the point where they become debris, they are eligible for removal and disposal if brought to the curb.
- ☐ Sometimes, public facilities are damaged to the point that demolition is necessary for public health and safety.
  - o State and federal policy on demolition must be reviewed for these situations.
- ☐ Insurance is a large consideration in building debris removal and demolition activities.
- ☐ Debris resulting from permanent repair activities is not eligible as Category A under Public Assistance Program but would be eligible under the permanent repair efforts.

Utilities
- ☐ Generally, debris removal from eligible utilities also will be eligible.
- ☐ Some materials may be salvageable.
- ☐ Environmental issues may be present – such as PCB filled transformers.

Parks and Recreation Areas
- ☐ The removal of debris from parks and recreational areas used by the public is eligible when it affects public health or safety or proper utilization of such facilities.
- ☐ Recreational facilities are not eligible private non-profit facilities. Therefore, debris would only be eligible in accordance with the eligibility criteria for private property.

Private Property Debris Removal
- ☐ Dangerous structures should be the responsibility of the owner or the city to demolish on order to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures will remain because of the lack of insurance, absentee landlords, or under-staffed and under-equipped San Luis Obispo personnel. Consequently, demolition of these structures may become the responsibility of the Debris Management Task Force.
- ☐ Develop procedures to ensure complete cooperation with numerous local, county and state government officials to include the following: real estate offices, local law and/or code enforcement agencies, State historic preservation office, qualified contractors to remove Household Hazardous Waste (HHW), asbestos, lead-based paint, and field teams to photograph the sites before and after demolition.
- ☐ Include a copy of Demolition of Private Property checklist.
- ☐ Include copies of sample ordinances that can be activated when a "state of emergency" is implemented, eliminating any unnecessary waiting period.
- ☐ The City of San Luis Obispo addressed Private Property Debris Removal in its Municipal Code, Title 8 - Health and Safety Zoning. In addition, Chapter 17 of the Municipal Code should be consulted when dealing with debris removal. Close coordination is essential, and it is recommended that at least one FEMA staff person be on site to work directly with the San Luis Obispo staff to ensure that all required legal actions are taken.

Reimbursement for removal of debris from private property can only be performed under specific circumstances and only with prior state and/or federal approval.

State Regulations for Private Property Debris Removal

Under state regulations, debris removal from private property is reimbursable only when there is an immediate threat to life, public health and safety.

- o Title 19, Section 2925 (2) (A-C)) does allow for the removal of debris under the following:

  (1) For purposes of this program, the removal of debris from private property shall be reimbursed only when there is an immediate threat to public health and safety. In a case where reimbursement for debris removal from private property is authorized by the agency secretary, the following requirements shall apply, unless waived in part or full by the agency secretary:

  - The property owner must remove all disaster-related debris from the property to the curb or public right-of-way.
  - The local agency must obtain a signed statement from the property owner to the effect that the property owner does not have insurance covering the removal of the disaster-related debris; and,
  - The local agency must have a signed statement from the property owner giving the local agency the right of entry and absolving the local agency and the state of any liability relative to removal.

  (a) Criteria

  Debris removal shall be considered necessary when removal will:

  - Eliminate immediate threats to life, public health, and safety.
  - Eliminate immediate threats of significant damage to improved public or private property, or,
  - Be necessary for the permanent repair, restoration, or reconstruction of damaged public facilities.

  Examples of Eligible Work.

  - Removing debris such as pieces of destroyed buildings, structures, signs, or broken Public Works poles.
  - Removing loose or broken sidewalks and driveways; or,
  - Removing fallen trees.

Federal Regulations for Private Property Debris Removal

(Stafford Act Sections 403 and 407 and 44 CFR 206.224(b)) provide the authority to fund eligible applicants to remove debris from private property. This work may only be eligible when:

- ☐ The disaster caused very severe and widespread damage.
- ☐ The removal is necessary to eliminate an immediate threat to life, public health and safety or to improve public or private property, or to ensure the economic recovery of the affected community to the benefit of the community-at-large.
- ☐ An eligible applicant, such as a municipal or county government, performs the work.
- ☐ The private property owner has provided all insurance information.
- ☐ It is pre-approved by the FEMA Regional Director and/or Federal Disaster Recovery Manager (DRM).
- ☐ Required legal documents are in place:
  - o Insurance documents.
  - o Hold Harmless Agreement; and

        o   Right-of-Entry Agreement.

In federally declared events, applicants and property owners must be aware that only FEMA makes eligibility determinations regarding removal of debris from private property. Not all actions that may be taken by San Luis Obispo are eligible for FEMA assistance.

Demonstrating a Threat on Private Property
Remember, the reason to undertake a debris removal operation is to remove an immediate threat to the public health and safety, not because it's an "ugly nuisance". When it comes to private property, an applicant must demonstrate that removal of debris on private property is required to reduce this threat.

☐ A *resolution* after a disaster by an applicant that debris on private property constitutes a threat to public health and safety **does not** in itself make the debris removal eligible.
    o The applicant should submit for review and approval specific legal requirements for declaring the existence of the threat.
        ▪ A damaged structure may be a public health and safety hazard if it could be condemned as such, pursuant to the provisions of an applicant's ordinance related to condemnation of damaged structures. A qualified individual, such as a certified building inspector, must make this determination.
        ▪ A public health hazard may exist if such a determination is made pursuant to the provision of an applicant's ordinance related to public health. An individual qualified to do so, such as a public health official, must make such a determination.
☐ The determination of work being required to ensure economic recovery must be carefully reviewed.
    o Use of this criterion is normally restricted to the removal of disaster-related debris from large commercial areas to expedite restoration of the economic viability of the affected community.

Unique Eligibility Issues

Mobile Homes
In California, the Department of Housing and Community Development oversees mobile homes.
☐ During many disasters, there may be many mobile homes demolished.
☐ The eligibility for mobile home removal should be evaluated as for any other residential structure – removal may be eligible if a threat can be demonstrated – but there are some unique aspects to the units themselves.
    o Before demolition begins, the applicant should decide to be sure remaining personal items, furniture, etc. that may remain in the units are removed.
    o Check the units for asbestos and lead paint, and any other Household Hazardous Waste.
    o Units may need to be crushed or taken apart – few landfills will accept the units intact.
    o Caltrans may have regulations relating to hauling demolished mobile homes on state/federal highways.
    o Consider salvage of the metal components.

Mobile homes may present unique cleanup situations. Mobile homes are normally treated as private property and should be removed with the owner's insurance proceeds. However, in some instances,

there will be a need to quickly install replacement mobile homes resulting in the damaged mobile home debris being bulldozed to the right-of-way. In addition, mobile homes in a mobile home park are generally not eligible for public assistance as the mobile home park is considered a business.

Trees, Limbs and Stumps

- ☐ Hazardous trees, limbs and stumps on public property within or adjacent to improved or publicly used space, and on private property that meet criteria of posing a threat, may be eligible for removal. Examples include:
    - o Trees alongside public roadways.
    - o Trees within a naturalized area of public parks or golf courses.
    - o Trees within private property posing a threat to health and public safety or to damage to residences.
- ☐ Hazardous trees that are unstable and leaning into the areas used by the public are eligible for removal. Normally, trees requiring removal are flush cut to the ground.
- ☐ A tree with more than 50% of the tree crown destroyed or damaged, a split trunk, or broken branches that expose the heartwood, or a tree that has been felled or uprooted is eligible for removal, especially if it is in a location approximate to or within public-use areas.
    - o If an applicant chooses to save a tree that has any conditions described above that justify its removal, the expense is the applicant's.
- ☐ Hazardous limbs are also eligible for removal. Hazardous limbs considered to pose a threat are those that are still hanging in the tree and are threatening a public-use area, such as a trail, sidewalk, road or golf cart path, or other improved and maintained property.
- ☐ Removal of fallen trees in a forested or wilderness area is not normally eligible.
- ☐ Removal of cut trees from subdivisions under development or off the right-of-way in rural areas is typically not eligible, as this condition generally does not pose an immediate threat.
- ☐ Reimbursement for stump removal is extremely limited.
    - o Normally, reimbursement is limited to removing stumps that have been uprooted and are in an area where they would be a safety hazard. If a tree has been broken, instead of uprooted, the "stump hazard" is removed by cutting the tree at ground level.

