

COUNTY OF MONTEREY

OPERATIONAL AREA



EMERGENCY OPERATIONS PLAN

November 2020



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NOVEMBER 2020

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PLAN OVERVIEW

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|-------------------------------|---|
| Objective | The Monterey County Emergency Operations Plan (EOP) organizes, manages, and executes emergency actions necessary to protect lives, property, and the environment. The EOP describes the Operational Area’s emergency organization; roles, responsibilities, and authorities; response and recovery; effective mobilization of all of the resources of the County, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency. |
| Authority | Monterey County, California Code Of Ordinances, Title 2 – Administration, Chapter 2.68 - Emergency Procedures And Organization. |
| Requirements | All local governments with a certified disaster council are required to develop Emergency Operation Plans (EOP) for their jurisdiction that meet state and federal requirements. |
| Reference | Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101. |
| Hazards Addressed | All- Hazards |
| Approval | The Emergency Operations Plan shall be submitted to the Disaster Council for review and comment and shall take effect upon adoption by resolution of the Board of Supervisors. |
| Updates | The EOP is updated every 5years; Previous updates were conducted in: 2007, 2014, 2020. |
| Requirements Checklist | Emergency Plan Review Crosswalk 2019 Local Government Agencies. See Attachment 1. |
| Website | https://www.co.monterey.ca.us/government/departments-administrative-office/office-of-emergency-services/plans |

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OES HISTORICAL EVENTS

| | |
|------|---|
| 1946 | Disaster Council Accredited By State |
| 1950 | Executed California Civil Defense Master Mutual Aid Agreement |
| 1977 | Monterey County Code Of Ordinances, Title 2 Chp2.68 - Emergency Procedures & Organization |
| 1990 | Monterey County Office Of Emergency Services Established By The Board Of Supervisors |
| 1995 | Monterey County Established As The Operational Area Authority. |
| 2003 | New Op Area Emergency Operations Center Construction Complete |
| 2007 | First Op Area Emergency Operations Plan Completed |
| 2019 | Alternate Op Area Emergency Operations Center Operational |
| 2020 | Monterey County OES 30 th Anniversary |



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1 INTRODUCTION

IN AN EMERGENCY OR DISASTER, THE MONTEREY COUNTY OFFICE OF EMERGENCY SERVICES (OES) ORGANIZES, MANAGES, AND EXECUTES EMERGENCY ACTIONS NECESSARY TO PROTECT LIVES, PROPERTY, AND THE ENVIRONMENT. TO RESPOND EFFECTIVELY TO ALL TYPES OF EMERGENCIES, OES MAINTAINS THE MONTEREY COUNTY EMERGENCY OPERATIONS PLAN (EOP) ON BEHALF OF THE OPERATIONAL AREA. THE EOP DESCRIBES THE OPERATIONAL AREA'S EMERGENCY ORGANIZATION; ITS ROLES, RESPONSIBILITIES, AND AUTHORITIES; AND THE ACTIONS TAKEN DURING AN EMERGENCY. THE EOP ADDRESSES BOTH RESPONSE AND RECOVERY EFFORTS AND DISCUSSES THE PRINCIPLES, CONCEPTS, AND PROCEDURES THAT OES AND ITS PARTNERS USE DURING AN EMERGENCY OR DISASTER.

Monterey County (County) is subject to a variety of natural, technical, or human-caused emergencies. Each County employee has a responsibility to be informed and prepared. OES staff, department managers, and supervisors are responsible for implementing the processes contained in this EOP to ensure that essential functions of county government are provided. The EOP highlights how emergency management resolves problems internally and highlights how OES integrates and coordinates with other agencies and nongovernmental responders during emergencies. The EOP incorporates the Incident Command System (ICS), conforms to the requirements of the State of California Standardized Emergency Management System (SEMS), and is consistent with the Department of Homeland Security's National Incident Management System (NIMS). By adopting the OES EOP, the County formally adopts the principles and practices of ICS, SEMS, and NIMS.

1.1 HOW TO USE THIS EMERGENCY OPERATIONS PLAN

This Monterey County EOP is designed to assist the County and its partnering entities that have key roles and responsibilities during response to emergencies. The EOP provides an overview of Monterey County OES organization, policies, and approach to emergency management and what is required to mitigate any significant emergency or disaster. The plan cites legal authority for emergency response and provision of emergency transit service, summarizes actions for addressing all hazards, and explains the general concepts of incident management.

The intent of the plan is to provide an overview of emergency management processes for responding to an incident and to deliver a high-level introduction to concepts of operation regarding emergencies. The plan is based on the foundation of the California Emergency Management Systems (SEMS), the National Incident Management System (NIMS) and the principles of the National Response Framework, National Preparedness Goal, and National Recovery Framework.

1.1.1 THE BASIC PLAN

The basic plan describes the following:

- Emergency management organization of Monterey County;
- The purpose, goals and Planning Assumptions;
- Hazard Assessment;
- Concept of Operations which identified roles and responsibilities of key agencies;
- Emergency Operations Center (EOC) structure and activation;
- Mutual aid and multi-agency coordination;
- Information Sharing and Intelligence gathering and Dissemination; and
- Recovery Guidelines and Overview.

1.1.2 APPENDICES

The appendices located in Part II of the EOP include important reference templates and guidance on emergency management and EOC activation. A more detailed check list and position descriptions are in the Operational Area EOC Standard Operating Procedures. (Hardcopy located in the EOC and on the OES harddrive).

1.1.3 ANNEXES

The annexes, Part III of this EOP, describe response activities and coordination during a specific hazard, threat, or incident-specific emergency. Although the annexes are considered part of the EOP, they are often large documents and represent standalone plans and are not included in this document. Additional details on the applicability of the annexes to the EOP can be found in Section 1.7.

1.2 INTENDED AUDIENCE

The intended audience for this EOP consists of Monterey County departments, elected County officials, disaster service workers, first responder partners, and representatives of private entities/corporations and nongovernmental organizations (NGOs) that are responsible for staffing positions in the Monterey County Emergency Operations Center (EOC). This plan is also a reference for managers from all other local governments, NGOs and private sector partners in the Operational Area, the State and Federal government, and other interested members of the public.

1.3 WHOLE COMMUNITY PRINCIPLES

Monterey County has embraced the FEMA’s Whole Community approach to creating engaged and resilient communities by which residents, emergency management practitioners, community leaders and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capabilities, and interests. By engaging communities, we can understand the unique and diverse needs of a population including its demographics, values, norms, networks and relationships. Local capacity is built on the empowering of community members, social and service groups, faith-based and disability groups, academia, professional, private and nonprofit sectors to strengthen what works in their communities daily. Existing structures and support organizations can be leveraged and empowered to act during and after a disaster strikes.

The principles of Monterey County’s Whole Community Concept:

- Shared understanding of community needs and capabilities
- Greater empowerment and integration of resources from across the community
- Stronger social infrastructure
- Establishment of relationships that facilitate more effective prevention, protection, mitigation, response, and recovery activities
- Increased individual and collective preparedness
- Greater resiliency at the community level through Continuity of Operations Planning by all sectors

1.3.1 ACCESS AND FUNCTIONAL NEEDS

The State of California defines “access and functional needs population” as consisting of individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, seniors, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

Monterey County is committed to ensuring that considerations are made for persons with access and functional needs (AFN) at every stage of the emergency management process. In addition, the County maintains compliance with the Americans with Disabilities Act.

Monterey County Office of Emergency Services complies with Assembly Bill No. 477 (2019) which considers the access and functional needs population in emergency planning.

Resource: [AB 477, Emergency Preparedness: Vulnerable Populations.](#)

AFN populations may have additional needs before, during, and after an incident in functional areas, including but not limited to: assist with activities of daily living, maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include: persons who live in institutionalized settings, older adults, and children, persons from diverse cultures, those who have limited English proficiency or are non-English-speaking, and persons who are unable to operate transportation. To provide the best service to our citizens during a disaster, the County follows the guidelines below.

- Disability does not prevent accessibility to services or facilities provided by the County.
- The County does not exclude or deny benefits of any sort to special populations or persons with disabilities.
- The County works to accommodate AFN populations in the most integrated setting appropriate to their needs.
- The County attempts to house AFN populations with their families, friends, and/or neighbors when in shelters, and they are not diverted to special shelters.
- Access to shelters for AFN populations is not dependent on a personal care attendant.

1.4 RELATIONSHIP AND APPLICABILITY TO OTHER PLANS/REFERENCES

The EOP consists of a basic plan and functional and hazard, threat, or incident-specific annexes. These annexes have direct applicability and are consistent with the concepts described within it. Monterey County agencies and departments have developed various emergency plans. Annexes are identified as one of the following categories: Hazard and Threat Specific Annexes, Functional Annexes, Tactical Annexes, and Programmatic Annexes.

HAZARD AND THREAT SPECIFIC ANNEXES: The hazard-, threat-, or incident-specific annexes describe the policies, situation, CONOPS, and responsibilities for particular hazards, threats, or incidents. They explain the procedures that are unique to that annex for a hazard type. For example, the direction and control annex may discuss how a local law enforcement's command post would coordinate its functions; this information would only be addressed in a hazard-, threat-, or incident-specific annex if it would be different for particular hazards, threats, or incidents. Strategies already outlined in a functional annex should not be repeated in a hazard-specific annex.

FUNCTIONAL ANNEXES: The functional annexes are plans that focus on missions (e.g., communications, damage assessment). These annexes describe the actions, roles, and responsibilities of participating organizations. Functional annexes discuss how the jurisdiction manages the function before, during, and after the emergency, and they identify the agencies that implement that function. However, each functional annex addresses only general strategies used for any emergency.

TACTICAL ANNEXES: Tactical plans focus on managing personnel, equipment, and resources that play a direct role in an incident response. Pre-incident tactical planning, based upon existing operational plans, provides the opportunity to pre-identify personnel, equipment, exercise, and training requirements.

*Plans can be found on the OES Website at:
<https://www.co.monterey.ca.us/government/departments-administrative-office/office-of-emergency-services/plans>*

1.4.1 LOCAL EMERGENCY OPERATIONS PLANS

Each incorporated city in the county has an EOP. The EOPs, while not directly linked to the County EOP, are applicable and should maintain consistency with the concepts and structures defined by it. In order to maintain consistency with local governments in the County, OES offers to periodically review local government EOPs.

1.4.2 ANNEXES TO THE EMERGENCY OPERATIONS PLAN.

| DOCUMENT TITLE | CURRENT PLAN | SUPERSESION |
|---|--------------|-------------|
| Monterey County Operational Area Emergency Operations Plan | 2020 | 2007, 2014 |
| Monterey County Op Area Active Shooter Guideline | 2015 | |
| Monterey County Op Area Animal Response Plan | 2019 | New |
| Monterey County Op Area Care and Shelter Plan | 2019 | 2010 |
| Monterey County Op Area Coastal Incident Response Plan | 2018 | 2011, 2015 |
| Monterey County Op Area Community Resilience Framework | 2020 | New |
| Monterey County Op Area Debris Management Plan | 2010 | |
| Monterey County Op Area Disaster Cost Recovery Plan | 2019 | New |
| Monterey County Op Area Donations Management Plan | 2011 | |
| Monterey County Op Area Electrical Power Disruption Plan | 2019 | New |
| Monterey County Op Area Evacuation and Transportation Plan | 2020 | 2010 |
| Monterey County Op Area Family Assistance Center Plan | 2020 | New |
| Monterey County Op Area Hazardous Materials Response Plan | 2019 | 2011 |
| Monterey County Op Area Logistics Plan | 2014 | |
| Monterey County Op Area Mass Fataality Plan | 2010 | 2010 |
| Monterey County Op Area Multi-Jursidictional Hazard Mitigation Plan | 2016 | 2007 |
| Monterey County Op Area Tactical Interoperability Plan | 2012 | 2004 |
| Monterey County Op Area Terrorism Incident Response Plan | 2010 | |
| Monterey County Op Area Threat and Hazard Identification and Risk Assesment | 2018 | |
| Monterey County Op Area Tsunami Incident Response Plan | 2014 | 2012 |
| Monterey County Op Area Volunteer Management Plan | 2010 | |
| Monterey County Op Area Winter Storm Plan | 2019 | 2011 |
| County of Monterey Continuity of Operations Plan(s) | 2020 | 2013, 2018 |

1.4.3 OTHER RELEVANT PLANS

| DOCUMENT TYPE | DOCUMENT TITLE | AGENCY |
|---------------|---|---|
| Partner Plan | California State University Monterey Bay Emergency Operations Plan | CSUMB |
| Partner Plan | Central Coast Area Contingency Plan | California Department of Fish and Wildlife |
| Partner Plan | City of Del Rey Oaks Emergency Operations Plan | City of Del Rey Oaks |
| Partner Plan | City of Gonzales Emergency Operations Plan | City of Gonzales |
| Partner Plan | City of Greenfield Emergency Operations Plan | City of Greenfield |
| Partner Plan | City of King Emergency Operations Plan | City of King |
| Partner Plan | City of Marina Emergency Operations Plan | City of Marina |
| Partner Plan | City of Monterey Emergency Operations Plan | City of Monterey |
| Partner Plan | City of Pacific Grove Emergency Operations Plan | City of Pacific Grove |
| Partner Plan | City of Salinas (county seat) Emergency Operations Plan | City of Salinas |
| Partner Plan | City of Sand City Emergency Operations Plan | City of Sand City |
| Partner Plan | City of Seaside Emergency Operations Plan | City of Seaside |
| Partner Plan | City of Soledad Emergency Operations Plan | City of Soledad |
| Partner Plan | Disaster Mortuary Operational Response Team Plan | Monterey County Health Department |
| Partner Plan | Monterey County Department of Social Services Emergency Operations Plan | Monterey County Department of Social Services |
| Partner Plan | Monterey County Health Department Emergency Operations Plan | Monterey County Health Department |
| Partner Plan | Monterey County Op Area Multiple Casualty Incident (MCI) Response Plan | Monterey County Emergency Medical Services |
| Partner Plan | Nacimiento Dam Emergency Action Plan | Monterey County Water Resources Agency |
| Partner Plan | Regional Emergency Coordination Plan and Subsidiary Plans | |
| Partner Plan | Salinas River Area Contingency Plan | California Department of Fish and Wildlife |
| Partner Plan | Surveillance and Epidemiological Response Plan | Monterey County Health Department |

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2 PURPOSE, SCOPE, SITUATION OVERVIEW, AND PLANNING ASSUMPTIONS

THIS EOP ESTABLISHES POLICIES, PROCEDURES, AND IDENTIFIES RESPONSIBILITIES OF KEY OFFICIALS AND AGENCIES TO ENSURE THE EFFECTIVE MANAGEMENT OF EMERGENCIES AND DISASTERS WITHIN THE MONTEREY COUNTY OPERATIONAL AREA. THE PLAN PROVIDES INFORMATION ON THE COUNTY EMERGENCY MANAGEMENT STRUCTURE, THE PROTOCOLS FOR WHEN THE EOC IS ACTIVATED AND THE PROCEDURES FOR NOTIFICATION AND ACTIVATION. THE MONTEREY COUNTY OFFICE OF EMERGENCY SERVICES GOALS, STRATEGIES, AND TACTICS ARE DRIVEN BY THE BOARD OF SUPERVISORS [Strategic Initiatives](#), LISTED BELOW:

ECONOMIC DEVELOPMENT. “ENHANCING THE WELL-BEING AND PROSPERITY OF MONTEREY COUNTY RESIDENTS”

ADMINISTRATION. “EFFICIENT AND EFFECTIVE GOVERNMENT OPERATIONS”

HEALTH AND HUMAN SERVICES. “HEALTH AND WELLNESS FOR MONTEREY COUNTY RESIDENTS”

INFRASTRUCTURE. “MEETING OUR FACILITIES, WATER, TECHNOLOGY AND TRANSPORTATION NEEDS”

PUBLIC SAFETY. “CREATING SAFE COMMUNITIES”

2.1 GOALS

The County Operational Area emergency management goals include the following:

GOAL 1: Provide for effective life safety measures

GOAL 2: Implement efficient and effective methods for mobilization, deployment, use, tracking, and demobilization of resources needed during emergencies and disasters.