Animal Removal

- ☐ Disposal of companion animals present unique challenges.
- ☐ Local emergency managers need to be involved if extensive numbers of dead animals are found.
- ☐ Because of potential health issues, disposal of dead animals needs to be addressed quickly.
- ☐ Disposal methods, burning or burying, need to be coordinated with appropriate environmental agencies.
- ☐ A specialty contractor may be needed to appropriately pick-up, haul and dispose of the animals.

Note: *California Department of Resources Recycling and Recovery (CalRecycle) has lists of venders for various areas on their website (www.calrecycle.ca.gov).*

Curbside Pickup

Generally, disaster-related debris from private property must be brought to the curbside and collected by an eligible applicant.

- ☐ Construction and demolition materials from repairs and reconstruction should not be placed at curbside.
- ☐ Items such as grass-clippings, household garbage, automobile parts, are not eligible.
- ☐ Residents should not mix normal garbage with disaster debris. Normal garbage pickup schedules should resume as soon as possible.
- ☐ Segregation of the types of debris will make the process go smoother and faster.
    - o Applicants may be asked to separate their debris into the following categories.
        - ▪ Woody debris and yard waste.
        - ▪ Household waste (damaged personal goods).
        - ▪ Household Hazardous Waste (HHW); and
        - ▪ Construction and Demolition (C&D) waste (removed by the homeowner, not as a result of reconstruction).
- ☐ The city, state, FEMA, should monitor the pickup activities to ensure that eligible materials are being collected and unnecessary mixing of debris does not occur.
    - o The city should work with their state and federal counterparts to establish deadlines for debris pickup. The residents should be informed as soon as possible of the criteria for pickup, schedule and deadlines.
- ☐ Debris can be removed directly off private property under special circumstances. These instances must be documented.

Household Hazardous Wastes Removal

- ☐ Household Hazardous Waste (HHW) may be generated as a result of a major natural disaster. Household Hazardous Waste (HHW) may consist of common household chemicals, propane tanks, oxygen bottles, batteries, and industrial and agricultural chemicals. These items will be mixed into the debris stream and will require close attention throughout the debris removal and disposal process.
- ☐ Arrange for salvageable hazardous materials to be collected and segregated based on their intended use. Properly trained personnel or Household Hazardous Waste (HHW) contractors should accomplish removal of hazardous waste. Coordinate with regulatory agencies to ensure cleanup actions meet local, county, state, and federal regulations.
- ☐ Complete Household Hazardous Waste (HHW) identification and segregation before building demolition begins. Qualified contractors should remove Household Hazardous Waste (HHW) debris. Regular demolition contractors can remove uncontaminated debris.
- ☐ A separate staging area for Household Hazardous Waste (HHW) materials, contaminated soils, and contaminated debris should be established at each Temporary Debris Storage and Reduction site. The staging area should be lined with an impermeable material and bermed to prevent contamination of the groundwater and surrounding area. Materials should be removed and disposed of using qualified Household Hazardous Waste (HHW) personnel/contractors in accordance with local, county, State and Federal regulations.

Major hazardous and toxic waste components are generally the responsibility of the Department of Toxic Substances Control and the Environmental Protection Agency.

State

The Department of Toxic Substances Control regulates the following within the state:

☐ Regulate asbestos. (This could also fall under the Air Resources Board's jurisdiction, or OSHA's depending on whether the asbestos is being disposed of or ground up.)

☐ Regulate lead (primarily lead based paint on wood and metal) and Household Hazardous Waste.

☐ Regulate cleanup of hazardous materials.

Federal

FEMA regulates the following:

☐ The Public Assistance Officer will coordinate with Cal OES and FEMA Headquarters at the beginning of a disaster to determine if there have been any agreements with the EPA on addressing HAZMAT for the specific disaster.

    o For example, FEMA HQ may determine if retrieving and disposing of orphan drums and barrels will be funded by FEMA or through the EPA.

☐ FEMA generally will fund the removal and disposal of Household Hazardous Waste.

☐ FEMA may provide technical assistance to states on disposal methods.

☐ Activities related to long-term cleanup are generally not eligible for FEMA funding.

☐ Once the debris is removed from the damaged area, it will be taken to temporary debris storage and reduction sites.

☐ Removal and disposal actions should be handled at the lowest level possible based on the magnitude of the event. It follows the normal chain of responsibility, i.e., local level, county level, state level, and when resources are exceeded at each level of responsibility, federal assistance may be requested according to established procedures. Because of the limited debris removal and reduction resources, the establishment and operation of Temporary Debris Storage and Reduction sites are generally accomplished by contracts.

☐ The Debris Management Task Force should review all debris disposal contracts.

☐ Site Preparation. The topography and soil conditions should be evaluated to determine best site layout. Consider ways to make remediation and restoration easier when planning site preparation.

☐ Site Operations. Site preparation and operation are usually left up to the contractor, but guidance can help avoid problems with the ultimate closeout.

☐ Establish lined temporary storage areas for ash, Household Hazardous Waste (HHW), fuels, and other materials that can contaminate soils, groundwater and surface water. Set up plastic liners, when possible, under stationary equipment such as generators and mobile lighting plants. Include this as a requirement of the contract scope of work.

☐ If the site is also an equipment staging area, monitor fueling and equipment repair to prevent and mitigate spills such as petroleum products and hydraulic fluids. Include clauses in contract scope of work to require immediate cleanup by the contractor.

☐ Be aware of and mitigate things that will irritate the neighbors such as:

    o Smoke – proper construction and operation of incineration pits. Don't overload air curtains.

    o Dust – employ water trucks.

    o Noise – construct perimeter berms.

    o Traffic – proper layout of ingress and egress procedures to help traffic flow.

6. Debris Reduction Methods

NOTE: INCINERATION METHOD IS FOR INFORMATIONAL PURPOSES ONLY. IF CONSIDERING INCINERATION PLEASE CONTACT THE AIR POLUTION CONTROL DISTRICT (APCD) SAN LUIS OBISPO COUNTY.

Volume Reduction by Incineration
- ☐ There are several incineration methods available including uncontrolled open incineration, controlled open incineration, air curtain pit incineration, and refractor lined pit incineration. The Debris Management Task Force should consider each incineration method before selection and implementation as part of the overall volume reduction strategy.
- ☐ **Uncontrolled Open Incineration:** Uncontrolled open incineration is the least desirable method of volume reduction because it lacks environmental control. However, in the haste to make progress, waivers to allow this method of reduction early in a disaster.
- ☐ **Controlled Open Incineration:** Controlled open incineration is a cost-effective method for reducing clean woody debris in rural areas. This option must be terminated if mixed debris such as treated lumber, poles, nails, bolts, tin and aluminum sheeting enters the waste flow. Clean woody tree debris presents little environmental damage and the local agricultural community can use the resulting ash as a soil additive. Department of Agriculture and county agricultural personnel should be consulted to determine if and how the resulting ash can be recycled as a soil additive.
- ☐ **Air Curtain Pit Incineration:** Air curtain pit incineration offers an effective means to expedite the volume reduction process by substantially reducing the environmental concerns caused by open incineration. Specifications and statements of work should be developed to expedite the proper use of the systems, because experience has shown that many contractors and subcontractors are not fully knowledgeable of the system operating parameters.
- ☐ **Refractor Lined Pit Incineration:** Pre-manufactured refractory lined pit burners are an alternative to air curtain open pit incineration. The units can be erected on site in a minimal amount of time.

    Some are portable and others must be built in-place. The units are especially suited for locations with high water tables, sandy soil, or where materials are not available to build above ground pits.

    The engineered features designed into the units allow for a reduction rate of approximately 95% with a minimum of air pollution. The air curtain traps smoke and small particles and recirculates them to enhance combustion that reaches over 2,500 degrees Fahrenheit. Manufacturers claim that combustion rates of about 25 tons per hour are achievable while still meeting emission standards.