GOAL 3: Provide all employees with the necessary basic guidelines for responding to emergencies and disasters through a coordinated and effective emergency response team

GOAL 4: Expedite effective business continuation and community recovery efforts after an emergency

GOAL 5: Minimize damage to critical facilities and assets.

2.2 PRIORITIES

The following overarching operational priorities govern resource allocation and response strategy for the County during an emergency or disaster.

LIFE SAFETY. THE PRESERVATION OF LIFE IS THE TOP PRIORITY OF EMERGENCY MANAGERS AND FIRST RESPONDERS AND TAKES PRECEDENCE OVER ANY AND ALL OTHER CONSIDERATIONS.

REDUCE SUFFERING. BEYOND THE SIMPLE PRESERVATION OF LIFE, ALL POSSIBLE EFFORTS MUST BE MADE TO REDUCE SUFFERING BY TREATING INJURIES AND PROVIDING FOR BASIC HUMAN NEEDS—INCLUDING FOOD, WATER, SHELTER, HEALTHCARE, SANITATION, AND SECURITY—DURING AND AFTER AN EMERGENCY OR DISASTER.

PROTECTING PROPERTY. ALL POSSIBLE EFFORTS MUST BE MADE TO PROTECT PUBLIC AND PRIVATE PROPERTY FROM DAMAGE DURING AND AFTER AN EMERGENCY OR DISASTER.

PROTECTING THE ENVIRONMENT. THE COUNTY MAKES ALL REASONABLE EFFORTS TO PROTECT THE ENVIRONMENT FROM DAMAGE DURING AND AFTER AN EMERGENCY OR DISASTER.

RESTORING BASIC SERVICES. POWER, SANITATION, PUBLIC TRANSPORTATION, AND OTHER BASIC SERVICES MUST BE RESTORED AS QUICKLY AS POSSIBLE TO ENABLE COMMUNITIES TO RESUME THEIR NORMAL PATTERNS OF LIFE.

ENSURING TIMELY COMMUNITY AND ECONOMIC RESILIENCY. EMERGENCY MANAGERS AND RECOVERY PLANNERS WORK WITH EACH COMMUNITY AFFECTED BY AN EMERGENCY OR DISASTER TO FACILITATE A SPEEDY RECOVERY. EVERY EFFORT MUST BE MADE TO ENSURE THAT RECOVERY OPERATIONS ARE CONDUCTED FAIRLY, EQUITABLY, AND INCLUSIVELY.

2.3 ASSUMPTIONS

For planning purposes, Monterey County makes the following assumptions:

- All incidents are local.
- Emergencies may occur at any time with little or no warning and may exceed capabilities
- of local, state, federal, tribal governments and the private sector in the affected areas.
- Emergencies may result in casualties, fatalities, and displace people from their homes.
- An emergency can result in property loss, interruption of essential public services, and damage to basic infrastructure, and significant harm to the environment.
- Individuals with access or functional needs may require resources or assets such as durable medical equipment or assistive technology that are limited in number and difficult to procure without planning.
- The greater the complexity, impact, and geographic scope of an emergency, the more multiagency coordination will be required.
- The political subdivisions of the Operational Area will mobilize to deliver emergency and essential services under all threats and emergencies.
- Mutual aid and other forms of emergency assistance will be provided when impacted jurisdictions exhaust or anticipate exhausting their resources.
- The citizens in the county will be expected to provide for their immediate needs to the extent possible for potentially a number of days following a catastrophic event, or for at least 24 hours following a location-specific incident. This may include public as well as private resources in the form of lifeline services.
- Public, private and volunteer organizations, and the general public will have to utilize their own resources and be self-sufficient for potentially several days, possibly longer.
- Government bears the responsibility to do its best to protect life, property, and the environment during local and regional emergencies and strives to restore normal government operations as soon as possible after such emergencies.
- The Monterey County Operational Area has the primary responsibility for emergency actions and will commit available resources to provide for life safety, minimize damage to property and the environment
- In the event of a complex large incident or event, a clear picture regarding the extent of damage, loss of life, and injuries may not be known for well over a day.
- County support of city emergency operations will be based on the principal of self- help. The cities and towns will be responsible for utilizing all available local resources along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the county per SEMS.
- Infrastructure damage may limit the number of emergency response personnel available to staff the OA

- EOC or other incident management organization functions for at least 12 hours.
- OA EOC capabilities may be limited for the first operational period if communications links to other agencies and county departments are impacted.
 - Essential county services will be maintained as long as conditions permit.
 - The Monterey County OES provides a vital resource on a daily basis for whole community preparedness and management as well as during emergencies.
 - Most County employees are not primary first responders in the same way that fire and public safety personnel are. However, all County staff are sworn Disaster Service Workers and must provide service during emergencies.
 - The resources of the Monterey County Operational Area will be made available to local agencies and citizens to cope with disaster affecting this area.
 - County employees take immediate actions to address threats to life, safety, or property damage.
 - During emergency response and recovery, all government-owned and County-contracted resources act as one to conduct necessary operations.
 - The county's planning, policies, strategies, operations, and tactics will make every effort to consider the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs.
 - Due to distance from state and federal resources, the remote nature of many Monterey County communities, and damage to the transportation infrastructure, out-of-region mutual aid from neighboring jurisdictions, State and Federal resources may not begin to arrive for several days.
 - All emergency response staff are trained and experienced in operating under the SEMS/NIMS/ICS protocols and procedures.
 - Control over county resources will remain at the county-level even though the Governor has the legal authority to assume control in a State Proclamation of Emergency.

2.4 SCOPE

The EOP addresses the entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters. All departments and agencies must be prepared to promptly and effectively respond to any foreseeable emergency, taking all appropriate actions. The plan applies to all elements of the Monterey County Emergency Management Organization during all phases of emergency management.

2.5 SITUATION OVERVIEW

Monterey County is located on the north-central coast of California; its northwestern section forming the southern half of Monterey Bay. Monterey County was one of the original counties of California, created in 1850 at the time of statehood. Parts of the county were given to San Benito County in 1874. The county derived its name from Monterey Bay.

The bay was named in honor of the Conde de Monterrey (or “Count of Monterrey”), the Viceroy of New Spain in 1602. There are 12 incorporated cities that make up 75 percent of the County population and about 15 percent of the total land area. Monterey County also has 17 census-designated places and three unincorporated communities. With a V2019 population of 434,061 415,057, the County’s density is about 126.5 persons per square mile.

As one of the largest counties in the State of California, Monterey County covers more than 3,300 square miles and is comprised of diverse natural habitats and residential communities. This diversity ranges from rich farmland located within the Salinas Valley to the tall peaks of the Santa Lucia Mountains whose fast-steep incline helps make up the dramatic Big Sur coastline along the Pacific Ocean. The rich agricultural land, mild climate, and spectacular 99 miles of coastline have made Monterey County famous throughout the world.

Along with Monterey County’s natural beauty, however, come the associated dangers that such features bring. These inherent dangers have produced several emergencies and major disasters, including numerous floods, like the devastating El Ninos flooding events of 1995-1997, the Great San Francisco Earthquake of 1906, the Marble Cone wild fire of 1977, the Soberanes wild fire in 2016 and the Loma Prieta Earthquake of 1989. Section 2.5 discusses the various hazards that Monterey County is most susceptible to (further discussion, including hazard maps, can be found in the Monterey County Hazard Mitigation Plan).

2.5.1 EVENT TYPES

CATASTROPHE A series of cascading human-caused/influenced events or incidents with or without a human caused genesis, the adverse effects/consequences of which are potentially, seemingly, or definitively irreversible.

DISASTER Any natural event or emergency (hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, etc.), or regardless of cause, any fire, flood, or explosion which the President determines to be of such severity as to warrant major federal disaster assistance.

EMERGENCY Incident(s) or crisis(es) (air pollution, fire, flood, storm, epidemic, riot, drought, sudden/severe energy shortage, plant or animal infestation or disease, Governor’s warning of volcanic predictions, and earthquakes, etc.) posing threat to safety of persons, property, or the environment that exceeds an organization’s resources/capability.

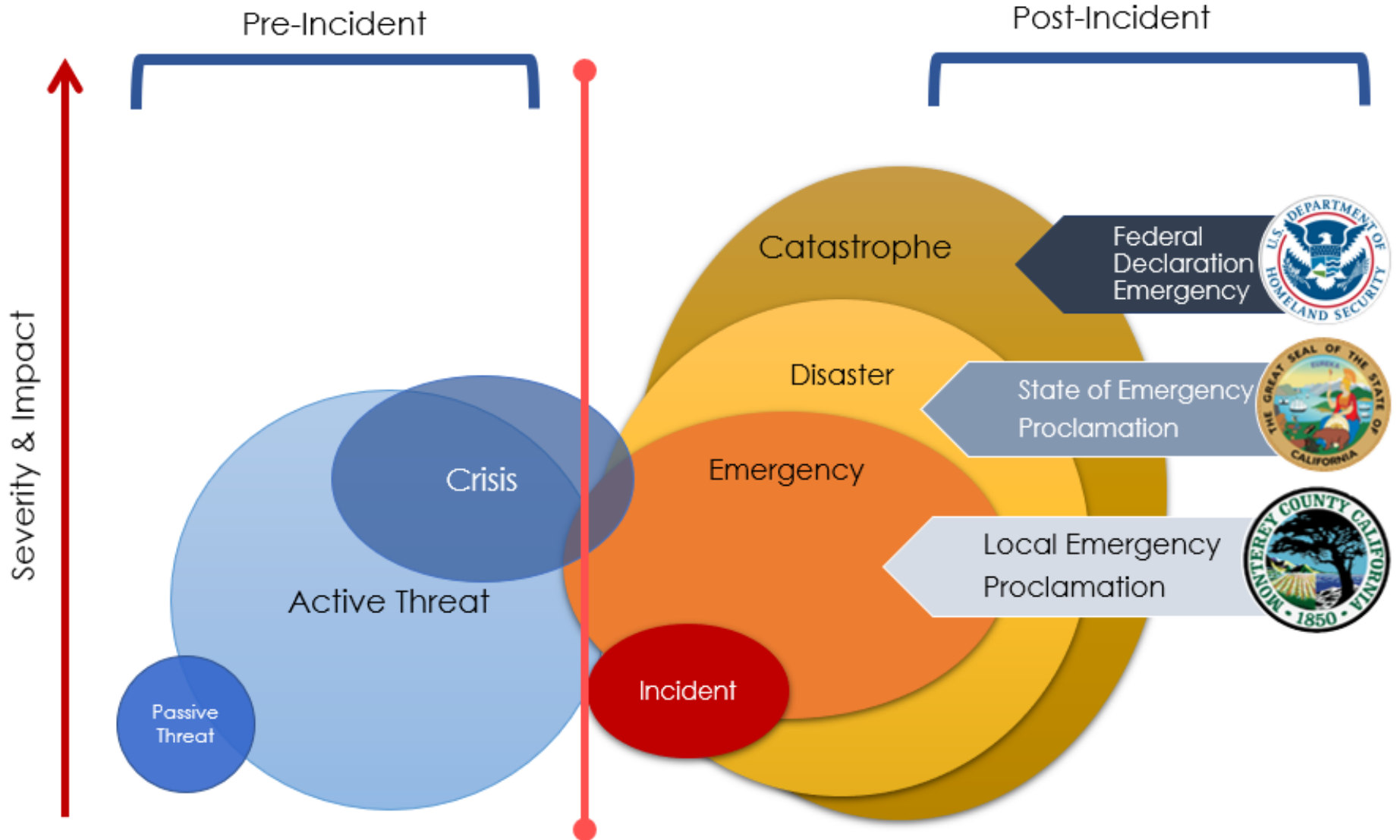
INCIDENT The physical manifestation of crisis, event, or occurrence that has adversely affected life, property, or the environment requiring the response of at least one individual.

STATE OF EMERGENCY An eminent impending incident(s) or crisis(es) posing threat to safety of persons, property, or the environment that is/are likely to exceed resources/capability of the proclaiming political jurisdiction, or, the existence of an active incident which threatens a population and the adequacy of local resources is unknown.

CRISIS Phenomenon, event, active threat, or trend, with or without specific location, posing seemingly inevitable harm to life, property, environment, organizational performance, reputation, or way of life reasonably or ethically necessitating deliberate urgent intervention. (A crisis may be local, national, or global).

ACTIVE THREAT Known communicated, demonstrated, or inferred timely intent and capability to harm life, property, environment, organizational performance, or way of life with specified or unspecified target.

PASSIVE THREAT Existing communicated, demonstrated, or inferred intent and potential capability to harm life, property, environment, organizational performance, or way of life.



2.6 HAZARD ASSESSMENT

A hazard analysis has indicated that Monterey County is at risk from numerous hazards associated with natural or technical disasters and human caused disasters. Many of the hazards that exist in or adjacent to Monterey County have the potential for causing disasters exceeding any one jurisdictions capabilities to successfully respond, making centralized command and control and the support of the County and its departments and agencies essential. It is important to note that these hazards are not mutually exclusive hazards. One or more of these events may occur simultaneously. Specific actions to be accomplished in response to these hazards are contained in the functional and hazard specific annexes that are separate from this EOP as well as department specific SOPs.

Annually, the Bay Area Urban Area Security Initiative (UASI) coordinates a regional effort to identify, catalog, and prioritize threats and hazards across the Bay Area. This effort culminates in an annually updated report called the Threat and Hazard Identification and Risk Assessment (THIRA). The THIRA helps local public safety agencies prioritize grant funding and preparedness/mitigation endeavors to improve capabilities to address the most serious and highly prioritized risks and gaps. The hazards below (in addition to other risk factors) are addressed within the THIRA. This plan includes, but is not limited to, the following 21 threats and hazards:

| NATURAL | RESULTING FROM ACTS OF NATURE. |
|------------------------------------|---|
| 1. Agricultural Emergencies | Any type of unintentional event that threatens human health and the economic stability of the agricultural industry in Monterey County |
| 2. Climate Change | Climate change describes a change in the average conditions — such as temperature and rainfall — in a region over a long period of time. Earth’s surface is warming, and many of the warmest years on record have happened in the past 20 years. The potential future effects of global climate change include more frequent wildfires, longer periods of drought in some regions and an increase in the number, duration and intensity of tropical storms. |
| 3. Coastal Erosion | Erosion is a process that involves the wearing away, transportation, and movement of land. Erosion rates can vary significantly, occurring rather quickly after a flash flood, coastal storm, or other event or slowly as the result of long-term environmental changes. |
| 4. Coastal Storm | Coastal storms can cause severe flooding, strong winds, and heavy rain. Strong winds and high waters can create hazards such as falling trees, downed power lines, flying debris and loss of heat, water and |

| NATURAL | RESULTING FROM ACTS OF NATURE. |
|----------------------------------|--|
| | power. |
| 5. Drought | Drought is a natural climatic condition caused by an extended period of limited rainfall beyond that which occurs naturally in a broad geographic area. High temperatures, high winds, and low humidity can worsen drought conditions, and can make areas more susceptible to wildfire. Human demands and actions can also hasten drought-related impacts. |
| 6. Earthquake | An earthquake is a sudden motion or trembling caused by a release of strain accumulated within or along the edge of the earth’s tectonic plates. Earthquakes usually occur without warning and, after just a few seconds, can cause massive damage and extensive casualties. |
| 7. Flood | Flooding is the accumulation of water where usually none occurs or the overflow of excess water from a stream, river, lake, reservoir, or coastal body of water onto adjacent floodplains. |
| 8. Landslide | Landslide is a general term for the dislodgment and fall of a mass of soil or rocks along a sloped surface or for the dislodged mass itself. The term is used for varying phenomena, including mudflows, mudslides, debris flows, rock falls, rock slides, debris avalanches, debris slides, and slump-earth flows. |
| 9. Pandemic / Infectious Disease | Pandemics are large-scale outbreaks of infectious disease that can greatly increase morbidity and mortality over a wide geographic area and cause significant economic, social, and political disruption. |
| 10. Sea Level Rise (10 ft) | Sea level rise refers to an increase in mean sea level over time. There is strong scientific evidence that global sea level is now rising at an increased rate and will continue to rise during this century. |
| 11. Tsunami | A tsunami is a “wave or series of waves generated by an earthquake, landslide, volcanic eruption, or even large meteor hitting the ocean.” |
| 12. Wildland Fire | A wildland fire is a type of wildfire that spreads through consumption of vegetation. It often begins unnoticed, spreads quickly, and is usually signaled by dense smoke that may be visible from miles around. |
| 13. Windstorm | Winds are horizontal flows of air that blow from areas of high pressure to areas of low pressure. Wind strength depends on the difference between the high- and low-pressure systems and the distance between them |

| TECHNOLOGICAL | INVOLVES ACCIDENTS OR THE FAILURES OF SYSTEMS AND STRUCTURES |
|---|---|
| <p>14. Dam & Levee Failure</p> | <p>A dam failure is the structural collapse of a dam that releases the water stored in the reservoir behind the dam. Floodwater behind a levee can generally be attributed to water overtopping the levee, the levee breaching and letting floodwaters rush through, or the failure of internal drainage or pumping systems that are meant to keep water on the water-side of the levee.</p> |
| <p>15. Hazmat Release – Chemical</p> | <p>Hazardous materials include hundreds of substances that pose a significant risk to humans. These substances may be highly toxic, reactive, corrosive, flammable, radioactive, or infectious.</p> |
| <p>16. Hazmat Release - Radiological</p> | <p>Radioactive chemicals emit harmful radiation that at large doses is harmful soon after exposure and at small doses is harmful years or decades later. Our food may become contaminated through the absorption of radioactive chemicals found in soil or water. Radioactive chemicals in air may settle onto food, water, or soil.</p> |
| <p>17. Utility Interruption/Failure/ Public Safety Power Shutoff</p> | <p>Utility disruptions —including power, gas, water, and phone service — when prolonged can be life threatening. The two commodities we need most in a disaster in order to continue operating is electricity and water. Water is a basic need that sustains life and in other applications cooling for computers or people. Above ground utilities are highly vulnerable to weather events, and underground utilities can be disrupted by earthquakes.</p> |

| HUMAN-CAUSED | CAUSED BY THE INTENTIONAL ACTIONS OF AN ADVERSARY. |
|------------------------------|--|
| 18. Cyber Attack | A cyberattack is an assault launched by cybercriminals using one or more computers against a single or multiple computers or networks. A cyberattack can maliciously disable computers, steal data, or use a breached computer as a launch point for other attacks. Cybercriminals use a variety of methods to launch a cyberattack, including malware, phishing, ransomware, denial of service, among other methods. |
| 19. Mass Migration | Population migration of large scales leads to resource pressure - such as water, gasoline, housing, transportation, first responders/urgent care, government services- on communities receiving the migrants and can exacerbate existing instability. In communities lacking the capacity to manage an influx of people or already managing underlying threats, migration of this scale greatly increases the potential and destabilize communities. Types of mass migration include: large gatherings, planned events, tourism, migrant agriculture, and permanent retreats from hazard impacted areas. |
| 20. Targeted Violence | Targeted violence refers to any incident of violence in which a known or knowable attacker selects a particular target prior to the violent attack. This include Active Shooter events. An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. |
| 21. Terrorism | Terrorism is defined in the Code of Federal Regulations as "...the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." (28 CFR, Section 0.85). |

Resource: For more information regarding an in depth hazard analysis review the the Monterey County Multi-Jurisdiction Hazard Mitigation Plan.

2.6.1 HISTORICAL EMERGENCIES AND DISASTERS

According to the Monterey County Multi-Jurisdictional Hazard Mitigation Plan, since 1953, Monterey County has experienced a total of 23 Major Disaster Declarations. The top three hazards resulting in a Federal Disaster Declaration are as follows: 31% due to Severe Storms, 18% due to Floods, 18% due to Wildfires. Based on previous events, emergencies that meet Federal Disaster Declaration criteria occur in the Monterey County Operational Area on average every 1.5 years and last an average of 33 days.

STATE AND FEDERAL DISASTER DECLARATIONS

| Incident Start | Incident End | Proc / Dec Date | Declaration Type | Incident Type | Description | Disaster Number |
|----------------|--------------|-----------------|------------------|-----------------|--|-------------------------|
| 2020-08-18 | Ongoing | 2020-08-18 | Major Disaster | Wildfire | Dolan Fire | DR-4558 |
| 2020-08-18 | 2020-09-05 | 2020-08-18 | Major Disaster | Wildfire | Carmel Fire | FM-5333 |
| 2020-08-16 | 2020-09-05 | 2020-08-18 | Major Disaster | Wildfire | River Fire | FM-5329 |
| 2020-01-20 | Ongoing | 2020-03-22 | Major Disaster | Public Health | COVID-19 Pandemic | DR-4482 |
| 2019-02-24 | 2019-03-01 | 2019-05-17 | Major Disaster | Severe Storm(s) | Severe Winter Storms, Flooding, Mudslides, Erosion | DR-4434 |
| 2017-02-01 | 2017-02-23 | 2017-04-01 | Major Disaster | Severe Storm(s) | Severe Winter Storms, Flooding, Mudslides, Erosion | DR-4308 |
| 2017-01-03 | 2017-01-12 | 2017-02-14 | Major Disaster | Severe Storm(s) | Severe Winter Storms, Flooding, Mudslides, Erosion | DR-4301 |
| 2016-07-22 | 2016-10-05 | 2016-07-28 | Fire Management | Wildfire | Soberanes Fire | FM-5137 |
| 2011-03-11 | | 2011-04-18 | Major Disaster | Tsunami | Tsunami Waves | DR-1968 |
| 2008-06-21 | 2008-07-27 | 2008-07-04 | Fire Management | Wildfire | Basin Complex | FM-2781 |
| 2007-01-11 | 2007-01-17 | 2007-03-13 | Major Disaster | Freeze | Severe Freeze | DR-1689 |
| 2005-08-29 | 2005-10-01 | 2005-09-13 | Local Emergency | Hurricane | Hurricane Katrina Evacuation | EM-3248 |
| 1998-12-20 | 1998-12-28 | 1999-02-09 | Major Disaster | Freeze | CA - Citrus Crop Damage 2/2/99 | DR-1267 |
| 1998-02-02 | 1998-04-30 | 1998-02-09 | Major Disaster | Severe Storm(s) | Severe Winter Storms, and Flooding | DR-1203 |
| 1996-12-28 | 1997-04-01 | 1997-01-04 | Major Disaster | Severe Storm(s) | Severe Winter Storms, Flooding, Mudslides, Erosion | DR-1155 |
| 1995-02-13 | 1995-04-19 | 1995-03-12 | Major Disaster | Severe Storm(s) | Severe Winter Storms, Flooding, Mudslides, Erosion | DR-1046 |
| 1995-01-03 | 1995-02-10 | 1995-01-10 | Major Disaster | Severe Storm(s) | Severe Winter Storms, Flooding, Mudslides, Erosion | DR-1044 |
| 1993-01-05 | 1993-03-20 | 1993-02-03 | Major Disaster | Flood | Severe Winter Storms, Flooding, Mudslides, Erosion | DR-979 |
| 1990-12-19 | 1991-01-03 | 1991-02-11 | Major Disaster | Freeze | Severe Freeze | DR-894 |
| 1989-10-17 | 1989-12-18 | 1989-10-18 | Major Disaster | Earthquake | Loma Prieta Earthquake | DR-845 |
| 1985-06-26 | 1985-07-19 | 1985-07-18 | Major Disaster | Wildfire | Gorda Complex | DR-739 |
| 1983-01-21 | 1983-03-30 | 1983-02-09 | Major Disaster | Coastal Storm | Coastal Storms, Floods, Slides & Tornadoes | DR-677 |
| 1978-02-15 | | 1978-02-15 | Major Disaster | Flood | Coastal Storms, Mudslides & Flooding | DR-547 |
| 1977-01-20 | | 1977-01-20 | Local Emergency | Drought | Drought | EM-3023 |
| 1969-01-26 | | 1969-01-26 | Major Disaster | Flood | Severe Winter Storms, Flooding, Mudslides, Erosion | DR-253 |
| 1967-01-02 | | 1967-01-02 | Major Disaster | Flood | Severe Winter Storms, Flooding, Mudslides, Erosion | DR-223 |

3 CONCEPT OF OPERATIONS

THE CONCEPT OF OPERATIONS (CONOPS) SECTION OF THE EOP EXPLAINS IN BROAD TERMS LEADERSHIP INTENT WITH REGARD TO AN EMERGENCY RESPONSE OPERATION. THE CONOPS DESCRIBES HOW THE EMERGENCY RESPONSE ORGANIZATION ACCOMPLISHES ITS MISSION. IDEALLY, IT OFFERS CLEAR METHODOLOGY TO REALIZE THE GOALS AND OBJECTIVES TO EXECUTE THE PLAN.

IT INCLUDES ROLES AND RESPONSIBILITIES, THE ORGANIZATIONAL ELEMENT OF THE OVERALL EMERGENCY MANAGEMENT PROGRAM, A BRIEF DISCUSSION OF THE EOC ACTIVATION LEVELS, AND A DESCRIPTION OF CONTROL, DIRECTION, AND INTRA AND INTERAGENCY COORDINATION.

3.1 CORE CAPABILITY OVERVIEW

In the National Preparedness Goal the Federal Emergency Management Agency (FEMA) describes 32 core capabilities that address the greatest risks to the nation. As a community the county contributes to the Goal and strengthens our local and national preparedness by preparing for the risks that are most relevant and urgent for Monterey County.

PLANNING – Conduct a systematic process engaging the whole community, as appropriate, in the development of executable strategic, operational, and/or tactical- level approaches to meet defined objectives.

PUBLIC INFORMATION AND WARNING – Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

OPERATIONAL COORDINATION – Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

FORENSICS AND ATTRIBUTION – Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

INTELLIGENCE AND INFORMATION SHARING – Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the OA, its people, property, or interests. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.

INTERDICTION AND DISRUPTION – Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.

SCREENING, SEARCH, AND DETECTION – Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.

ACCESS CONTROL AND IDENTITY VERIFICATION – Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.

CYBERSECURITY – Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.

PHYSICAL PROTECTIVE MEASURES – Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.

RISK MANAGEMENT FOR PROTECTION PROGRAMS AND ACTIVITIES – Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.

SUPPLY CHAIN INTEGRITY AND SECURITY – Strengthen the security and resilience of the supply chain.

COMMUNITY RESILIENCE – Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.

LONG-TERM VULNERABILITY REDUCTION – Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.

RISK AND DISASTER RESILIENCE ASSESSMENT – Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.

THREATS AND HAZARDS IDENTIFICATION – Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.

CRITICAL TRANSPORTATION – Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.

ENVIRONMENTAL RESPONSE/HEALTH AND SAFETY – Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.

FATALITY MANAGEMENT SERVICES – Provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.

FIRE MANAGEMENT AND SUPPRESSION – Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.

INFRASTRUCTURE SYSTEMS – Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

LOGISTICS AND SUPPLY MANAGEMENT – Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.

MASS CARE SERVICES – Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.

MASS SEARCH AND RESCUE OPERATIONS – Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

ON-SCENE SECURITY, PROTECTION, AND LAW ENFORCEMENT – Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.

OPERATIONAL COMMUNICATIONS – Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

PUBLIC HEALTH, HEALTHCARE, AND EMERGENCY MEDICAL SERVICES – Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.

SITUATIONAL ASSESSMENT – Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

ECONOMIC RECOVERY – Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.

HEALTH AND SOCIAL SERVICES – Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.

HOUSING – Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.

NATURAL AND CULTURAL RESOURCES – Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.

3.2 PHASES OF EMERGENCY MANAGEMENT

Emergency management activities are often categorized in phases. In the past, the phases were limited to prevention, mitigation, preparedness, response, and recovery but with the increased focus on human-caused disasters, guidance from the National Governor's Association and the National Fire Protection Association adds a fifth phase for prevention.

3.2.1 PREVENTION

The prevention phase includes activities, tasks, programs, and systems intended to avoid or intervene in order to stop an incident from occurring. Prevention can apply both to human-caused incidents (such as terrorism, vandalism, sabotage, or human error) as well as to naturally occurring incidents. Prevention of human-caused incidents can include applying intelligence and other information to a range of activities that includes such countermeasures as:

- Deterrence operations
- Heightened inspections

- Improved surveillance and security operations
- Investigations to determine the nature and source of the threat
- Law enforcement operations directed at deterrence, preemption, interdiction, or disruption

3.2.2 PREPAREDNESS

The preparedness phase involves the whole community and includes all activities that are undertaken in advance of an emergency or disaster. These activities ensure preparedness for operational capabilities and effective responses to a disaster by each sector of the community. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, personal preparedness and training for citizens, organizations/agencies/businesses, training response personnel, and improving public information and communications systems. Preparedness activities are part of the implementation of the California Emergency Services Act, the California Disaster and Civil Defense Master Mutual Aid Agreement, and the State of California Emergency Plan. Preparedness activities fall into two basic areas: readiness and capability. Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities might include, but are not limited to:

- Implementing hazard mitigation projects
- Developing hazard analyses
- Developing and maintaining emergency plans, procedures & supplies
- Conducting general and specialized training
- Conducting drills and exercises
- Developing agreements with other organizations
- Improving emergency public education and emergency warning systems

Capability activities involve the procurement of items or tools necessary to complete the task(s) or mission(s). Capability activities include, but are not limited to:

- Assessment of the County and its resources
- Comparison and analysis of anticipated resource requirements against available resources
- Identification of local sources to meet anticipated resources
- Purchasing new response apparatus, vehicles, personal protective equipment, etc.

3.2.3 RESPONSE

Response is typically broken up into three phases. Each phase has distinct considerations, but seldom flow sequentially, often occurring simultaneously. These phases are increased readiness, initial response, and extended response. Increased readiness is required upon receipt of a warning or in anticipation that an emergency situation is imminent or likely to occur.

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The County initiates actions to increase its readiness. Increased readiness activities may include, but are not limited to, the following:

- Briefing the Board of Supervisors and other key officials, applicable agency representatives, and all County employees
- Reviewing the EOP and all relevant annexes, policies, and procedures
- Increasing public information capabilities
- Providing just-in-time training
- Inspecting critical facilities and equipment, including testing warning and communications systems
- Increasing surveillance and security
- Recruiting additional staff and registering volunteers
- Warning at-risk elements of the population
- Conducting precautionary evacuations in the potentially impacted area(s)
- Mobilizing personnel and pre-positioning resources and equipment
- Contacting local, State, and Federal agencies that may provide support

The County's initial response activities are primarily performed at the field-level. Emphasis is placed on saving lives and minimizing the effects of the emergency or disaster. Examples of initial response activities include, but are not limited to:

- Making all necessary notifications, including those to the Monterey Operational Area Coordinating Council, County departments/agency, American Red Cross (ARC), other involved agencies
- Disseminating warnings, emergency public information, and instructions to the community members of Monterey County
- Conducting evacuations and/or rescue operations
- Caring for displaced persons and treating the injured
- Conducting initial damage assessments and surveys
- Assessing the need for mutual aid assistance
- Restricting movement of traffic/people and unnecessary access to affected areas
- Developing and implementing Incident Action Plans (e.g., field, EOC, etc.)

The County's extended response activities begin early during response and require close coordination of field and resources management. Recovery operations should be initiated early in the extended response phase. Examples of extended response activities include, but are not limited to:

- Disseminating emergency public information
- Preparing detailed damage assessments
- Proclaiming a local emergency
- Requesting a Gubernatorial Proclamation and/or Federal Declaration
- Protecting, controlling, and allocating vital resources
- Documenting situation status

- Documenting expenditures
- Restoring vital utility services
- Coordinating mass care facilities
- Developing and implementing Incident Action Plans (e.g., field, EOC, etc.) for extended operations
- Conducting advance planning activities
- Procuring required resources to sustain operations
- Tracking resource allocation
- Coordinating and/or operating decedent operations
- Establishing a Local Assistance Center (LAC)
- Coordinating with State and Federal agencies working within the county

3.2.4 RECOVERY

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term, intermediate, and long-term, ranging from restoration of essential lifelines such as water, power and transportation systems, to mitigation measures designed to prevent future occurrences of a given threat. Section 6 provides the recovery framework for Monterey County.