- ☐ Local officials, environmental groups, and local citizens should be thoroughly briefed on the type of incineration method being used, how the systems work, environmental standards, health issues, and the risk associated with each type of incineration. PIOs should take the initiative to keep the public informed. A proactive public information strategy to include press releases and media broadcasts should be included in any operation that envisions incineration as a primary means of volume reduction.

Environmental Controls

Environmental controls are essential for all incineration methods, and the following should be considered:

☐ A setback of at least 1,000 feet should be maintained between the debris piles and the incineration area. Keep at least 1,000 feet between the incineration area and the nearest building. Contractors should use fencing and warning signs to keep the public away from the incineration area.

☐ The fire should be extinguished approximately two hours before anticipated removal of the ash mound. The ash mound should be removed when it reaches 2 feet below the lip of the incineration pit.

☐ The incineration area should be placed in an above ground or below ground pit that is no wider than 8 feet and between 9 and 14 feet deep.

☐ The incineration pits should be constructed with limestone and reinforced with earth anchors or wire mesh to support the weight of the loaders. There should be a 1-foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from the aquifer.

☐ The ends of the pits should be sealed with dirt or ash to a height of 4 feet.

☐ A 12-inch dirt seal should be placed on the lip of the incineration pit area to seal the blower nozzle.

☐ The nozzle should be 3 to 6 inches from the end of the pit.

☐ There should be 1-foot high, unburnable warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the incineration pit.

☐ Hazardous or contaminated ignitable material should not be placed in the pit. This is to prevent contained explosions.

☐ The airflow should hit the wall of the pit about 2 feet below the top edge of the pit, and the debris should not break the path of the airflow except during dumping.

☐ The pit should be no longer than the length of the blower system, and the pit should be loaded uniformly along the length.

Volume Reduction by Grinding and Chipping

☐ Various disasters impacting the city may present the opportunity to employ large-scale grinding and chipping operations as part of the overall debris volume reduction strategy. Windstorms can blow away scarce topsoil in the agricultural areas and cause extensive tree damage and blow-down. This two-fold loss, combined with local climatic conditions, may present an excellent opportunity to reduce clean woody debris into suitable mulch that can be used to replenish the topsoil and retain soil moisture.

☐ Grinding and chipping woody debris is a viable reduction method. Although grinding and chipping is more expensive than incineration, it is more environmentally friendly, and the resulting product, mulch, can be recycled. In some locations the mulch will be a desirable product because of shallow topsoil conditions. In other locations it may become a landfill product.

☐ Grinding and chipping woody debris reduces the large amounts of tree blow-down. Chipping operations are suitable where streets are narrow or in groves of trees where it is cheaper to reduce the woody vegetation to mulch than to move it to a central grinding site and then returning it to the affected area. This reduces the costs associated with double handling.

☐ The Debris Management Task Force should work closely with local environmental and agricultural groups to determine if there is a market for mulch. Another source for disposal of

ground woody debris may be as an alternative fuel for industrial heating or for use in a cogeneration plant.

☐ There are numerous makes and models of grinders and chippers on the market. When contracting, the most important item to specify is the size of the mulch. If the grinding operation is strictly for volume reduction, size is not important. However, mulch to be used for agricultural purposes must be of a certain size and be virtually free of paper, plastic and dirt.

☐ The average size of wood chips produced should not exceed 4 inches in length and ó inch in diameter. Production output should average 100 to 150 cubic yards per hour when debris is moderately contaminated, which slows feeding operations, and 200 to 250 cubic yards per hour for relatively clean debris. Note that this is not machine capability; this is contractor output or performance capability.

☐ Contaminants are all materials other than wood products and should be held to 10% or less for the mulch to be acceptable. Plastics are a big problem and should be eliminated completely. To help eliminate contaminants, root rake loaders should be used to feed or crowd materials to the grapplers.

☐ Bucket-loaders tend to scoop up earth, which is a contaminant and causes excessive wear on the grinder or chipper. Hand laborers should remove contaminants prior to feeding the grinders. Shaker screens should be used when processing stumps with root balls or when large amounts of soil are present in the woody debris.

☐ Chippers are ideal for use in residential areas, orchards, or groves. The number of damaged and uprooted trees presents significant problems if they are pushed to the rights-of-way for eventual pickup and transport to staging and reduction sites. The costs associated with chipping are reasonable because the material does not need to be transported twice.

☐ Grinders are ideal for use at debris staging and reduction sites because of their high-volume reduction capacity. Locating the grinders is critical from a noise and safety point-of-view. Moreover, there is a need for a large area to hold the woody debris and an area to hold the resulting mulch. Ingress and egress to the site is also an important consideration.

Volume Reduction by Recycling

☐ Recycling reduces mixed debris volume before it is hauled to a landfill. Recycling is attractive and strongly supported by San Luis Obispo because there may be an economic value to the recovered material if it can be sorted and sold. A portable Materials Recovery Facility could be set up at the site.

☐ Metals, wood, and soils are prime candidates for recycling. The major drawback is the potential environmental impact of the recycling operation. In areas where there is a large usage of chemical agricultural fertilizer, the recovered soil may be too contaminated for use on residential or existing agricultural land.

☐ Recycling should be considered early in the debris removal and disposal operation because it may present an opportunity to reduce the overall cost of the operation. The following materials are suitable for recycling.

☐ Metals. There may be extensive damage to mobile homes, sun porches, and green houses. Most of the metals are non-ferrous and suitable for recycling. Trailer frames and other ferrous metals are also suitable for recycling. Metals can be separated using an electromagnet.

☐ Metals that have been processed for recycling can be sold to metal recycling firms.

☐ Soil. Cleanup operations using large pieces of equipment pick up large amounts of soil. The soil is transported to the staging and reduction sites where it is combined with other organic materials that will decompose over time. Large amounts of soil can be recovered if the material

is put through some type of screen or shaker system. This procedure can produce significant amounts of soil that can either be sold or recycled back into the agricultural community. This soil could also be used at local landfills for cover. It is more expensive to transport and pay tipping fees at local landfills than to sort out the heavy dirt before moving the material. Monitoring and testing of the soil may be necessary to ensure that it is not contaminated with chemicals.

☐ Wood. Woody debris can be either ground or chipped into mulch.

☐ Construction Material. Concrete block and other building materials can be ground and used for other purposes if there is a ready market. Construction materials and wood can also be shredded to reduce volume. This construction material could also be used at local landfills for cover.

☐ Residue Material. Residue material that cannot be recycled, such as cloth, rugs, and trash, can be sent to a landfill for final disposal.

7. Demolition of a Damaged Public Facility or Privately Owned Building

State Regulations:

Under Title 19, § 2930(4), the agency secretary under the following standards approves demolition of a damaged public facility or privately owned building:

- The local agency must clearly possess the legal authority and responsibility to demolish the damaged facility. The local agency must also show that such demolition does not constitute a "taking" which would require the payment of compensation to the property owner.
- The local agency requesting approval of building demolition of privately owned-buildings must be able to demonstrate that the property owner has no other source of funding to pay for structure demolition.
- The local agency must have inspected each building and determined it to be a health or safety hazard. The local agency must have a certification to this effect signed by the appropriate agency official.
- The local agency must have a signed statement from the property owner to the effect that the property owner does not have insurance covering the damage or the demolition of the building.
- The local agency must have a signed statement from the property owner giving the local agency the right of entry and absolving the local agency and the state of any liability relative to demolition and removal.
- The local agency must also comply with any other applicable state or federal health and safety regulation, law, or general requirements; and,
- Eligibility is limited to the cost of demolishing designated buildings to the top of the foundation, removal and hauling debris to the waste-site, and back filling of basements to a safe condition.

Federal Regulations:

Sections 403 and 407 of the Stafford Act allow for the demolition of unsafe public or private structures that pose an immediate threat to life, property, or public health and safety.