3.2.5 MITIGATION

Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within the Monterey County and by repair of public infrastructure (improved state 406 projects). Details on Monterey County's mitigation activities (particularly post-disaster) are included in the Multijurisdictional Hazard Mitigation Plan for Monterey County. Mitigation efforts include, but are not limited to:

- Amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes; initiating structural retrofitting measures, assessing tax levies or abatements, and other land use planning efforts
- Complying with or exceeding NFIP floodplain management regulations.
- Emphasizing public education and awareness on hazards risks and preparedness efforts to respond and recovery from those risks

3.3 INCIDENT COMMAND SYSTEM (ICS)

A primary component of SEMS and NIMS, ICS is a standardized on-scene emergency management system designed to allow for an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS addresses both organization and process.

ICS is used to manage facilities, equipment, personnel, procedures, and communications through the use of a common organizational structure and standardized procedures, per the ICS Field Operations Guide (ICS 420-1).

ALL INCIDENTS ARE LOCAL. PROVISION OF EMERGENCY ASSISTANCE AND OF MUTUAL AID WILL BE PROVIDED WHEN IMPACTED JURISDICTIONS EXHAUST OR ANTICIPATE EXHAUSTING THEIR RESOURCES.

3.4 STANDARD EMERGENCY MANAGEMENT SYSTEM (SEMS)

SEMS is required by California Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction incidents in California. SEMS incorporates the use of the ICS, the California Master Mutual Aid Agreement, the Operational Area Concept, and multi-agency coordination. Local governments must use SEMS to be eligible for reimbursement of their response-related personnel costs under state disaster assistance programs.

SEMS is used to manage multi-agency and multi-jurisdictional responses to emergencies in California. SEMS consists of five hierarchical levels: Field, Local, Operational Area, Region, and State. SEMS incorporates the principles of the ICS, the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), existing discipline-specific mutual aid agreements, the operational area concept, and multi-agency or interagency coordination and communication. Under SEMS, response activities are managed at the lowest possible organizational level.

FIELD. The field level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

LOCAL GOVERNMENT. The local government level includes cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their EOC is activated or a local emergency is declared or proclaimed to be eligible for State reimbursement of response-related costs.

OPERATIONAL AREA. The operational area encompasses a county's boundaries and all political subdivisions within that county, including special districts. The operational area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the operational area.

The operational area serves as the coordination and communication link between the local government level and the region level.

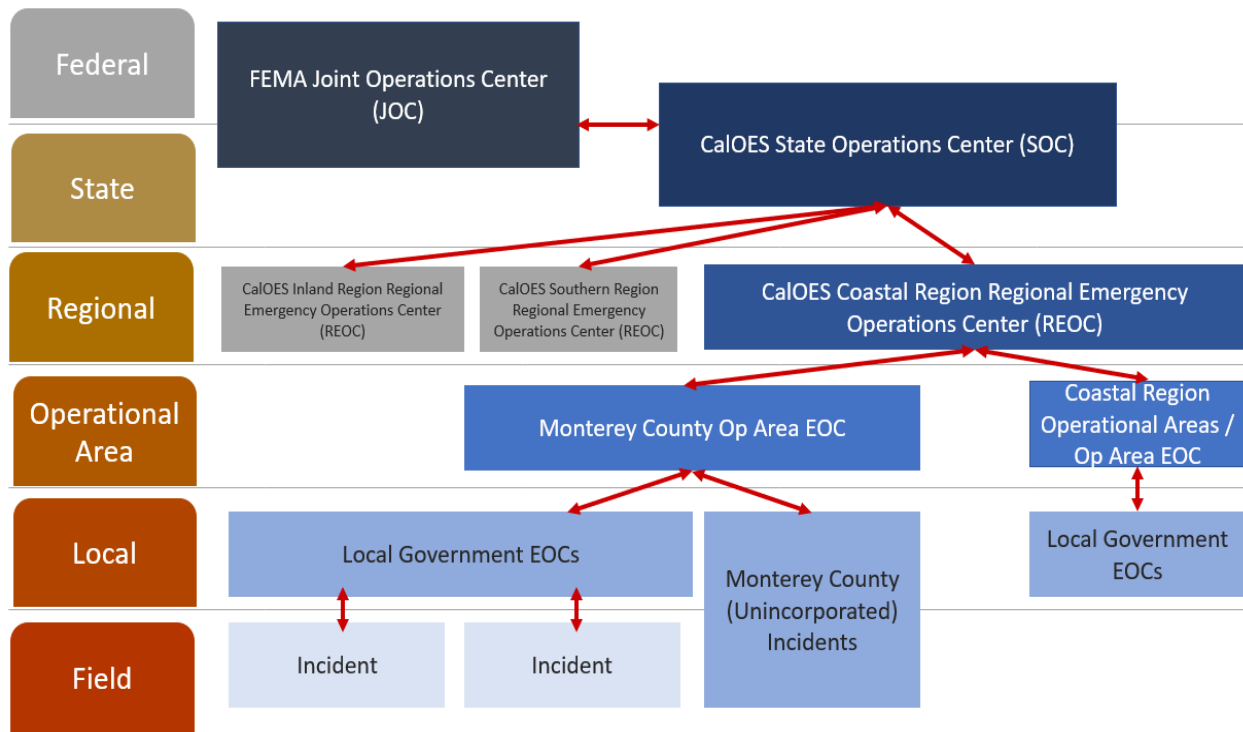
REGION. The region level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational area level and the State level. The region level also coordinates overall State agency support for emergency response activities within the region.

California is divided into three Cal OES administrative regions: Inland, Coastal, and Southern. The region level operates out of the Regional Emergency Operations Center (REOC).

STATE. The State level of SEMS prioritizes tasks, coordinates State resources in response to the requests from the region level and coordinates mutual aid among the mutual aid regions and between the region level and the State level.

The State level also serves as the coordination and communication link between the State level and the Federal emergency response system. The State level requests assistance from other state governments through the Emergency Management Assistance Compact and similar interstate compacts and agreements and coordinates with FEMA when Federal assistance is requested. The State level operates out of the State Operations Center (SOC).

Figure 3-1: Multi-Agency Coordination



3.5 NATIONAL RESPONSE FRAMEWORK (NRF)

The NRF is based upon the premise that incidents are handled at the lowest jurisdictional level. In the vast majority of incidents, state and local resources and interstate mutual aid will provide the first line of emergency response and incident management support. When state resources and capabilities are overwhelmed, Governors may request federal assistance. The NRF provides the framework for federal interaction with state, local, tribal, private sector and non-governmental entities in the context of domestic incident management to ensure timely and effective federal support.

The NRF is the core operational plan for national incident management, and establishes national-level coordinating structures, processes, and protocols that will be incorporated into certain existing federal interagency incident or hazard-specific plans. The NRF is intended to facilitate coordination among local, state, tribal, and federal governments and the private sector without impinging on any jurisdiction or restricting the ability of those entities to do their jobs. The NRF does not alter or impede the ability of first responders to carry out their specific authorities or perform their responsibilities.

The NRF and NIMS are designed to work in tandem to improve the Nation's incident management capabilities and overall efficiency. Use of NIMS enables local, state, tribal, and federal governments and private-sector and non-governmental organizations (NGOs) to work together effectively and efficiently to prevent, prepare for, respond to, and recover from actual or potential domestic incidents regardless of cause, size, or complexity.

3.6 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Homeland Security Presidential Directive-5 (HSPD-5) (2005) directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS) comprised of the following components:

- Command and Management (including ICS)
- Communications and Information Management
- Preparedness
- Resource Management
- Joint Information Systems (JIS)
- NIMS management and maintenance

NIMS provide a comprehensive approach to emergency management for all hazards. NIMS integrates existing best practices into a consistent, nationwide approach to domestic emergency management applicable to all jurisdictional levels (public and private) and across functional disciplines. NIMS incorporates ICS, a standardized on-scene emergency management concept designed to provide an integrated organizational structure for single or multiple emergencies, and to enable emergency response across jurisdictional boundaries. ICS is based on a flexible, scalable response organization. This organization provides a common framework within which people can work together effectively and efficiently in establishing standard response and operational procedures

3.6.1 RELATIONSHIP TO SEMS AND NIMS

THE MONTEREY COUNTY OPERATIONAL AREA COMPLIES WITH BOTH FEDERAL AND STATE GUIDANCE TO USE NIMS AND SEMS. EACH SYSTEM IS DESCRIBED IN DETAIL BELOW AND THE INTERRELATIONSHIP BETWEEN THE SYSTEMS.

The Monterey Operational Area (OA) is responsible for emergency response and coordination within the geographical boundaries. The California Emergency Services Act requires OAs to manage and coordinate these efforts Under SEMS and NIMS; the county is responsible for utilizing ICS management system to standardize response and to ensure that all local jurisdictions follow similar processes and coordination. The Operational Area EOC is the central location for gathering, processing and disseminating information, coordinating overall emergency operations by providing a common operating picture and coordinating both resource management and public information with the Coastal Region and Governor's OES.

3.7 EMERGENCY PROCLAMATIONS

A LOCAL EMERGENCY MAY BE PROCLAIMED BY THE DIRECTOR OF EMERGENCY SERVICES (COUNTY ADMINISTRATOR) OR DESIGNEE IN ACCORDANCE WITH THE ORDINANCE ADOPTED BY THE MONTEREY COUNTY BOARD OF SUPERVISORS (MONTEREY COUNTY CODE 2.68.060)

When Board of Supervisors is not in session and the Director issues an emergency proclamation, the Board of Supervisors must ratify this proclamation within seven (7) days, review it every 30 days, and terminate it as soon as conditions warrant. The Director can recommend the Board of Supervisors proclaim a Local Emergency when they are in session. Proclamations are normally made when there is an actual incident or threat of a disaster or extreme peril to the safety of persons and property within the County.

Incorporated cities may issue emergency proclamations to the County of Monterey requesting emergency assistance. The proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request the Governor to proclaim a State of Emergency
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or special regulations including imposing a curfew
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, etc.
- Request state agencies or other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee
- Requisition necessary personnel and materials from any local department or agency
- Impose penalties for violation of lawful orders

4 ORGANIZATION AND RESPONSIBILITIES

THIS SECTION ESTABLISHES THE OPERATIONAL ORGANIZATION THAT WILL BE RELIED ON TO RESPOND TO AN EMERGENCY SITUATION. IT INCLUDES A LIST OF THE KINDS OF TASKS TO BE PERFORMED, BY POSITION AND ORGANIZATION, WITHOUT ALL OF THE PROCEDURAL DETAILS INCLUDED IN FUNCTIONAL ANNEXES. ORGANIZATION CHARTS, ESPECIALLY THOSE DEPICTING HOW A JURISDICTION IS IMPLEMENTING THE ICS OR MULTIAGENCY COORDINATION SYSTEM STRUCTURE, ARE HELPFUL. THIS SECTION SHOULD ALSO OUTLINE AGENCY AND DEPARTMENTAL ROLES RELATED TO PREVENTION AND PROTECTION ACTIVITIES.

4.1 ROLES AND RESPONSIBILITIES

SEMS designates five organizational levels— field response level, local government level, OA level, regional level, and state level with each level being activated in a modular component network style as needed.

4.1.1 FIELD RESPONSE

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activations in direct response to an incident, multiple incidents, or threat. This is the incident level- where the emergency response begins.

SEMS regulations require the use of ICS at this level of an incident. Field response agencies are most often represented by fire, law enforcement, EMS, and public health, although roads and airports and parks may be early responders in the field as well.

TABLE 4 – 1: FIRE PROTECTION DISTRICTS

| FIRE PROTECTION DISTRICT | AGENCY | AREA SERVED |
|--|---|--------------------------------------|
| Aromas Tri-County FPD | CAL FIRE - BEU | Unincorporated Areas Districts 1 |
| Big Sur Volunteer Fire Brigade | BIG SUR FIRE | Unincorporated Areas District 5 |
| Cachagua FPD | Cachagua FPD | Unincorporated Area |
| California Department of Corrections and Rehabilitation Correctional Training Facility | Correctional Training Facility Fire Department | Salinas Valley Prison |
| Camp Roberts Emergency Services District | | National Guard |
| Carmel Highlands FPD | CAL FIRE - BEU | Carmel Highlands |
| City of Carmel-by-the-Sea | Monterey Fire Department | City of Carmel-by-the-Sea |
| City of Del Rey Oaks | Monterey Fire Department | City of Del Rey Oaks |
| City of Gonzales | Gonzales Fire Department | City of Gonzales |
| City of Greenfield | Greenfield Fire Department | City of Greenfield |
| City of King | King City Volunteer Fire Department | City of King |
| City of Marina | Marina Fire Department | City of Marina |
| City of Monterey | Monterey Fire Department | City of Monterey |
| City of Pacific Grove | Monterey Fire Department | City of Pacific Grove |
| City of Sand City | Monterey Fire Department | City of Sand City |
| City of Seaside | Seaside Fire Department | City of Seaside |
| Cypress FPD | CAL FIRE - BEU | Carmel Barnyard |
| Fort Hunter Liggett Fire Department | FHL Fire & Emergency Services | Army Garrison |
| Gonzales Rural FPD | Gonzales Fire Department | District 3 |
| Mid-Coast Fire Brigade | Mid-Coast VFC | District 5 |
| Mission Soledad Rural FPD | CAL FIRE - BEU | City of Soledad |
| Monterey County Regional Fire District | Monterey County Regional Fire Protection District | Unincorporated Areas |
| Monterey Regional Airport | Monterey Fire Department | Monterey Regional Airport |
| Naval Post Graduate School | Monterey Fire Department | Naval Support Activity Monterey |
| North County Fire Protection District | North County Fire | Unincorporated Areas Districts 1 & 4 |
| Pebble Beach Community Services District | CAL FIRE - BEU | Pebble Beach/ Del Monte Forest |
| Presidio Of Monterey Fire | Monterey Fire Department | Army Garrison |

| FIRE PROTECTION DISTRICT | AGENCY | AREA SERVED |
|--|----------------|-------------|
| Department | | |
| South Monterey County Fire Protection District | CAL FIRE - BEU | District 3 |

TABLE 4 – 2: LAW ENFORCEMENT AGENCIES

| AGENCY | AREA SERVED |
|---|---|
| Carmel-by-the-Sea Police Department | City of Carmel-by-the-Sea |
| Del Rey Oaks Police Department | City of Del Rey Oaks |
| Gonzales Sea Police Department | City of Gonzales |
| Greenfield Sea Police Department | City of Greenfield |
| King City Police Department | City of King City |
| Marina Police Department | City of Marina |
| Monterey Police Department | City of Monterey |
| Pacific Grove Police Department | City of Pacific Grove |
| Salinas (county seat) Police Department | City of Salinas |
| Sand City Police Department | City of Sand City |
| Seaside Police Department | City of Seaside |
| Soledad Police Department | City of Soledad |
| Monterey County Sheriff’s Office | Unincorporated Areas |
| California Highway Patrol | Highway 101 (King City), Highway 1 (Monterey) |
| US Coast Guard | Monterey Bay |
| Presidio of Monterey Police Department | Presidio of Monterey |
| Naval Support Activity Monterey Police Department | Naval Support Activity Monterey |
| U. S. Army Garrison Fort Hunter Liggett Police Department | U. S. Army Garrison Fort Hunter Liggett |

4.1.2 LOCAL GOVERNMENT

Local governments include cities/towns, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities between emergency agencies and operations centers within their jurisdiction (such as local EOCs and DOCs). This is the first coordination level above the field response. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is declared.

The County is responsible for managing response and recovery operations in the unincorporated areas of the county with the cities/towns providing support and mutual aid as needed. Emergency management systems actively exist in the incorporated cities/towns of:

- Carmel-by-the-Sea
- Del Rey Oaks
- Gonzales
- Greenfield
- King City
- Marina
- Monterey
- Pacific Grove
- Salinas (county seat)
- Sand City
- Seaside
- Soledad

4.1.3 OPERATIONAL AREA

The “Operational Area” is conceptual in nature and incorporates the effective incident management collaboration of the various jurisdictions within the boundaries of Monterey County. The County of Monterey, as a jurisdiction and organization is charged with taking the lead coordination and arbitration role within the OA and with being the primary point of contact and for the region and state. At this level, the governing bodies are required in SEMS to reach consensus on how resources will be allocated in a major crisis affecting multiple jurisdictions or agencies. California Government Code, Title 2, Division 1, Chapter 7, Article 9—California Emergency Services Act— defines an operational area as:

“EACH COUNTY IS DESIGNATED AS AN OPERATIONAL AREA. IN A STATE OF WAR EMERGENCY EACH OPERATIONAL AREA SHALL SERVE AS A LINK IN THE SYSTEM OF COMMUNICATIONS AND COORDINATION BETWEEN THE STATE’S EMERGENCY OPERATING CENTERS AND THE OPERATING CENTERS OF THE POLITICAL SUBDIVISIONS COMPRISING THE OPERATIONAL AREA.

THE GOVERNING BODIES OF EACH COUNTY AND OF THE POLITICAL SUBDIVISIONS IN THE COUNTY MAY ORGANIZE AND STRUCTURE THEIR OPERATIONAL AREA.

AN OPERATIONAL AREA MAY BE USED BY THE COUNTY AND THE POLITICAL SUBDIVISIONS COMPRISING THE OPERATIONAL AREA FOR THE COORDINATION OF EMERGENCY ACTIVITIES AND TO SERVE AS A LINK IN THE COMMUNICATIONS SYSTEM DURING A STATE OF EMERGENCY OR A LOCAL EMERGENCY.” (GOVERNMENT CODE § 8605)

Additionally, in accordance with California Code of Regulations, Title 19, Division 2, Chapter 1, Article 4—Standardized Emergency Management System—“The county government shall serve as the lead agency of the operational area unless another member agency of the operational area assumes that responsibility by written agreement with County government.” (19 California Code of Regulations § 2409)

The Monterey County Board of Supervisors adopted a resolution establishing Monterey county as the Single Operational Area and Operational Area Authority for the purpose of coordinating inter-jurisdictional emergency management activities during disasters within Monterey County in 1995.

EMERGENCY MANAGEMENT ORGANIZATION

The Office of Emergency Services is part of the County Administrative Office and reports to the Assistant CAO – Governmental Affairs. The County Administrative Officer is the ex-officio Director of Emergency Services. The Deputy Director of Emergency Services (otherwise referred to as Emergency Services Manager) provides general direction and oversight to the staff, and the functions of OES and the Monterey County Operational Area EOC. The Office is responsible for the following:

- Ensure all phases of emergency management are addressed in strategic planning efforts, building the core capabilities and disaster resiliencies within the communities of Monterey County;
- Organizing, staffing and operating the OA EOC;
- Provide information and guidance to the public and elected officials including emergency warning and alerting
- Provide resource management inventories of critical assets, supplies and equipment necessary to support emergency response and recovery operations;
- Reviewing and maintaining internal and external emergency operations plans and preparedness programs for the Operational Area
- Ensure that emergency planning follows state and federal guidance.
- Identifying and analyzing potential hazards and recommending appropriate mitigation measures
- Conduct on-going emergency preparedness and educational campaigns and training
- Serving as the emergency management point of contact for government officials, public safety, organizations, nonprofit and community based organizations, city, county and private industry partner and stakeholders.

Roles and responsibilities of County departments, nongovernmental and private sector partners are described in Table 4-3.

TABLE 4-3: AGENCIES WITH ROLES SUPPORTING MONTEREY COUNTY’S EMERGENCY MANAGEMENT PROGRAM.

| AGENCY | RESPONSIBILITIES |
|-------------------------------|--|
| Board of Supervisors | <ul style="list-style-type: none"> • Sets Policy for the overall Operational Area coordination of Local Emergency response efforts • Approves the EOP and any future revisions • Ratifies Emergency Proclamations • Sets Policy and direction for disasters • Enacts special emergency regulations and orders |
| County Administrative Officer | <ul style="list-style-type: none"> • Serves as the Director of Emergency Services. • Issues emergency proclamation • Activates County COOP • Ensures policy and direction for the EOC are developed and implemented. • Ensure flow of information to Board of Supervisors, other local jurisdictions and State of California. |
| Office and Emergency Services | <ul style="list-style-type: none"> • Activating the EOC and EOP • Orders emergency resources for local governments and response agencies in accordance with SEMS • Maintaining situational awareness and providing updated information throughout the operational area and to the REOC • Implementing its Action Plan, as needed to ensure that operational area priorities are met. • Participating in state and regional conference calls or meetings |
| Sheriff’s Office | <ul style="list-style-type: none"> • Manages law enforcement activities for the unincorporated and contracted areas of the County • Manages and coordinates evacuations in unincorporated areas of the County • Provides security and perimeter control for critical facilities and other vulnerable |

| AGENCY | RESPONSIBILITIES |
|--|---|
| | emergency response locations including County owned facilities. <ul style="list-style-type: none"> • Coordinates Law Enforcement and Coroner Mutual Aid for the Operational Area |
| Sheriff-Coroner | <ul style="list-style-type: none"> • Serves as the lead agency for the management of fatalities for the OA • Manages/Coordinates the recovery, storage, transport, processing and final disposition of human remains • Signs death certificates for all fatalities within its jurisdiction • Manages and oversees the Family Assistance Center when activated |
| California Highway Patrol (CHP) | <ul style="list-style-type: none"> • Coordinates transportation corridors • Establishes Emergency egress and ingress on state highways • Develops traffic plans |
| County Emergency Communications Department/911 | <ul style="list-style-type: none"> • Dispatches first responder agencies to emergencies • Receives all 911 calls for assistance per state rules • Staffs EOC Communication Unit • Provides first responder resource status/tracking |
| Fire and Rescue | <ul style="list-style-type: none"> • Activates USAR teams • Assists with search, rescue, and recovery operations • Assists with search and recovery operations • Assists with decontamination operations • Coordinates Air Operations • Coordinates Fire and Rescue Mutual Aid |
| Hazardous Materials Response Teams | <ul style="list-style-type: none"> • Provides expertise on hazardous materials • Provides decontamination of people and resources • Disposition of hazardous materials |
| Behavioral Health Services | <ul style="list-style-type: none"> • Assesses and activates the response to disaster mental health issues |

COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

| AGENCY | RESPONSIBILITIES |
|----------------------------|---|
| | <ul style="list-style-type: none"> • Provides mental health counselors to shelter facilities • Ensures the continuation of care, treatment, and housing for those clients residing within the County mental health system prior to the incident. • Provides counselors at the Family Assistance Center for decedents' family members and response personnel when applicable • Disseminates information to the community on stress management through the Operational Area JIC |
| Public Health | <ul style="list-style-type: none"> • Provides technical guidance and issues orders through the authority of the Health Officer to prevent the spread of disease • Provides information on health-related issues such as infection control measures and risk avoidance • Coordinates Medical/Health Mutual Aid • Coordinates with health care facilities and emergency medical response providers |
| Emergency Medical Services | <ul style="list-style-type: none"> • Lead role in managing the medical component of countywide disasters. • Monitors and optimizes the stability of the EMS system. • Creates the Multi-Casualty Incident (MCI) Plan, Disaster Medical Operation Plan (DMOP). • Acts as the Medical Health Operational Area Coordinator (MHOAC). • Coordinates incoming and outgoing medical and health mutual aid requests; • Integrates mutual aid resources into the Monterey County EMS System; • Manages all medical communications systems both radio and internet-based; and • Establishes priorities for coordination of responding agencies. • Coordinates actions with healthcare facilities and EMS responders. • Acts as the lead agency for the County's MHOAC program and manages all medical communications systems, including radio and internet-based systems. |
| Environmental Health | <ul style="list-style-type: none"> • Provides information to the public regarding safe storage of emergency food and |

| AGENCY | RESPONSIBILITIES |
|----------------------------|---|
| | <ul style="list-style-type: none"> • water supplies as well as the safe disposal of sewage following a disaster • Monitors air quality • Evaluates operation impacts on the environment • Monitors food and water distribution during disaster response operations • Assists in the Mitigation of Hazardous Material Events • Implements requirements for Debris Removal on private land. |
| Public Works/Engineering | <ul style="list-style-type: none"> • Coordinates debris clearance and removal for the County • Identifies temporary collection and processing sites for debris • Conducts damage assessments and building inspections for structures under the jurisdiction of the County |
| Libraries | <ul style="list-style-type: none"> • Provides facilities to be utilized as Evacuation Centers and Community Resource Centers • Serves as Information Centers during incidents that experience extended power outages |
| Social Services | <ul style="list-style-type: none"> • Coordinates the activation of shelters for the Operational Area • Provides Functional Assessment Services at shelters. • Provides support services at the Local Family Assistance Center when activated • May support local governments by providing staff to operate disaster shelters. • Provides programs for child care, General Assistance, Medi-Cal, Housing Assistance, Food Stamps, and Supplemental Security Income for disaster victims in need |
| Resource Management Agency | <ul style="list-style-type: none"> • Provide damage assessment personnel • Staff Planning Section of EOC • Lead the Recovery Task Force and Planning |
| Water Resource Agency | <ul style="list-style-type: none"> • Provide intelligence on emergency water flow or precipitation |

COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

| AGENCY | RESPONSIBILITIES |
|---------------------------------|--|
| | <ul style="list-style-type: none"> • Monitors flood control gauges • Manages waterways and associated infrastructures (i.e. dams and levees) |
| County Agriculture Commissioner | <ul style="list-style-type: none"> • Coordinates information between agriculture business community and county • Coordinates resources between agriculture businesses |
| Monterey County of Education | <ul style="list-style-type: none"> • Coordinates with Shelter Branch on school shelter locations • Coordinates information between school districts on emergency actions • Ensures that all school districts have emergency action plans |
| MST | <ul style="list-style-type: none"> • Coordinates information and resources for emergency evacuation and transportation for all populations including pets |
| American Red Cross | <ul style="list-style-type: none"> • Manages shelter operations, mass care, coordinate mass feeding, case management |
| SPCA | <ul style="list-style-type: none"> • Management animal / pet shelters through the county. • Provides emergency pet/animal evacuation • Coordinates reunification of pets with owners |
| CERT | <ul style="list-style-type: none"> • Provide trained volunteers to assist public safety in evacuation, closures, medical care • Provide trained volunteers to staff emergency centers such as Point of Distribution, Logistics Staging Area, Emergency Volunteer Center and Mass Care Shelters |
| ARES | <ul style="list-style-type: none"> • Provide amateur radio emergency services under the direction of EOC • Provide emergency radio services in critical facilities; Incident Command Centers including equipment and personnel |

Source: URS analysis, 2011.

Cal OES = California Office of Emergency Services

| AGENCY | RESPONSIBILITIES |
|--------|------------------|
|--------|------------------|

EOC = Monterey County Emergency Operations Center

EOP = Monterey County Emergency Operations Plan

JIC = Joint Information Center

USAR = urban search and rescue

4.2 LOCAL EMERGENCY OPERATIONS CENTERS

Local jurisdictions activate their EOCs based on the magnitude or need for more coordinated management of the emergency. When activated, Local EOCs help form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. Local EOCs can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination.

4.2.1 LOCAL EOC ACTIVATION

When activated, the local EOC notifies the OA lead that the local EOC has been activated, to what level, and if there is a local emergency declaration. Local EOCs should:

- Notify the Monterey County OES Duty Officer;
- Change the status of their EOC on the "MoCo OA EOCs/DOCs" Board on WebEOC.
- Report the status during Coordination Calls.

4.3 OPERATIONAL AREA EMERGENCY OPERATIONS CENTER (OA EOC)

The Monterey County Operational Area Emergency Operations Center (EOC) is a location from which centralized emergency management can be performed. The use of an EOC to manage and coordinate is a standard practice in emergency management. The activation level of the EOC and associated staffing needs also vary with the complexity of the emergency. The Operational Area Emergency Operations Centers (EOC) will be activated in accordance to the Standardized Emergency Management System and organized according to the five functions of the system, which are Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

4.3.1 PURPOSE

The following activities are performed in the OA EOC:

- Developing a common operating picture of the Operational Area during disaster and emergencies
- Set objectives and priorities for operational efforts and resource allocation
- Limited Resource Management
- Support of field response operations
- Receive and disseminate warning information
- Collect intelligence from, and disseminate information to, the various OA EOC representatives, and, as appropriate, to county, cities/towns, special districts, state and federal agencies

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- Prepare intelligence/information summaries, situation reports, operational reports, and other reports as needed
- Maintain general and specific maps, information display boards, and other data pertaining to OA emergency operations and situational awareness
- Ensure Continuity of government priorities, objectives, and actions are taken
- Analysis and evaluation of all data pertaining to OA emergency operations
- Maintain contact and coordination with county DOCs, other local jurisdiction EOCs, and the state
- Facilitate the rapid restoration of lifelines
- Implement community recovery efforts

4.3.2 LOCATION

The OA EOC is located within the Monterey County Emergency Services Center at 1322 Natividad Rd, Salinas, CA. The building was constructed in the early 2000's, completed in 2003, to serve the Office of Emergency Services administrative staff, Op Area EOC, and 9-1-1 Communications. The building has designated secured parking, facility access points, and restrooms. Work areas for OA EOC functions are wheelchair accessible.

The alternate OA EOC, which would be activated should the primary OA EOC be inoperable or otherwise inaccessible, is collocated within the Government Center at 1441 Schilling Place, Salinas, CA near the Cinnamon Conference Room. This facility also serves as a Department Operations Center for Monterey County Public Works.

4.3.3 ACTIVATION

The County EOC is activated on the occurrence or threatened occurrence of any of the following situations:

ON THE PROCLAMATION OF A LOCAL EMERGENCY BY THE EMERGENCY SERVICES DIRECTOR/BOARD OF SUPERVISORS

ON THE PROCLAMATION OF A STATE OF EMERGENCY INVOLVING ALL OF MONTEREY COUNTY OR PORTIONS THEREOF

ON WARNING OF ENEMY ATTACK OR A PRESIDENTIAL DECLARATION OF A STATE OF WAR EMERGENCY

ON NOTIFICATION OR WARNING (BY LAW, FIRE, OR HEALTH OFFICIAL) OF ANY SITUATION THREATENING THE HEALTH, SAFETY, OR WELL-BEING OF MONTEREY COUNTY

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A LOCAL GOVERNMENT WITHIN THE OPERATIONAL AREA HAS ACTIVATED ITS EOC AND REQUESTS ACTIVATION OF THE MONTEREY COUNTY OPERATIONAL AREA EOC TO SUPPORT ITS EMERGENCY OPERATION

TWO OR MORE CITIES WITHIN THE MONTEREY COUNTY OPERATIONAL AREA HAVE PROCLAIMED THE EXISTENCE OF A LOCAL EMERGENCY WITHIN THEIR RESPECTIVE JURISDICTIONS

TO SUPPORT THE COMMAND AND OPERATIONAL AREA COORDINATION OF A SIGNIFICANT PRE-PLANNED EVENT

ACTIVATION AUTHORITY

The following individuals have the authority to activate the Monterey County EOC in accordance with the provisions provided for in the Emergency Operations Plan and Monterey County Code, Chapter 2.68:

- Chairman, Board of Supervisors
- Director of Emergency Services
- Deputy Director of Emergency Services

The Director of Emergency Services determines the appropriate level of activation. Depending on the assessed severity of the emergency, the Monterey County EOC may have either a partial or a full activation. In a partial activation, the EOC Director determines which EOC ICS positions are required. In a full activation, all or most of the EOC positions identified in the EOP are staffed.