- ☐ The following is a summary of the key items of the FEMA Policy: Demolition of Private and Public Facilities (FEMA 9523.4) November 9, 1999, included in the Policies Section, and other references.
  - o Public and Private Non-Profit Eligible Facilities.
    - ▪ Section 403 requires that the structures must be damaged by the disaster.
    - ▪ The structures must be determined to be unsafe and pose an immediate danger to the public. This determination must be made by local officials and verified by State and Federal officials.
    - ▪ Work must be completed within Emergency Work deadlines (44 CFR 206.204 – 6 months plus extensions).
    - ▪ Additionally, Section 407 allows for demolition in the public interest, ensuring economic recovery, but this only applies when the first two criteria above are met to the satisfaction of the Regional Director, and the structures have been uninhabited since the major disaster. The timeline for emergency work completion does not govern this authority.
  - o Private Structures.
    - ▪ The structures must meet the first three criteria defined above for public and private non-profit facilities.
    - ▪ Liability and legal permission requirements must be met.
    - ▪ Slabs or foundations, broken or intact, generally do not present a health or safety hazard to the general public. Slabs removed primarily for reconstruction are not eligible.
    - ▪ Individuals, private organizations and private non-profits will not be reimbursed for their efforts on their own property.
  - o For health and safety reasons, the following demolition costs are eligible:
    - ▪ Capping wells.
    - ▪ Pumping and capping septic tanks.
    - ▪ Filling in basements and swimming pools.
  - o Not eligible activities include:
    - ▪ Concrete slabs removed for reconstruction purposes, even when brought to the curbside.
    - ▪ Removal or covering of pads and driveways.
    - ▪ Structures condemned as safety hazards before the disaster.
    - ▪ Habitable, but not yet damaged, structures even when they are in danger of destruction (for example, on a failing slope).
  - o Section 404 Hazard Mitigation.
    - ▪ When part of the Section 404 Hazard Mitigation buyout and relocation project, the removal of substantially damaged structures including slabs, driveways, fencing, garages, sheds and similar appurtenances are eligible.
  - o Insurance must be considered.
- ☐ All work must be reviewed in accordance with environmental, historic and other Federal laws.

Other Considerations
Demolition of a structure is not always the most cost-effective health and safety alternative. For example, "attractive nuisances" where structural integrity has not been compromised, cleaning and securing the facility may be the best option.

8. Temporary Debris Storage and Reduction Site Close-Out Procedures

☐ Each Temporary Debris Storage and Reduction site will eventually be emptied of all material and be restored to its previous condition and use. The contractor should be required to remove and dispose of all mixed debris, construction and demolition (C&D) debris, and debris residue to approved landfills. Quality assurance inspectors should monitor all closeout and disposal activities to ensure that contractors complied with contract specifications. Additional measures will be necessary to meet local, county, state and federal environmental requirements because of the nature of the staging and reduction operation.

☐ The Debris Management Task Force must assure that all sites are properly remediated. There will be significant costs associated with this operation as well as scrutiny by the local press and environmental groups. Site remediation will go smoothly if baseline data collection and site operation procedures are followed.

☐ The basic close-out steps are to remove all debris from the site; conduct an environmental audit or assessment; develop a remediation or restoration plan approved by the appropriate environmental agency; execute the plan; get acceptance from the landowner; and terminate lease payments, if applicable. The key to timely closeout of the mission is the efficient scheduling of the above activities for multiple sites. Therefore, critical path scheduling of all the activities as far in advance as possible will minimize down time between steps.

☐ Environmental Restoration. Stockpiled debris will be a mix of woody vegetation, construction material, household items, and yard waste. Household Hazardous Waste and medical wastes should be segregated and removed prior to stockpiling. Activities at the debris disposal sites will include anyone or a combination of the following activities: stockpiling, sorting, recycling, incineration, grinding, and chipping. Incineration is done in air curtain pits and generally only woody debris is incinerated; however, the efficiency of the incineration and the quality of incineration material is highly variable. Contamination may occur from petroleum spills at staging and reduction sites or runoff from the debris piles, incineration sites, and ash piles.

☐ Site Remediation. During the debris removal process and after the material has been removed from each of the debris sites, environmental monitoring will be needed to close each of the sites. This is to ensure that no long-term environmental contamination is left on the site. The monitoring should be done on three different media: ash, soil, and groundwater.

☐ The monitoring of the ash should consist of chemical testing to determine the suitability of the material for land filling.

☐ Monitoring of the soils should be by portable methods to determine if any of the soils are contaminated by volatile hydrocarbons. The contractors may do this if it is determined that hazardous material, such as oil or diesel fuel was spilled on the site. This phase of the monitoring should be done after the stockpiles are removed from the site.

☐ The monitoring of the groundwater should be done on selected sites to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas.

☐ Consider the following requirements to closeout a temporary staging and reduction site(s).
   o Coordinate with city, county, and state officials responsible for construction, real estate, project management, and legal counsel regarding requirements and support for

implementation of a site remediation plan.

o Establish a testing and monitoring program. The contractor should be responsible for environmental restoration of both public and leased sites. Contractors will also be required to remove all debris from sites for final disposal at landfills prior to closure.

o Reference appropriate and applicable environmental regulations.

o Prioritize site closures.

o Schedule closeout activities.

o Determine separate protocols for air, water and soil testing.

o Develop cost estimates.

o Develop decision criteria for certifying satisfactory closure based on limited baseline information.

o Develop administrative procedures and contractual arrangements for closure phase.

o Inform City, County, and State environmental agencies regarding acceptability of program and established requirements.

o Designate approving authority to review and evaluate closure activities and progress.

o Retain staff during closure phase to develop site-specific remediation for sites, as needed, based on information obtained from the closure checklist.

9. Debris Forecasting and Estimating

Introduction

The purpose of this section is to present various debris forecasting and estimating techniques including various tools and rules of thumb to assist the Debris Manager in planning for large scale debris operations.

The determination of the quantity and type of debris is critical to debris management. The management of Debris Management Sites and the possible need for state and federal resources will require a reasonably accurate estimate of debris quantities.

Forecasting

Debris forecasting is normally a pre-disaster technique used to predict debris quantities.
Certain planning assumptions must be made concerning the type and magnitude of debris generating events.

For instance, the plan would assume that a specific type of event, such as a major earthquake in a heavily populated area, would affect the area with large quantities of primarily construction and demolition debris. Debris Forecasting can also be used to determine the type and number of stand-by contracts required to remove and dispose of the predicted debris.

☐ Pre-disaster plan development
☐ Predicts debris quantities
☐ Can determine type and number of contracts needed

Estimating
Debris estimating is normally used in a post-disaster situation to establish a reasonable estimate of the actual debris quantities and mix.

Debris estimates will be used to determine a community's actual capability to handle the situation.

Debris estimates will be used to determine the actual need for Debris Management Sites, contracts and landfill space requirements.
- ☐ Post-disaster plan implementation
- ☐ Estimate of actual debris
- ☐ Determines community's actual debris
- ☐ Management capabilities

There are three basic techniques that are used for debris forecasting:
- ☐ An analysis of prior debris generating events can be conducted for your community or a similar community. With this analysis completed it may be possible to plan for effective response to similar type events. However, because the event may have been limited in scope or experienced debris staff is no longer available, this method has severe limitations.
- ☐ More commonly, a community-based risk analysis is completed to determine the types and quantities of debris generated by various events. This analysis is then used as a critical component of the debris management plan.
- ☐ Computers can be used for both of the first two techniques to perform calculations and present the analysis. However, there are a range of computer-based prediction models available to perform some of the more routine calculations, use a community's Geographical Information System (GIS) and plan for any number of event scenarios.

When these three techniques are combined a very effective analysis can be completed.

In order to complete an historical analysis of prior debris events, some basic information should be gathered:
- ☐ Prior event(s) should be selected from your community or from communities who have experienced the type of disaster you have forecasted for your community.
- ☐ Key staff members responsible for debris activities should be interviewed to determine procedures that were effective and those that were not.

An analysis of any effect in changes to the way your community would be able to respond to such events as:
- ☐ Land use changes that may increase or decrease the types of debris generated.
- ☐ A significant decrease in your landfill capacity or more current landfill regulations may have a very severe impact.
- ☐ An increase or decrease in your community's engineering or solid waste department staff could also make a difference in your response capability.
- ☐ A simple method can be used to systematically forecast the type and quantity of debris for a community.
    - ☐ First, obtain detailed maps of your community and highlight them with an indication of the type of land use in each area, such as urban, industrial, and mixed use. This area separation will make your analysis as similar land use areas can be assumed to

have similar debris types.
- o For instance: parks, nurseries and tree-lined streets will have similar debris quantities based on an acreage or mileage basis.
- o Commercial and industrial areas tend to have heavy amounts of construction and demolition type debris.
- o Residential areas can be a combination of vegetative, construction and demolition debris.
- ☐ Second, develop a representative sample of the debris in each area.
   - o Debris quantities can be estimated using the guidelines provided:
      - ▪ One story house = Volume in cubic yards times 0.33
      - ▪ Personal property from flooded home without basement = 25-30 cy
      - ▪ Single wide mobile home = 290 cy
      - ▪ Double wide mobile home = 415 cy
   - o The terms light, medium and heavy are somewhat subjective, but the general guide is: If there is very light vegetation covering the house, yard or driveway, it's light. If there is a canopy of trees covering the house, it's heavy. Use medium for everything else.
- ☐ Third, project the sampling of debris for each area and provide a total of the amount and type of debris for each area. The grand total of all these calculations will provide you with an estimate useful for planning purposes.

Understand that this type of debris forecasting is not an exact science. Broad assumptions and wide-scale projections must be made throughout the process. However, even with its inaccuracies, the resulting quantity estimate can be very useful in completing the next phases of the planning process, such as selecting Debris Management Sites or developing contracts.

Computerized modeling programs have been developed to provide reasonable debris predictions for communities under various disaster types. Types of these interactive models are:

US Army Corps of Engineers – Can provide debris plans from past disasters, as well as technical assistance.

Private Industry - Consultants are available.

HAZUS (FEMA) - The Hazards U.S. Multi-Hazard (Hazus-MH) is a nationally applicable standardized methodology that estimates potential losses from earthquakes, hurricane winds, and floods.
Hazus-MH uses state-of-the-art Geographic Information Systems (GIS) software to map and display hazard data and the results of damage and economic loss estimates for buildings and infrastructure. It also allows users to estimate the impacts of earthquakes, hurricane winds, and floods on populations.

HAZARD-Tech (NOAA) - HAZARD-Tech is a free, public resource for hazard-oriented professionals, including mitigation planners, emergency managers, hazard scientists and engineers, geospatial technologists, and others. The purpose of this Site is to provide an interactive environment that fosters learning and communicating. There is focus on exposing the technologies (tools) that support hazard management disciplines and providing information in support of those tools.

Measurements

Measurements can be done in many ways. In most cases, measurements are made by volume (cubic yards). However, if material is being taken to a landfill, there may be access to a scale for weight measurements.

It is very important to record the process and basis for the estimate on the Project Worksheets (for public assistance funding) and other reports.

Cubic Yard: Cubic Yard (cy) measurements are often used to determine the unit price of debris (woody, mixed or construction & demolition) transported to a Debris Management Site or permanent landfill.
- ☐ All trucks being used to transport debris must be measured and the resulting quantity in cubic yards recorded on the side of the truck and recorded on all load tickets
- ☐ Trucks with less than full capacities will be adjusted down by visual inspection by the Field Debris Monitor who will verify the quantity and type of debris contained in the bed of the truck from an inspection tower
- ☐ Load tickets are often used to document measurements.

Ton Measurements: All trucks must have a certified tare weight (empty) established if payments are going to be made based on certified scale net weight receipts. Field Debris Monitors will be required to spot check trucks after dumping to see if they are still at their tare weight.

Note: *Gross weight – tare weight = net weight.*

Conversions

The following are rules of thumb. It will be necessary to do a field test to verify the makeup of the debris for your area and disaster type.
- ☐ Actual numbers can be very different. Taking an average load, measuring the truck, then weighing it will help determine what to use for a specific situation.
- ☐ When developing cubic yard (cy) measurements, divide cubic feet by 27.
- ☐ When converting from cy to tons, remember to use the correct factor:
    - o Use 2 if converting for construction & demolition material
    - o Use 4 if converting for woody material
- ☐ Rules of thumb:
    - o 15 trees 8 inches in diameter = 40 cy (average)
    - o Root system (8'-10' diameter) = may require one flat bed trailer to move
    - o To convert cy of C&D debris to tons, divide by 2
    - o To convert tons of C&D debris to cy, multiply by 2

There are many ways to estimate debris. Being creative with the tools, techniques and information available to you can bring the best results.

Estimating Debris Piles
There are many things to consider when estimating debris:
- ☐ First consideration: type of debris, for example:
    - o vegetative
    - o construction and demolition
    - o mobile homes
    - o a mix of different things
- ☐ Identify handling requirements, for example, if you will need to separate it.
- ☐ For Public Assistance funding, determine if the debris is eligible or what portion is eligible.

It is important to have the correct tools, aids and information in place when doing estimates. Debris estimates are only as good as the basic information used to create them.
- ☐ Ensure that necessary equipment is available, including:
    - o Digital (preferred) or Polaroid camera
    - o 100-foot tape or roll-off wheel
    - o Calculator, notepad, sketchpad
    - o Maps of area
    - o Aerial photographs (preferably before and after the disaster)
    - o Dedicated vehicle and mobile communications

Once the equipment is in place, consider the area to be estimated and the way the area should be divided (sectors). Debris estimating can be expedited by dividing the community into sectors based on any of the following:
- ☐ Type of debris: woody, mixed or construction material
- ☐ Location of debris: residential, commercial, or industrial
- ☐ Land use: residential, commercial, or industrial

Remember that however you define your area, you must be consistent with your system and keep detailed notes on how, where and what method you used for your estimates. These notes must be well documented and maintained for future reference. For Presidentially declared disasters, the information will be incorporated on the Project Worksheet.

Estimating Aids – Buildings: The following information will assist you in determining the amount of debris from destroyed buildings, homes and debris piles:

- ☐ General building formula:

$$\frac{\text{Length' x Width' x Height' x 0.33}}{27} = _____ \text{ CY (cubic yards of debris)}$$

  (The 0.33 factor accounts for the "air space" in the building)

- ☐ Single Family Residence formula:
  Length' x Width' x S x 0.20 x VCM = _____ CY

  S = number of stories in the building
  0.20 = a constant based on FEMA empirical study
  VCM = a vegetation cover multiplier

- Light (1.1 VCM): includes new home developments where more ground is visible than trees and canopy cover is sparse
- Medium (1.3 VCM): generally, has a uniform pattern of open space and tree canopy cover, and is the most common description for vegetative cover
- Heavy (1.5 VCM): found in mature neighborhoods and woodlots where the ground or houses cannot be seen due to the tree canopy cover.

☐ Mobile homes formula:

$$\frac{\text{Length' x Width' x Height'}}{27} = \text{_____ CY}$$

Note: *The 0.33 factor is not applied to mobile home calculations due to their compact construction. The 27 factor is the conversion factor from cubic feet to cubic yards.*

Typical quantities for mobile homes:
- o Single wide mobile home = 290 cy of debris
- o Double wide mobile home = 415 cy of debris

Participants typically have a difficult time accepting these numbers because they are larger than the standard stick-built homes. This has to do with the wasted air space in the average stick-built home. In mobile homes there is very little wasted air space – every inch of the unit is used in storage; the walls are narrower, etc.

☐ Debris piles:

$$\frac{\text{Length' x Width' x Height'}}{27} = \text{_____ CY}$$

Reminders: The following reminders may be of assistance when performing debris estimates:
- ☐ Look beyond the curb into side and backyards and at condition of the homes. Most debris in these areas will eventually move to the curb
- ☐ Wet storms will produce more personal property debris (household furnishings, clothing, rugs, etc.) if roofs are blown away
- ☐ Look for hanging debris such as broken limbs
- ☐ Flood-deposited sediment may be compacted in place. Volume may increase as debris is picked up and moved.
- ☐ Using aerial photographs in combination with ground measurements will help determine if there are any voids in the middle of large debris piles
- ☐ Treat debris pile as a cube, not a cone, when performing estimates

Scattered Debris Quantities

The quantity of scattered debris is difficult to estimate and may involve a wide area. If the area can be clearly identified, then the following two methods may be helpful.