ACTIVATION LEVELS

When activating the EOC, the responsible official should consider the following as part of the determining the level of activation:

- Determine the scope of the incident or event
- Determine the appropriate level of activation
- Notify EOC staff of activation, beginning with the positions needed to be filled.
- Open the EOC and prepare facility to host operations

LEVEL THREE EOC ACTIVATION: Level Three is a minimum activation. This level may be used for situations which initially only require a few people, e.g., a short term earthquake prediction at level one or two; alerts of storms, or tsunamis; or monitoring of a low-risk planned event. At a minimum, Level Three staffing consists of the EOC Director, Section Coordinators, and a situation assessment activity in the Planning and Intelligence Section. Other members of the organization could also be part of this level of activation e.g., the Communications Unit from the Logistics Section, or an Information Officer.

LEVEL TWO EOC ACTIVATION: Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements, or less than full staffing. The EOC Director, in conjunction with the General Staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. Representatives to the EOC from other agencies or jurisdictions may be required under Level Two to support functional area activations.

LEVEL ONE EOC ACTIVATION: Level One activation involves a complete and full activation of all organizational elements at full staffing and all Emergency Support Functions. Level One would normally be the initial activation during any major emergency requiring extreme State level help.

DEACTIVATION

The County EOC is deactivated only if one of the following circumstances applies:

- On termination of any official local, State, or Federal emergency declarations
- On termination of any real or potential situation requiring EOC activation
- As ordered by the Director of Emergency Services, the Emergency Services Manager, or the Board of Supervisors

De-escalation from a full to a partial level may also occur. When the EOC is fully deescalated or activated to a lower level, all internal and external contacts informed of the initial activation are notified. A contact point is provided to address any additional needs for support or information required from EOC staff during the next 24 hours.

4.3.4 ORGANIZATION STRUCTURE

The organizational structure for the EOC follows the standard ICS format, with a command or management section and the four functional sections for operations, planning and intelligence, logistics, and finance and administration. Figure 4-1 presents the standard EOC organization for Monterey County.

SEMS regulations require local governments to provide five functions: management, operations, planning and intelligence, logistics, and finance/administration. These functions are the basis for structuring the EOC organization.

POLICY GROUP

Management is responsible for the overall policy and coordination through the policy group. The policy group consists of:

- Chair, Board of Supervisors
- Emergency Services Director
- County Council
- Sheriff
- RMA Director
- Health Director
- Director of Social Services
- EOC Manager
- Public Information Officer
- And Any Subject Matter Expert the Emergency Services Director requests

MANAGEMENT

All positions are under the direction of the Emergency Services Director or designee. Public Information officer. Management positions consist of:

- Emergency Services Director
- EOC Manager
- Deputy EOC Coordinator
- Liaison Officer
- Legal Officer
- Safety Officer
- Public Information Officer

The Public Information Officer is part of the EOC's Command Staff and reports to the EOC Director. The Public Information Officer is responsible for developing and disseminating accurate and timely notifications, warning and public information allowing the public to make critical decision about their safety and property. The PIO serves as part of the Joint Information Center (JIC) for the operational Area and provides critical information both down and up within the SEMS structure. The following branches are identified, and groups and branches can be added as well as technical specialists:

- Joint Information Center Unit
- Media Unit
- Social Media Unit
- Call Center Unit

OPERATIONS SECTION

The Operations Section is under the supervision of the Operations Section Chief who oversees all functions within the Section and is part of the EOC Director's General Staff. The Operations Section directs resource allocation, identifies gaps in local and field levels resource requests and coordinates mutual aid resources. The Operations Section is responsible for coordinating with Local EOC counterparts and County field incident commanders. The following branches are identified. Various Branches/ Groups can be added as well as Technical Specialists.

- Law Enforcement Branch
- Fire & Rescue Branch
- Medical and Health Branch
- Care and Shelter Branch
- Public Works / Engineering
- Branch
- Agriculture Unit
- Schools Unit
- Libraries Unit

PLANNING SECTION

The Planning/Intelligence Section under the supervision of the Planning Section Chief is responsible for gathering and analyzing all data regarding the incident and resource allocation. The Planning Section maintains a significant events logs, maps and Web EOC display boards.

In addition, the Planning Section prepares situation reports, damage assessment, conducts all meetings, documents all EOC activities and coordinates the preparation of the Incident Action Plan. The following branches are identified. Various Branches / Groups can be added as well as Technical Specialists as needed:

- Situation Analysis Unit
- Documentation Unit
- Strategic Planning Unit
- Damage Assessment Unit
- Long term Recovery Planning Unit
- Technical Specialists:
 - Geospatial Information Systems
 - Access and Functional Needs
 - Alert and Warning

LOGISTICS SECTION

The Logistics Section under the supervision of the Logistics Chief provides all emergency support needs. The Section orders all physical, human and equipment resources either through mission requests to the REOC, EMMA, or through direct contracts and procurement. The Logistics Section manages both disaster volunteer and donations to compliment needs in the field. The Section coordinates all transportation, communication, fuel, food and shelter requirements. The Logistics Section is comprised of:

- Personnel Unit (DSW and Volunteers) Coordinator)
- Data Services Unit
- Resource Tracking Unit
- Communications Unit (ARES and County Communications)
- Transportation Unit
- Facilities Unit
- Procurement Unit
- Donations Management
- Point of Distribution Unit

FINANCE/ ADMINISTRATION

The Finance / Administration Section provides for the tracking of time worked for all emergency personnel involved in the incident, provides cost analysis and projections, begins the tracking for state and federal reimbursement requirement in a state and /or federal declaration. The Finance Section consists of:

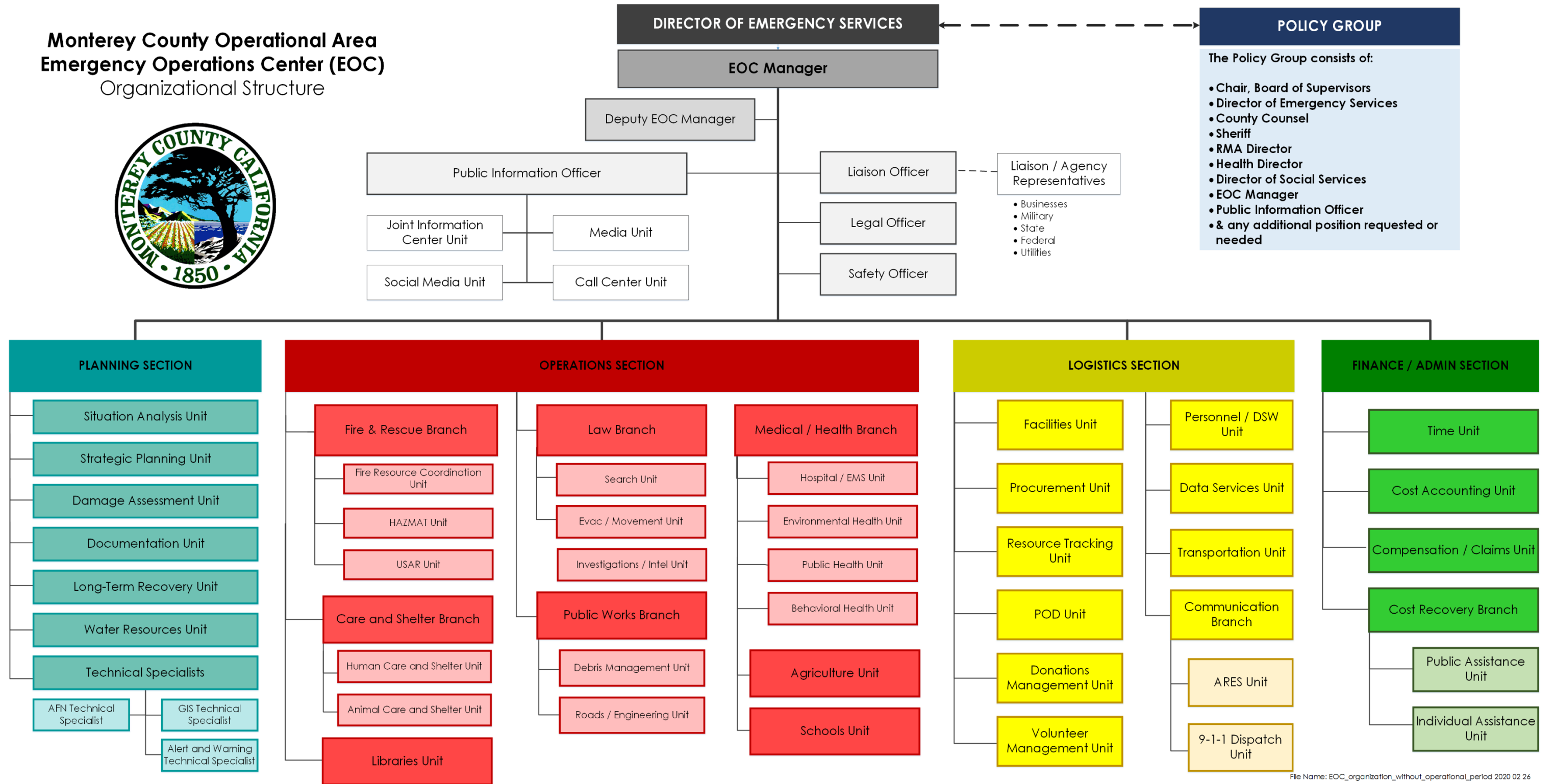
- Time Unit
- Comp/Claims Unit
- Cost Accounting Unit
- Cost Recovery Branch:
 - Public Assistance Unit
 - Individual Assistance Unit

ORGANIZATION CHART

Each box in the figure corresponds to a role with associated responsibilities. Under the title of the position, the agency or department responsible for staffing the position is identified. Not all the roles are necessary for each EOC activation. In fact, an EOC more frequently activates partially, since most incidents do not require all disciplines to respond. Position checklists that identify tasks associated with each position can be found in the EOC Standard Operations Manual.

FIGURE 4-2. EMERGENCY OPERATIONS CENTER ORGANIZATION CHART.

Monterey County Operational Area
Emergency Operations Center (EOC)
Organizational Structure



4.4 DEPARTMENT OPERATIONS CENTERS

A Department Operations Center (DOC) is an operational and logistical entity that is designed to coordinate functional support for incident management. The role of a DOC typically involves two functions: continuing critical pre-disaster operations and provide functional support to field operations. DOCs can serve as extensions of the functional branches in the Operations and Logistics Sections of the EOC.

Currently there are 3 departments that have the capability to activate a DOC:

- Health Department
- Resource Management Agency - Public Works
- Sheriff's Office

These external DOCs have a similar role to the County EOC in that they provide support to their field resources and coordinate with the Operational Area EOC.

When activated, the DOCs notify the OA lead that the local EOC has been activated, to what level, and if there is a local emergency declaration. DOCs should:

- Notify the Monterey County OES Duty Officer;
- Change the status of their DOC on the "MoCo OA EOCs/DOCs" Board on WebEOC.
- Report the status during Coordination Calls.

4.5 REGIONAL EMERGENCY OPERATIONS CENTER (REOC)

Because of its size and geography, the state has been divided into three administrative regions each with an EOC, to include the Southern, Coastal, and Inland regions. Monterey County is in the Coastal Region. Additionally, the state has been divided into six mutual aid regions. Monterey County resides in Mutual Aid Region Two, which is based out of Alameda County. The Regional Emergency Operations Center (REOC) prioritizes requests and provides support to the OAs in their region. This is to provide for more effective application and coordination of mutual aid and other related activities.

4.6 STATE OPERATIONS CENTER (SOC)

The State Operations Center (SOC) level is located in Sacramento at the Cal OES headquarters. Cal OES manages state resources in response to the emergency needs of the other levels. The state also serves as the coordination and communication link between the state and the federal disaster response system.

4.7 ADDITIONAL SUPPORT AND PLANNING ORGANIZATIONS

4.7.1 MONTEREY COUNTY DISASTER COUNCIL

The Monterey County Disaster Council serves as the advisory council to the Board of Supervisors and convenes at the request of the Director of Emergency Services (CAO) to consider and recommend emergency plans and agreements to improve disaster preparedness countywide as authorized by Monterey County Code 2.67et seq. The Council consists of the following standing council members:

- The County Administrative Officer
- The Deputy Emergency Services Director
- The County Sheriff-Coroner
- The County Health Officer
- The County Director of Public Works
- The County Director of Social Services
- The District Engineer of the Monterey County Water resources agency
- The Chief Unit Ranger, San Benito-Monterey Ranger Unit, California Department of Forestry and Fire Protection
- The officer in charge of the California Highway Patrol in Monterey County
- A representative of the American Red Cross selected by the chapters thereof within Monterey County
- The District Ranger, Monterey District of Los Padres National Forest, United States Forest Service
- Representative from south county cities
- representative from city managers
- representative from special districts
- representative from the board of education
- Representative from the Access and Functional Needs Community

Additional representation from any other service, support, volunteer, veterans, business, industry, or assistance organization deemed appropriate by the Director. Such representative membership shall be determined on an annual basis by the Director (Ord. 3471, 1990, Ord. 2355 § 3, 1977).

THE MONTEREY COUNTY DISASTER COUNCIL IS A STANDING COMMITTEE SUBJECT TO THE RALPH M. BROWN ACT, LOCATED AT CALIFORNIA GOVERNMENT CODE 54950 ET SEQ., OF THE CALIFORNIA STATE LEGISLATURE.

The Monterey County Council was Accredited by the California State Disaster Council on December 19, 1946 in accordance with the provisions of Chapter 1024, Statutes 1945, and Chapter 104, Statutes 1946, 1st Extraordinary Session.

CALIFORNIA EMERGENCY SERVICES ACT

The California Emergency Services Act, § 8585.7. outlines requirements for certification of accredited status of local disaster councils in section § 8612. Any disaster council that both agrees to follow the rules and regulations established by the Office of Emergency Services pursuant to Section 8585.5 and substantially complies with those rules and regulations shall be certified by the office. Upon that certification, and not before, the disaster council becomes an accredited disaster council. Should an accredited disaster council fail to comply with the rules and regulations of the California Governor’s Office of Emergency Services in any material degree, the office may revoke its certification, and, upon the act of revocation, the disaster council shall lose its accredited status.

4.7.2 DISASTER SERVICE WORKERS (DSWS)

The Disaster Service Worker Volunteer Program (DSWVP) was created as the result of legislation to provide workers’ compensation benefits to registered Disaster Service Worker (DSW) volunteers who are injured while participating in authorized disaster- related activities, including pre-approved training. Disaster service, as defined for the Program, is designed to aid in the response and recovery phases in a disaster or emergency. It does not include the day-to-day emergency response activities typically associated with, for example, law enforcement, fire services or emergency medical services. The Program also provides limited immunity from liability.

In accordance with state law (California Code of Regulations (CCR) Title 2, Division 2, Chapter 2, Subchapter 3) and county ordinance all county employees are designated as disaster service workers DSW. In the event of an emergency the expectation is that county employees will secure their own homes and families and then, if possible and if they are so instructed, they will return to the county to assist in response activities. Continuity of government services is critical during disasters, and county employees will play an important role in maintaining the services necessary for the community to recover from a disaster.

VOLUNTEERS MAY REGISTER THROUGH DESIGNATED EMERGENCY VOLUNTEER CENTERS (EVC) OPERATED BY UNITED WAY 2-1-1 ON AN AS-NEEDED BASIS IN AN EMERGENCY TO BE DESIGNATED DSWS AND FILL IMPORTANT ROLES IN THE OVERALL RESPONSE EFFORT.

4.7.3 COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

The CERT program educates people about disaster preparedness for hazards that may impact their immediate area and trains them in basic disaster response skills such as: fire safety, light search and rescue, team organization, and disaster medical operations.

Using classroom and simulation based education; CERT members can assist others in the neighborhood or workplace immediately following an event when emergency responders may not be immediately available to help.

The Monterey County Office of Emergency Services will continue to promote a consistent and standardized approach to CERT team activation, mobilization, utilization, and integration

in to the Operational Area Incident Management structure.