Average depth method - used to estimate concentrated debris fields.
- ☐ Calculate the area covered by the debris
- ☐ Make a rough estimate of the average depth of the debris.
- ☐ Multiply the average depth times the area to arrive at the volume.

Raked debris method
- ☐ Measure out an area of average debris quantity, such as ten yards by ten yards, or 100 sy.
- ☐ Rake or sweep together the scattered debris within that area into a cone-shaped debris pile.
- ☐ Estimate the raked debris volume using the cone volume method.
- ☐ Divide the debris volume by the measured area to get a volume per square yard.
- ☐ Multiply the result of Line 4 by the total area with scattered debris to estimate the total debris volume.

Building Demolition Quantities

After a disaster, building may not have totally collapsed, but may be slated for demolition due to being a threat to public safety. Estimating the amount of debris that will need to be hauled away can be done by using the following formula:
- ☐ Area of building footprint x building height/3 = volume

In cases where a building changes its footprint or size at higher floors, the volume can be calculated by estimating the different footprint floors separately and adding the volumes together. There is some flexibility built into this calculation in the result to allow for the uneven shapes of the resulting debris.

Example: A 1930s-era high-rise was severely damaged and must be demolished. It has three footprints stacked on one another, one at 45,000 sf, 30,000 sf, and 18,000 sf, respectively. The lower two sections are five stories at 12 ft high per floor, and the upper section is three stories at 10 ft high per floor. Calculate the debris volume in cubic yards.

Height of the sections: 5 stories x 12 ft/story = 60 ft.
3 stories x 10 ft/story = 30 ft.
[(45,000 sf x 60 ft) + (30,000 sf x 60 ft) + (18,000 sf x 30 ft)] / 3 = 1,680,000 cf.
1,680,000 cf / 27 cf/cy = 62,222 cy (rounded).

Explosions

Debris fields from explosions are a varied as the explosions themselves.

If the explosion resulted in a collapsed building or buildings, use the methods described in Building Demolition Quantities.

If this doesn't work, one of the other debris quantities estimating methods may result in a useful solution, including the scattered debris quantity methods.

Damage estimates can be made from available aerial photographs. A local newspaper supplied the above photograph.

To estimate debris using a photograph such as this:
- ☐ Select an object in the photograph for which the length can be reasonably estimated, such as the truck.
- ☐ Measure the truck in the foreground and estimate its length at 25 feet.
- ☐ Apply that length to the intact houses to estimate the approximate length and width of each house. Calculate the approximate square footage by multiplying the length times the width. If you have houses of differing sizes, measure several and then calculate an average square footage.

Note: *After an Oklahoma City tornado, photos from a news report and aerial photographs were used to do debris estimation. It can be very accurate in the right situation.*

10. Debris Monitoring

Debris activities require monitoring by trained and supervised personnel.
- ☐ Effective debris management planning requires a thorough understanding of debris monitoring responsibilities and techniques.
- ☐ Most importantly, debris monitoring is the most effective process for identifying, evaluating, and resolving debris issues.

Inadequate monitoring of debris activities often results in disputes between an applicant and the contractor, and/or the applicant and FEMA over federal reimbursement for debris removal, reduction and disposal, and often loss of funding.

There are several monitoring considerations that are critical to effective monitoring of debris activities. These include:
- ☐ Responsibilities
- ☐ Staff to perform tasks
- ☐ Documentation and reporting requirements
- ☐ Monitoring activities and techniques
- ☐ It is important to recognize that the monitoring process is used to both identify and resolve debris-related issues
- ☐ It is the primary responsibility of the applicant to independently monitor all debris activities, whether performed by their own force account labor or contract
  - o For the purpose of this discussion, the applicant's monitoring staff is referred to as the Debris Field Monitor
  - o The Debris Field Monitor is responsible for monitoring of the specific day-to-day field activities
- ☐ In Presidentially declared events, FEMA will perform overall monitoring of an applicant's debris activities. This does not relieve applicants of any of their own monitoring responsibilities.
  - o For the purpose of this discussion, FEMA's monitoring staff is referred to as the Public Assistance (PA) Program Debris Monitor

Debris Field Monitor – Applicant Responsibility
The applicant's Debris Field Monitor typically will:
- ☐ Be assigned to a specific task and be on site every day.
- ☐ Monitor specific activities at loading sites, debris management site inspection sites or landfills.
- ☐ Prepare a quantitative report of activities completed.
- ☐ Most importantly, identify and resolve debris issues.

For State/Presidentially declared disasters, it is the applicant's responsibility to provide enough documentation to support that:
- ☐ The scope of the work performed meets eligibility criteria.
- ☐ Often, activities may be performed that are not eligible for federal reimbursement while completing other eligible activities. Such work must be clearly identified, documented and quantified to minimize disputes when the work is completed.
- ☐ The quantities (cubic yards of debris, hours of operation, etc.) are adequately verified. The information provided by the applicant's field monitor usually provides the basis of this documentation.

Program Debris Monitor – State/ FEMA Responsibility
Cal OES/FEMA has the authority to monitor an applicant's debris operations, whether they are performed by an applicant's force account or contract. Often, a two-person, FEMA/State team will perform this function. Generally, the Program Debris Monitor will be staffed by:
- ☐ Debris Specialists – generally the most qualified for this role but may need additional support depending on the severity of the operations and number of Specialists deployed to the disaster
- ☐ Technical Assistance Contractors – often have this expertise
- ☐ Other State and/or Federal agencies, such as Caltrans or US Army Corps of Engineers

Typically, these staff will:
- ☐ Make periodic site visits, depending on the magnitude and complexity of an applicant's operations.
- ☐ Assess operations compliance with the terms of the *Project Worksheets*, the contract, and the applicant's debris monitoring plan.
- ☐ Review field notes and/or reports prepared by the Debris Field Monitors.
- ☐ Compile payment and cost documentation for an applicant's operations.
- ☐ Prepare a summary report of observations, issues and resolutions.
- ☐ Provide training to Debris Field Monitors.

Monitoring Staff
The applicant should use full-time debris monitors to account for all debris management activities.
- ☐ The applicant should never rely solely on the records or invoices provided by the contractor.
- ☐ These monitors should be trained and properly supervised.
  - o Cal OES/ FEMA may provide monitor training on State and/or Presidentially declared disasters, if necessary
- ☐ The size of the staff will depend on the operation and may range from a few individuals who randomly monitor pickup and disposal sites (least efficient) to having a monitor at every pickup and disposal site (most efficient, most costly).
- ☐ Staffing may be provided by:
  - o Local force account labor or temporary hires. Retired employees can be a good

resource.

- Overtime or straight time eligible for their staff to meet FEMA's eligibility criteria in Presidentially declared disasters is for a:
  - Permanent employee
  - Temporary employee
  - Seasonal employees
- Indicate that because of the regular time restrictions, many applicants choose to use contractors to perform monitoring activities for declared events.

☐ Engineering firms usually have staff with construction experience that could provide the monitoring functions (these do not need to be professional engineers).

Debris Monitoring Report

It is important to develop a monitoring system that includes a systematic method of identifying pertinent activities and recording relevant observations and data.

☐ A monitoring report should be developed to capture specific debris-related activities, based on the method of payment (force account or contract type) and other issues unique to the applicant's operations

☐ The reports may also be used to assess eligibility of debris-related activities and quantities

A monitoring program observes and documents the work being done at two locations, minimum – point of collection and disposal (temporary and final). Some items to document at the various monitoring points include:

☐ Debris Loading Area
  - Eligible debris is being picked up
  - If debris types are separated at the curbside, it is separated
  - Truck loads are full
  - Tailgates are in-place
  - If sideboards are in place
  - Time of pickup
  - Load is reasonably compact – large obstructions are not restricting placement of material. Note that if the loads are not properly loaded on compacted, debris monitors should reduce the rated volume of the truck accordingly.