4.7.4 AMATEUR RADIO EMERGENCY SERVICES/RADIO AMATEUR CIVIL EMERGENCY SERVICES

Monterey County has trained amateur radio operators, registered with their respective city/town and/or county ARES/RACES organization. Local ARES/RACES radio operators are a primary source of initial damage assessment in any significant incident. They respond immediately to any obvious incident with assessment of their local area and report to the county radio personnel at the OA EOC.

5 DIRECTION, CONTROL, AND COORDINATION

THE EMERGENCY RESPONSE IS COORDINATED UNDER SEMS, WHICH PROVIDES A FLEXIBLE, ADAPTABLE AND EXPANDABLE RESPONSE ORGANIZATION TO ADDRESS ALL-HAZARDS OF VARYING MAGNITUDE AND COMPLEXITY. AN EOC IS ACTIVATED TO SUPPORT FIELD OPERATIONS AND ENSURE CONTINUITY OF GOVERNMENT WHEN AN INCIDENT THREATENS GOVERNMENT SERVICES, REQUIRES ADDITIONAL RESOURCES BEYOND THE CAPACITY OF THE RESPONDING AGENCY, OR WHEN RESOURCES EXCEED THAT WHICH IS AVAILABLE FROM WITHIN THE JURISDICTION AS A WHOLE. COMMUNICATIONS BETWEEN THE FIELD RESPONSE, DOCs, AND THE EOC ARE ESTABLISHED WHEN THE EOC IS ACTIVATED IN SUPPORT OF FIELD OPERATIONS. EACH LOCAL GOVERNMENT'S EOC WILL ESTABLISH COMMUNICATIONS WITH THE OA EOC AND THE OA EOC WILL COMMUNICATE WITH THE STATE THROUGH THE REOC.

5.1 DIRECTION AND CONTROL

The Emergency Services Manager has the responsibility of managing the day-to-day administrative and operational activities associated with the management of the County Emergency Management Program as defined within the Monterey County Administrative Code. During emergency proclamation, the Director of Emergency Services has the power to direct staff and civilian responses in the unincorporated areas of the County, and to settle questions of authority and responsibility. If necessary, to protect life, property or to preserve public order and safety, the Board of Supervisors or the Director may promulgate orders and regulations. These must be in writing and must be given widespread publicity. In a proclaimed emergency, the Director may buy or commandeer supplies and/or equipment and may command the aid of citizens.

MONTEREY COUNTY CODE, CHAPTER 2.68, EMERGENCY PROCEDURES AND ORGANIZATION

Additionally, the Governor has the power to suspend State agency orders, rules, or regulations that may impede emergency responses. Local governments generally do not have this power, except by order of the Governor.

5.1.1 EMERGENCY OPERATIONAL CENTER NOTIFICATION

Monterey County OES maintains a roster of pre-identified/appointed County EOC staff and will notify those personnel to report to the OA EOC using Alert Monterey County, the county's alert and warning system. The EOC staff list includes County department representatives and agency representatives who are part of each SEMS (and NIMS compliant) EOC section—management, operations, plans and intelligence, logistics, and finance and administration.

The list will be utilized when directed by the Director of Emergency Services or designee activates the OA EOC. The Director of Emergency Services or designee will determine what positions of the OA EOC will initially be staffed and requested to report. The EOC responders list includes:

- Employees from county departments and agencies with appropriate authority and expertise
- Representatives from outside agencies including:
 - Special districts
 - Other government agencies
 - Volunteer organizations
 - Private sector organizations

Whenever the EOC is activated, the following notifications are made:

INTERNAL - When the EOC Staff notification list has been created, appropriate individuals receive notification from OES Staff or if after hours, the County Emergency Communications Department/911.

EXTERNAL - The EOC Director directs the Deputy EOC Director on specific notifications to other agencies. At a minimum, the following entities are notified:

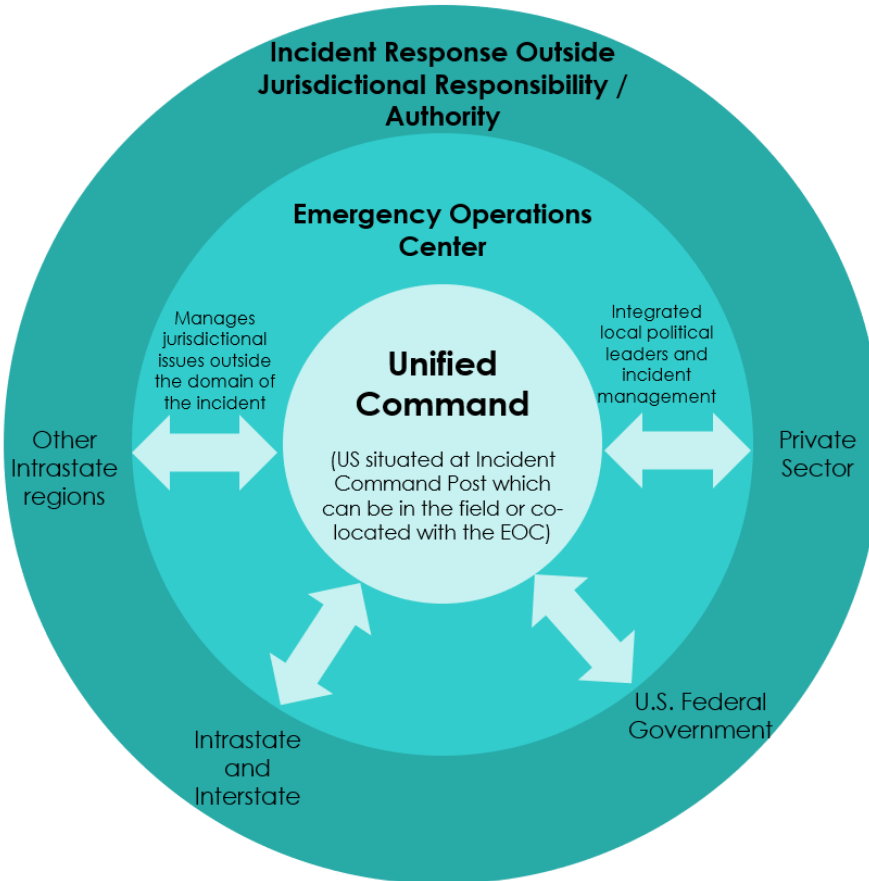
- The Monterey County Sheriff's Office Watch Commander
- Involved cities/districts (field incident commanders and responder agencies)

For external notification, the following information is provided:

- Nature of incident
- Level of activation
- Location of EOC
- Name and title of EOC Director
- Land-line, cellular, and fax numbers to the EOC
- Email addresses for the EOC Director and section chiefs

5.2 COORDINATING WITH FIELD-LEVEL INCIDENT COMMAND POSTS

Field-level responders organize under ICS and coordinate with their local government DOCs or EOCs depending on the jurisdiction. For Monterey County, ICS functional positions at the field level coordinate with the applicable DOC and OA EOC. The OA EOC can utilize its Field Liaison, assigned to the Liaison Officer, to communicate directly with field Incident Commands and report back to the EOC.



5.3 EOC/IMT INTERFACE

In a major emergency, a local jurisdiction EOC might be activated to coordinate and support the overall response. Personnel that are part of a field level emergency response will utilize ICS to manage and direct on-scene operations. Tactical management of responding resources is always under the leadership of the on-site Incident Commander (IC) at the Incident Command Post (ICP). ICs may report to the DOC dispatching resources amongst incidents, which in turn will coordinate with the local EOC.

In some jurisdictions ICs may report or communicate directly to the local EOC usually to their counterpart in the operations section.

During multiple-incident situations within the county, an area command may be established to provide for the ICs at separate locations. Unified Command is an application of ICS and may be established at the field response level when more than one agency has jurisdictional responsibilities. Agencies work together through the designated members of the Unified Command to establish their designated ICs at a single ICP. Under Unified Command, entities develop a common set of objectives and strategies which provides the basis for a single Incident Action Plan.

The Monterey Operational Area EOC serves as the county multi-agency coordination center for Monterey County providing the architecture to support coordination of or incident prioritization, critical resource allocation, communications systems integration, and information coordination. The EOC does not command the tactical response to the incident or events. Rather the EOC supports the on-scene Incident Commanders with information and resources. It establishes policies to protect the population at large and plan for the long-term recovery.

Communication and coordination between the Incident Management organization and the EOC is essential for ensuring a common operating picture; efficient logistical ordering of resources and sharing of public information strategies through a joint information system. When large scale event occur within the county jurisdictional boundaries and Type I & II state or federal teams are employed; the County EOC, (utilizing the Field Liaison Unit), will work cooperatively with Incident Management Teams (IMT), attend in-Briefs and cooperators and planning meetings as necessary to ensure communication and mutual interests are being addressed.

5.4 COORDINATING WITH LOCAL GOVERNMENT EOCs

When activated, the Monterey County Operational Area EOC coordinates with local governments through their activated EOC to facilitate the request and acquisition of resources and to share information.

Resource: Contact information for each local government EOC can be found in Appendix F.

All local EOCs and DOCs should provide situation reports, significant events, press releases and resource requests through the WebEOC system and through regularly scheduled Operational Area Coordination Calls hosted by Monterey County OES staff or the Op Area EOC.

Resource: Duty Officer Coordination Call Standard Operating Procedures and Templates can be found in Attachment 4.

When the Operational Area EOC is not activated local governments coordinate through the Operational Area Mutual Aid Coordinators (CalFIRE and Law Enforcement) and through the Monterey County Duty Officer, or designee.

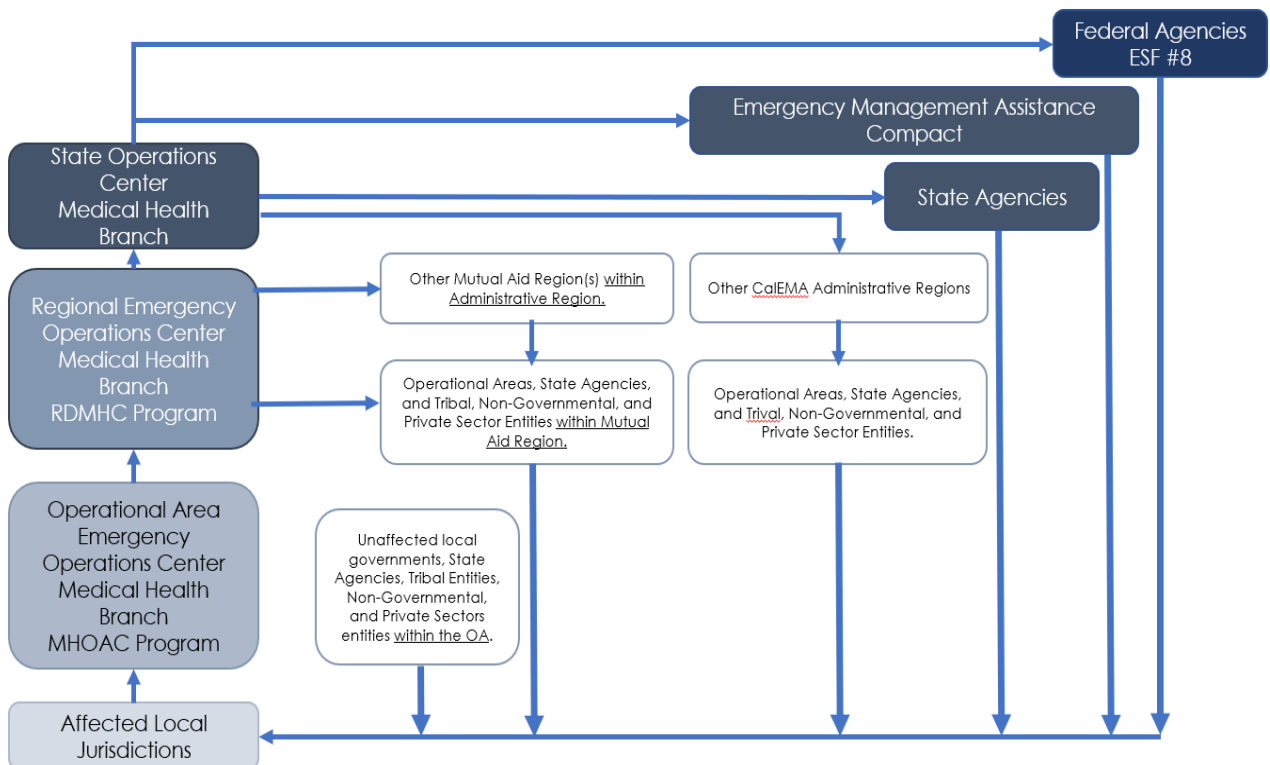
THE MONTEREY COUNTY EMERGENCY SERVICES MANAGER SHOULD BE NOTIFIED IF ANY COUNTY RESOURCE (EQUIPMENT, STRIKE TEAMS) IS DEPLOYED TO OTHER COUNTIES THROUGH MUTUAL AID.

5.5 COORDINATING WITH THE MEDICAL HEALTH OPERATIONAL AREA COORDINATOR (MHOAC)

The Medical Health Operational Area Coordinator (MHOAC) Program is authorized by the California Health and Safety Code Section 1797.153. The MHOAC position represents the single point of contact for the MHOAC program and is responsible for monitoring and ensuring adequate medical and health resources are in place during a local emergency. The MHOAC is authorized to make and respond to requests for mutual aid from out of Monterey County. During non-emergency operations and the initial phases of an emergency, the MHOAC Program operates in a duty officer mode and is on-call 24/7. Once EOC is activated, the MHOAC Program functions are distributed to various Medical Health Branch positions.

The MHOAC is responsible for evaluating the current medical-health resources of the Monterey County OA and ensure the integrity of the countywide medical health response system. First responders or medical/health organizations with the MHOAC regarding an emergency situation, such as multi-casualty incidents (MCIs), MHAOC requests, threats to the medical and public health system or medical and mutual aid requests.

Figure 5-1: MHOAC Coordination Flowchart



5.6 COORDINATING WITH THE STATE OF CALIFORNIA

The Monterey Operational Area EOC coordinates with the State of California, through the Cal OES Emergency Coordinator imbedded in the Monterey County OES office and EOC, Cal OES REOC, or through the Regional Mutual Aid Coordinators when appropriate. When the REOC is not activated, coordination may occur through Region's Duty Officer by way of the State Warning Center.

5.7 COORDINATING WITH NONGOVERNMENTAL/PRIVATE SECTOR ORGANIZATIONS

Nongovernmental organizations and private-sector businesses that provide resources and services in response to a disaster are encouraged to provide liaisons to the EOC. The Monterey County EOC has designated space to facilitate the support of these liaisons.

5.8 MULTI-AGENCY COORDINATION

The primary function of the Multiagency Coordination System (MACS) is to coordinate activities above the field level (or incident level). In doing this, common functions of the MACS include:

- **SITUATION ASSESSMENT**
- **INCIDENT PRIORITY DETERMINATION**
- **CRITICAL RESOURCE ACQUISITION AND ALLOCATION**
- **POLICY SUPPORT**
- **COORDINATION WITH OTHER MACS ELEMENTS**
- **COORDINATION WITH ELECTED, APPOINTED, AND SENIOR OFFICIALS**
- **INFORMATION MANAGEMENT AND COMMON OPERATING PICTURE MAINTENANCE**

The two most used elements of MACS are Emergency Operations Centers (EOCs) and Multiagency Coordination (MAC) Groups. EOCs are the entity from which the coordination of information and resources to support incident management at the Incident Command Post (on-scene or field level activities) occurs.