☐ Debris Unloading Area
  - Truck size is as reported on the load ticket
  - Determine proper debris quantities
  - Check time of collection for reasonable turnaround
  - Assure appropriate materials are properly segregated, such as Household Hazardous Waste (HHW)

☐ Debris Management Site
  - Record inactive times of contract equipment
  - If air curtain incinerators are used, assure proper procedures
  - Assure Household Hazardous Waste (HHW)
    is properly segregated
  - Assure safety of personnel around equipment
  - At a minimum, an elevated inspection station should be used to enable the monitor to look down into the truck to verify both the contents and the load amount.
  - Monitoring should also be performed at the exit point of the Debris Management Site to

    ensure the load has been sufficiently dumped.
- ☐ If the load of debris is by weight, then there should be a monitor at the certified scales
- ☐ One of the best methods of monitoring is to use a load ticket system

Debris Monitoring Observations

Debris activities require monitoring. Listed below are items to be aware of:
- ☐ Monitors should observe operations to ensure ineligible debris is not picked up.
- ☐ Monitors should have a good understanding of eligible debris (especially from private property) and any time limits imposed on pickup of specific types of debris. Examples (from actual occurrences) include sweeping areas for abandoned cars and white goods, cleaning up illegal dumpsites, removing cut trees from subdivisions under development, and removing/cutting trees from the right-of-way in rural areas.

Prior to use, all trucks should be numbered, measured and load capacities (cubic yard or weight capacities) documented by truck number. Periodically, trucks should be pulled out of operation and re-measured.

- ☐ It is important to ensure that tare weights (empty) have been taken for each truck
- ☐ Remember that gross weight minus the tare weight equals the net weight. In this situation, the scale house operator was estimating the weight because the scale was broken. If this happens, then the quantity of material should be measured in cubic yards and converted to tons.
- ☐ California requires trucks to have tarps that cover the bed.* If a monitor sees a truck without a tarp, he or she may want to take note of the truck number and report it to their supervisor. Remember that monitors are not law enforcement officers. Tickets received by the truck drivers for this are not reimbursable.
- ☐ Debris Management Sites should have only one way in and one way out or have an inspection station at the exit. Trucks have been reported driving through the disposal site without unloading, then re-entering with the same load.
  - o This can be detected by observing the time of departure and time of arrival recorded on the driver's load ticket
  - o This may also indicate problems with the community's debris monitors at the loading or unloading site.

Note: In California only water and feathers from live fowl can come off a truck.

11. Organization and Responsibilities

Local Government Agencies and Departments
- ☐ The City of San Luis Obispo Public Works and Utilities department will form Debris Management Task Force (DMTF). This Task Force shall be led by the Utilities and Public Works Department Head or his/her designee. The members of the Task Force will be comprised of members of the City staff and any assigned mutual aid resource personnel. It will be the duty of the Debris Management Task Force to identify, plan for, coordinate, facilitate, monitor, document, and ensure the collection, removal, staging, and disposal of all debris consistent with all local, state, federal, and environmental protocols, regulations, and standards.
- ☐ The EOC Director or his/her designated representative in conjunction with the Debris Management Task Force will determine the extent of damage and resulting debris and issue appropriate directives to implement this annex.

12. Administration and Logistics

- ☐ All agencies will document personnel and material resources used to comply with this annex. Documentation will be used to support any Federal assistance that may be requested or required.
- ☐ Requests for support and/or assistance will be up channeled from the city level to the Operational Area EOC and then to the State EOC. Requests for federal assistance will be made by the State EOC through established procedures, as outlined in the Federal Response Plan.
- ☐ All agencies will ensure 24-hour staffing capability during implementation of this annex, if the emergency or disaster requires.
- ☐ The Fire Department Emergency Management Coordinator in collaboration with Public Works and Public Works Department will initiate an annual update of this annex. It will be the responsibility of each tasked agency to update its respective portion of the annex and ensure any limitations and shortfalls are identified and documented, and work-around procedures developed, if necessary.

13. Authorities, References and Regulations

State
California Disaster Assistance Act, Section 2920 – Emergency work
California Disaster Assistance Act, Section 2930 – Emergency Protective Measures
California Disaster Assistance Act, Section 2925 – Debris Removal

Federal
Stafford Act, Section 403 - Essential Assistance
Stafford Act, Section 407 - Debris Removal
Title 44 Of Code of Federal Regulations 44CFR Part 206.224 - Debris Removal
Title 44 Of Code of Federal Regulations 44CFR Part 206.225 - Emergency Work

REGULATIONS

State

The California Disaster Assistance Act (CDAA) governs the eligibility rules for disaster debris removal within the state.

- ☐ **CDAA, Section 2920 - Emergency Work**
  - o Emergency work to save lives, protect public health and safety, and to protect property in an area proclaimed to be in a state of emergency.
- ☐ **CDAA, Section 2930 - Emergency Protective Measures**
  - o Actions taken to remove and/or reduce immediate threats to public property, or to private property when in the public interest.
- ☐ **CDAA, Section 2925 – Debris Removal**
  - a) General Eligibility.
  - (1) Debris removal from publicly and privately-owned lands and waters, undertaken in response to a state of emergency proclamation by the Governor is eligible for state financial assistance; and,
  - (2) For purposes of this program, the removal of debris from private property shall be reimbursed only when there is an immediate threat to public health and safety. In a case where reimbursement for debris removal from private property is authorized by the agency secretary, the following requirements shall apply, unless waived in part or full by the agency secretary:
    - (A) The property owner must remove all disaster-related debris from the property to the curb or public right-of-way.
    - (B) The local agency must obtain a signed statement from the property owner to the effect that the property owner does not have insurance covering the removal of the disaster-related debris; and,
    - (C) The local agency must have a signed statement from the property owner giving the local agency the right of entry and absolving the local agency and the state of any liability relative to removal.

Federal

FEMA and the Public Assistance Program are governed by the law defined in the Stafford Act and regulations provided in Title 44 of Code of Federal Regulations (44 CFR). These laws and regulations provide the criteria for determining eligibility of debris activities.

- ☐ **Stafford Act**
  - o Section 403 Essential Assistance.
    - ▪ Basic eligibility for debris removal, clearance of roads, demolition and reduction of immediate threats are all included in this section.
  - o Section 407 Debris Removal.
    - ▪ Debris and wreckage removal from public and private property.
  - o Section 502 Federal Emergency Assistance authorizes Direct Federal Aid for debris removal activities.

- ☐ **Regulations 44CFR Part 206**
  - o 206.224 Debris Removal.
  - o Category A Criteria.
    - • Must be on public property
    - • Eliminates immediate threat to lives, health and safety
    - • Eliminate threat to improved property
    - • Necessary for emergency access- Public Right -of-way only
    - • Debris on private property may be eligible-Private property is generally property owner responsibility and may be covered by insurance
    - • Ensures economic recovery of community and provides benefit for community-at-large
  - o 206.225 Emergency Work.
    - ▪ Category B Criteria.
      - • Emergency Protective Measures criteria used in determining eligibility for demolition. These are actions taken by a community before, during, and following a disaster to save lives, protect public health and safety, or eliminate immediate threat of significant damage to improved public and private property through cost effective measures.

City of San Luis Obispo

Emergency Operations Plan

Continuation of Operations
and
Reconstitution of Government

Developed for:
Keith Aggson
Fire Chief
City of San Luis Obispo
Fire Department
San Luis Obispo, CA.

Prepared by:
David L. Mathe
Emergency Leadership and
Preparedness Advisor
Nipomo, CA.

FORWARD

The City of San Luis Obispo Continuation of Operations and Reconstitution of Government Plan addresses the City of San Luis Obispo's response to an emergency impacting the city. Continuation of Operation measures and procedures concerning the policy and operations of the City of San Luis Obispo Continuation of Government are contained herein.

Purpose

To ensure the city is operational at the essential functions level as quickly as possible to ensure recovery and the continuing operation of the City of San Luis Obispo

Scope

This Continuation of Operations and Reconstitution of Government Plan outlines procedures to be followed when city work operations are interrupted and/or basic infrastructure is compromised.

Plan Adoption

This is the official City of San Luis Obispo Continuation of Operations and Reconstitution of Government Plan.

Keith Aggson
Fire Chief
San Luis Obispo Fire Department
Date: 01/01/2022

Table of Contents

SECTION I – CONTINUATION OF OPERATIONS AND RECONSITIUTION OF GOVERNMENT

A. Continuation of Operations

A major disaster could include death or significant injury of key government officials, 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. Law and order must be preserved and government services maintained. California Government Code 8643(b) and the Constitution of the State of California provide authority for the continuation and preservation of State and Local government.

Continuation of leadership and the government authority is particularly important with respect to Disaster services, direction of Disaster response operations, and management of recovery activities. Under California's concept of mutual aid, local officials remain in control of their jurisdiction's Disaster operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other Disaster information throughout any disaster condition.

To ensure Continuation of Operations, seven elements must be addressed by government at all levels:

1. Succession to essential positions required in Disaster management.
2. Pre-delegation of Disaster authorities to key officials.
3. Disaster action steps provided in Disaster plans and Disaster action plans.
4. Emergency Operations Centers.
5. Alternate Emergency Operations Centers.
6. Safeguarding vital records.
7. Protection of government/industrial resources, facilities, and personnel.

B. Reconstitution of Government

In the aftermath of a major disaster, civil obedience must be preserved and essential government services must be maintained. To this end, it is particularly essential that local units of government continue to function.

1. Lines of Succession

Article 15 of the California Disaster Services Act provides the authority, as well as the procedures to be employed, to ensure continued function of government through the appointment of political positions, chief executives, and department heads should they be unable to serve in a locally proclaimed state of Disaster. In general the act allows for the governing body to designate and appoint up to three standby officers for positions it deems necessary. For City Council Members, if a quorum cannot be met due to injury, illness, or death during a locally proclaimed state of Disaster, in the City of San Luis Obispo, temporary appointments will be made to create a full City Council of five (5) members. The following Tables delineates the lines of succession for the City of San Luis Obispo.

City of San Luis Obispo Lines of Succession

SERVICE / DEPARTMENT	TITLE- POSITION
Policy Group	1. Mayor and City Council Members 2. Planning Commission Chair 3. Public Works Advisory Board Chair 4. Recreation and Parks Commission Chair 5. Community Promotions Committee Chair 6. Planning Commission Vice-Chair 7. Public Works Advisory Board Vice-Chair 8. Recreation and Parks Commission Vice-Chair 9. Community Promotions Committee Vice-Chair
Emergency Services Director	1. City Manager 2. Assistant City Manager 3. Deputy City Manager 4. Fire Chief 5. Police Chief
City Clerk	1. City Clerk 2. Deputy City Clerk
Human Resources	1. Human Resource Director 2. Human Resource Manager 3. Senior Human Resource Analyst
Fire	1. Fire Chief 2. Deputy Fire Chief 3. Fire Battalion Chief
Police	1. Police Chief 2. Police Captain 3. Police Lieutenant
Finance	1. Finance Director 2. Budget/Controller Manager 3. Senior Accountant
Parks and Recreation	1. Parks & Recreation Director 2. Recreation Manager 3. Recreation Supervisor
Public Works	1. Public Works Director 2. Deputy Director/City Engineer 3. Deputy Director
Information Systems	1. Information Systems Manager 2. Network Service Supervisor 3. IT System Engineer
Utilities	1. Utilities Director 2. Deputy Director
City Attorney	1. City Attorney 2. Assistant City Attorney

2. Temporary City Seat of Government and EOC

Should, during any Disaster situation, the normal seat of government be unusable, the seat of City government will be moved to the Ludwick Community Center.

Should, for any Disaster situation, the city's primary EOC be unusable, secondary EOC will be established at the Ludwick Community Center.

3. Vital Records

The City Clerk is responsible for the Vital Records of the City of San Luis Obispo. These records are routinely stored in the Clerk's office located at City Hall. Back–up data systems are stored off site at a safe location.

Section II. Essential Functions

Essential Functions are identified as those tasks ensure Business Continuity for the City of San Luis Obispo businesses. The city has identified essential functions and services needed to sustain its mission and operations during times of emergency. The City Essential Functions are:

ESSENTIAL FUNCTION	DESCRIPTION
Dispatch	Emergency Communications
Law Enforcement	Law Enforcement and public safety
Fire Department	Emergency fire and rescue services
Utilities	Water and Wastewater Services
Administration	Information Technologies, Telephones, Radios, Dispatch
Administration	Leadership, Public Information, Inter/Intra Agency Coordination
Finance	Payroll Processing, Emergency Payments, Requisitions, Contracts
City Attorney	Legal Affairs, Public Orders, Public Records request delay
Public Works	Streets, parks, vehicle and equipment maintenance
Community Development	Code enforcement, development approval
Parks & Recreation	City parks, recreation programs and facilities
TBD	As determined by Emergency Services Director
TBD	As determined by Emergency Services Director

Section III. Staffing and Resource Requirements

When this plan is activated, Department Continuity of Operations Plans should be provided to Emergency Operations Center Staff to determine the positions and resources needed to accomplish each Essential Function listed in Section II, or as otherwise identified by the Emergency Services Director for the activating emergency.

In the absence of department specific plans, staffing and resource requirements will be provided to the Emergency Operations Center Staff by department leadership.

Section IV. Facilities Planning

If any City of San Luis Obispo offices cannot be occupied due to damage, the choice for relocation of essential personnel will be as follows:

- Alternate work location:
  - To be determined and assigned by Emergency Services Director (City Manager)
    - Other City, allied agency or private owned location(s).
    - Telecommute: Utilize the City's "Work from Home" policy and equipment request processes along with the City's "*Electronic Device Use and Work*" Policy.

Section V. Contact Information

Departments will update provide personnel contact list annually to be available to Emergency Operations Staff when this plan is activated.

Section VI. Reporting to work following a disaster

A. **Personal and Family Safety**
   If an emergency or natural disaster occurs outside of normal business hours, the **First and Highest Priority** of all city employees is to make sure that your family and home is safe and secure.

   Once your family and home are secure, **the Second Priority** is to check on your neighbors and assist them as needed. Special attention should be paid to the frail and elderly.

   The **Third Priority** is to help the city get through the crisis; employees are directed to contact their respective supervisors with their availability, response time to duty and await direction.

B. **When to report**
   During business hours: If an emergency or natural disaster occurs during normal business hours, the City Manager and Leadership will determine if the employees need to remain at City Hall or if certain employees can be released to go home, if it is safe to do so. Under no circumstances should an employee leave their workplace without proper authorization.

   After business hours: If an emergency or natural disaster occurs outside of normal business hours, employees should immediately begin to monitor the radio and/or television for reports of damage near or within the city. All employees should attempt to contact their department supervisor or their respective City Department for direction.

   In the event of a Proclaimed Local State of Emergency, or a natural or man-made disaster, or a catastrophe, the City shall attempt to contact employees for the purpose of mobilization. However, this may not be possible. All employees should attempt to contact their department supervisor or their respective City Department for direction.

C. **Where to report**

Staff with emergency responsibilities are to report to their pre-designated work sites or to the Emergency Operations Centers (EOC).

Primary: San Luis Obispo City Fire Department, Station 1
              2160 Santa Barbara Ave.
              San Luis Obispo, CA 93401

Secondary: Ludwick Community Center
              864 Santa Rosa Street
              San Luis Obispo, CA 93401

Staff who do not have emergency assignments or are not sure of their emergency assignment should report to their normal work location. **DO NOT enter a building that appears to have been damaged until it has been inspected by a Building Official and determined to be safe.**

Revision Page

This Section is for Plan Holders to record the posting of each Official Plan Revision made by the City of San Luis Obispo. Please enter the revision number, revision title, page number revised date the revision was posted and the name of the person posting the revision.

The format for numbering revisions shall be a sequential number followed by the last two digits of the current calendar year (e.g., #1-20, #2-20, and so on). New sequential numbers will begin each January 1.

Revision #	Revision Title	Page Number Revised	Date	Name
1-22	2022 Emergency Plan Update	None	01/01/22	Aggson