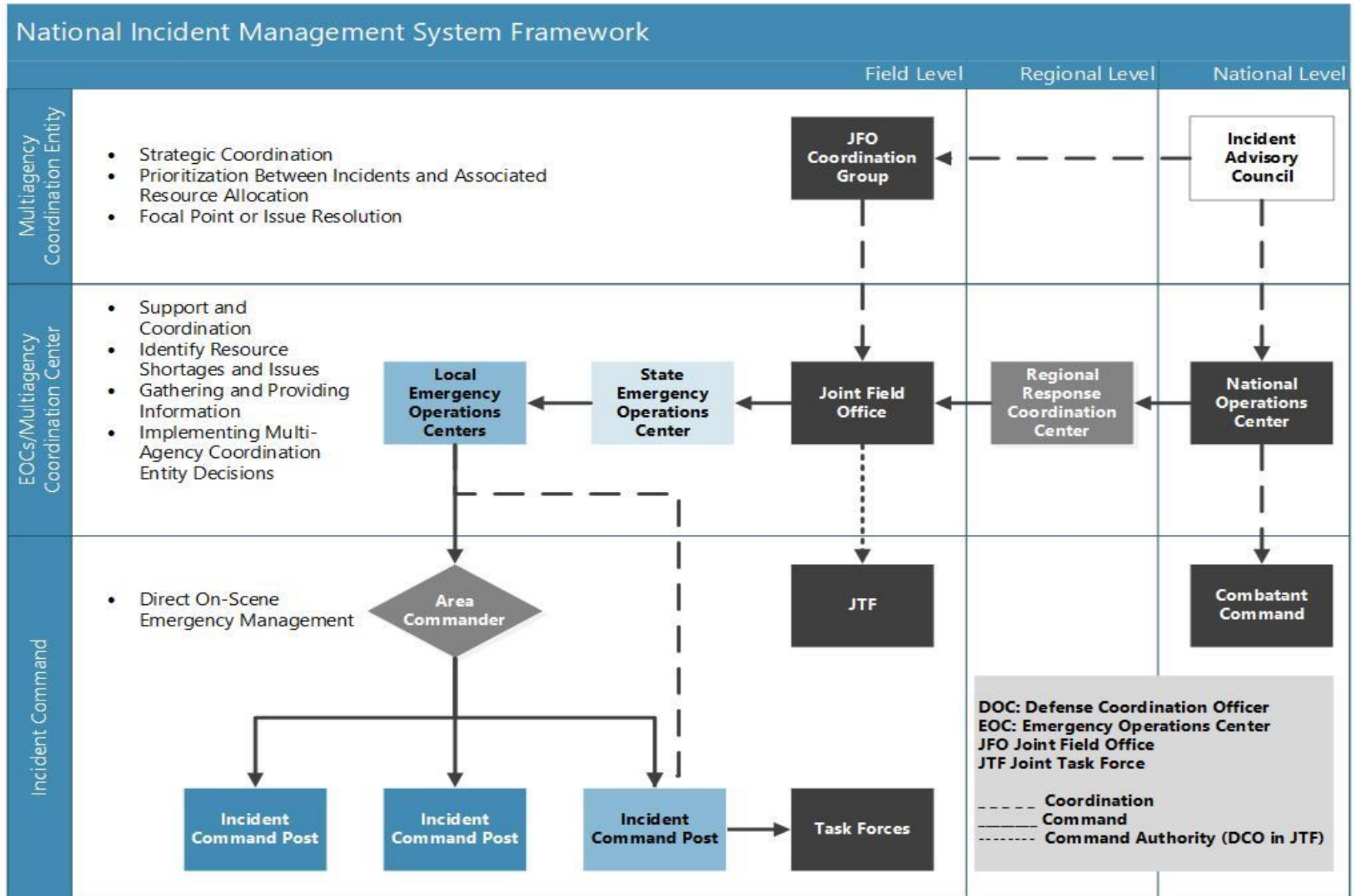
MAC Groups are policy setting entities typically comprised of agency administrators/executives, or their designees. Under the National Incident Management System (NIMS), neither an EOC nor a MAC Group has any direct incident command involvement and they will often be located some distance from the incident scene.

5.9 MUTUAL AID

Monterey County utilizes NIMS and SEMS and has agreed to be part of the California Master Mutual Aid (CMMA) Agreement. Under the CMMA, mutual aid is managed by several systems. The 3 main components of the agreement are; 1) Fire and Rescue Mutual Aid Plan, 2) Law Enforcement Mutual Aid Plan, and 3) Emergency Management Mutual Aid (EMMA) Plan. The State of California is divided into 6 mutual aid regions to facilitate the coordination of mutual aid. Monterey County is part of the Coastal Region II in the State of California.

Mutual Aid: Shall mean an agreement in which two or more parties agree to furnish resources and facilities and to render services to each other party of the agreement to prevent and combat any type of disaster or emergency. Local needs not met by the California Fire Service and Rescue Emergency Mutual Aid Plan should be resolved through development of local automatic or mutual aid agreements.

Figure 5-1: NIMS Framework



5.9.1 VOLUNTARY MUTUAL AID

Mutual aid is voluntary when an agreement is initiated either verbally or in writing. When in writing, which is preferable, the conditions may be enumerated as to what and how much of a department's resources may be committed.

5.9.2 OBLIGATORY MUTUAL AID

Mutual aid under a "State of War Emergency" shall be deemed obligatory. Mutual aid under a "State of Emergency" may be obligatory. (Emergency Services Act, 1970)

5.9.3 DISCIPLINE-SPECIFIC MUTUAL AID

In general, discipline-specific mutual aid proceeds as follows. (Refer to the appropriate RECP subsidiary plan for additional detail.)

- To facilitate the mutual aid process, Mutual Aid Coordinators at the Operational Area, regional, and state levels coordinate the provision of mutual aid within Fire and Rescue, Law Enforcement, and Medical and Health mutual aid systems. The Mutual Aid Coordinators receive mutual aid requests, coordinate the provision of resources from within that coordinator's geographic area of responsibility, and pass on unfilled requests to the next SEMS level.
- Requests for resources that are normally within the inventories of a discipline-specific mutual aid system go from a local Mutual Aid Coordinator to the Operational Area Mutual Aid Coordinator and to the Regional Mutual Aid Coordinator.
- Regional Mutual Aid Coordinators for Law Enforcement and Coroner/Medical Examiner and Medical and Health elevate resource requests to the REOC. Branch Directors for Law Enforcement and Medical Health coordinate the provision of state resources or forward the request to the State Mutual Aid Coordinator at the SOC.
- The State Mutual Aid Coordinator, in coordination with the SOC Operations Section, coordinates the provision of resources from other regions, states, or the Federal Government.
- The Region II Fire Mutual Aid Coordinator requests resources directly from the State Fire Mutual Aid Coordinator.
- The State Mutual Aid Coordinators may mission task state agencies to fill resource requests.

Table 5-1: California Mutual Aid Systems

| COORDINATED BY CAL OES | | | COORDINATED BY CAL EMSA |
|------------------------------------|-------------------------------------|-------------------------------------|--|
| Fire and Rescue | Law Enforcement | Emergency Services ¹ | Medical and Health |
| Fire and Rescue Mutual Aid | Law Enforcement Mutual Aid | Emergency Management Mutual Aid | Disaster Medical and Health Mutual Aid |
| Urban Search and Rescue Mutual Aid | Coroner/Medical Examiner Mutual Aid | Bay Area Social Services Mutual Aid | |
| Hazardous Materials Mutual Aid | Search and Rescue Mutual Aid | | |

Source: Regional Emergency Coordination Plan (2017).

Cal OES = California Office of Emergency Services

Cal EMSA = California Emergency Medical Services Authority

¹ The category Emergency Services Mutual Aid refers to non-discipline-specific mutual aid, such as the provision of resources to support care and shelter operations, supplement staffing for EOCs, or other emergency management functions

5.9.4 EMERGENCY MANAGEMENT MUTUAL AID (EMMA)

The purpose of EMMA is to provide emergency management personnel and technical specialists to support the disaster operations of affected jurisdictions in their Emergency Operations Center.

THE MONTEREY COUNTY OFFICE OF EMERGENCY SERVICES IS THE EMMA COORDINATOR FOR THE MONTEREY COUNTY OPERATIONAL AREA, TRAINED BY THE CALIFORNIA GOVERNOR’S OFFICE OF EMERGENCY SERVICES.

In order to carry out the concepts of EMMA, the State has prepared a companion Emergency Management Mutual Aid Guidance document that provides policies, procedures, checklists, and forms to support mutual aid administration. The basis for this system is the EMMA, which is an agreement between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies to assist each other by providing resources during an emergency.

MONTEREY COUNTY IS A SIGNATORY TO THIS AGREEMENT.

The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, Federal and State monies may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memoranda and contracts are used to aid with consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available.

5.9.5 MASTER MUTUAL AID AGREEMENT

An agreement made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California to facilitate implementation of Chapter 7 of Division 1 of Title 2 of the Government Code entitled "California Emergency Services Act."

The Emergency Management Mutual Aid Plan describes the process by which the State and its political subdivisions coordinate to support the emergency management operations in affected jurisdictions under the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA).

Resource: For more information regarding EMMA Requests view the State of California Emergency Management Mutual Aid Plan (2017); EMMA Plan Annex A; EMMA Coordinator Checklists and Forms; EMMA Plan Annex B: Resource Deployment and Demobilization Packet.

5.9.6 BAY AREA SOCIAL SERVICES CONSORTIUM

The BASSC Emergency Response Mutual Assistance Committee was formed in March 2018 to draft a Mutual Support Agreement between BASSC members in times of disaster. Community Resiliency and Disaster Preparedness Act of 2017, Section 6; Section 18917 to the California Welfare and Institutions Code allows for the mutual aid region consisting of two or more counties to ensure there are sufficient resources necessary to continue adequate access to Social Services benefits during a disaster. The Bay Area Social Services Mutual Aid is administered through the Emergency Management Mutual Aid system.

5.9.7 CALIFORNIA FIRE ASSISTANCE AGREEMENT

An agreement made and entered into by and between the State of California, Governor's Office of Emergency Services (Representing the California Fire and Rescue Mutual Aid System) and California Department of Forestry and Fire Protection, and the five Federal Fire Agencies (USDA Forest Service, USDI National Park Service, Bureau of Land Management, Fish and Wildlife Services, and Bureau of Indian Affairs) for the purpose of coordinating the use of and reimbursement for local government Fire and Rescue resources used at wildfire incidents.

Refer to the Plan listed above for operational specifics of each as needed. Mutual Aid Coordinators are designated for each of the Mutual Aid systems mentioned above. The Mutual Aid coordinators for Monterey County are: Fire Chief from Cal Fire (Monterey San Benito Unit), Monterey County Sheriff, and Monterey County Office of Emergency Services Manager.

Mutual Aid may be required for many reasons and is dependent on the needed of the requesting jurisdiction. Mutual aid is requested and provided because it is needed to support the response to a credible threat or actual emergency, not because it is anticipated that local government will be reimbursed by state or federal disaster funds. Some of the reasons for requesting mutual aid are:

- **MAJOR EMERGENCIES**
- **NATURAL DISASTERS**
- **SABOTAGE AND CYBERTERRORISM**
- **CIVIL DISTURBANCE**
- **POLITICAL VIOLENCE**
- **ACTS OF TERROR**
- **ENEMY ATTACKS**

6 INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

OBTAINING SITUATIONAL AWARENESS IS ONE OF THE MOST CRITICAL TASKS FOLLOWING AN INCIDENT OR CATASTROPHIC DISASTER. INFORMATION COLLECTION CONSISTS OF THE PROCESSES, PROCEDURES, AND SYSTEMS TO COMMUNICATE TIMELY, ACCURATE, AND ACCESSIBLE INFORMATION ON THE INCIDENT'S CAUSE, SIZE, AND CURRENT SITUATION TO THE PUBLIC, RESPONDERS, AND ADDITIONAL STAKEHOLDERS (BOTH DIRECTLY AFFECTED AND INDIRECTLY AFFECTED). INFORMATION MUST BE COORDINATED AND INTEGRATED ACROSS JURISDICTIONS AND ACROSS ORGANIZATIONS; AMONG FEDERAL, STATE, TRIBAL, AND LOCAL GOVERNMENTS; AND WITH THE PRIVATE SECTOR AND NGOS.

Additionally, education strategies and communications plans help to ensure that lifesaving measures, evacuation routes, threat and alert systems, and other public safety information are coordinated and communicated to numerous audiences in a timely, consistent manner. Like obtaining situational awareness, public information includes processes, procedures, and organizational structures required to gather, verify, coordinate, and disseminate information.

A primary objective of the OA EOC is the timely gathering of accurate, accessible, and consistent information during an emergency and sharing vetted intelligence to ensure coordinated and timely emergency response. Status boards and other technologies for tracking emergency activities will be utilized.

All OA EOC sections must maintain and display current status information so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track damage status across the OA. Situation reports create a common operating picture and will be used to inform the operational objectives, priorities and strategies.

To ensure effective intelligence flow, emergency response agencies at all levels must establish communications systems and protocols to organize, integrate, and coordinate intelligence among the responding agencies.

The flow of situation reports among the levels of government should occur as:

- Field level reports disseminated to local DOCs/EOCs
- The local EOC will provide a jurisdictional situation report to the OA EOC based on field reports; DOC reports; and EOC activities and intelligence
- The OA EOC will provide an OA situation report to the REOC based on county department field reports; county DOC reports; local jurisdiction EOC reports; and OA EOC activities and intelligence

6.1 INFORMATION COLLECTION

Information is collected to gain situational awareness. Information is gained from field-level responders through inspections of infrastructure and facilities, windshield surveys to acquire damage assessments and the potential for human casualties, and status calls and situation reports from other agencies at all levels of government and other critical service providers.

At a minimum, information should include the following required elements:

- Essential Element of Information (e.g. boundaries of the disaster area, access points to the disaster area, jurisdictional boundaries).
- Specific Information Requirement in support of an Essential Element of Information (e.g. traffic control points, safe routes, special permits required to access the disaster area).
- Proposed Method or Source that could be used to obtain the Specific Information Requirement (e.g. field operation reports, GIS, reconnaissance).
- Responsible Element, Section, or Agency identifies the responsible party tasked with collecting the specified information (e.g. EOC Operations Section, EOC Plans Section).
- Deliverable Product specifies the mechanism the Responsible Element, Section, or Agency utilizes to relay a particular Specific Information Requirement (e.g. ICS Form 209, EOC Action Plan, incident map).
- Collection Suspense or Schedule defines the reporting frequency for each Specific Information Requirement (e.g. daily, hourly, status change).
- Distribution Requirement identifies the position, personnel, agency, or organization receiving the most up-to-date information in accordance with the Collection Suspense or Schedule (e.g. all EOC Section Chiefs, the REOC).

6.1.1 SITUATIONAL AWARENESS

Situational awareness refers to the ability to identify, process, and comprehend the critical elements of information about what is happening with a mission. More simply, situational awareness means knowing what is going on concerning an incident. During an emergency, the EOC Director convenes briefings on a regular basis. EOC staff attends the briefings and provide verbal and/or written summaries of existing problems, actions taken, priorities, timetables, and the potential for new issues that need to be incorporated into the Incident Action Plan (IAP). The situational awareness approach takes the form of consolidating situation reports, obtaining supplemental information, and preparing maps and status boards.

6.1.2 WEBEOC

The county utilizes WebEOC—an emergency management information system. This allows the Operational Area to have a common operating picture, situational awareness, and information coordination throughout the an emergency. WebEOC status boards track emergency activities and OA EOC responders are able to share real time information with other agencies within the OA which allows for a coordinated status of resources available to emergency managers.

ALL EOCs AND DOCs WITHIN THE OPERATIONAL AREA HAVE ACCESS TO THIS SYSTEM.

6.1.3 EMERGENCY OPERATIONS CENTER SITUATION STATUS REPORTS

Status reports are essential in forming a picture of the developing emergency and understanding the response efforts that are being undertaken. These reports are initially completed by the OES Duty Officer for the initial shift and are updated via WebEOC by the Situation Status Unit Chief for continuing shifts. The EOC staff uses this form to inform the REOC about the status of EOC operations. Once the information (damages, operational capabilities, and status of resources) is gathered and reported on the EOC status report, it is transmitted at regular intervals to REOC.

The initial reporting for an emergency is expected to occur within the first 2 to 4 hours after the emergency and recurs as requested by the REOC or as circumstances warrant thereafter. Within 4 to 8 hours, the initial Disaster Assessment Report is confirmed and updated, and a revised status report is submitted that notes any additional or alternate resources needed or available to the REOC.

Resource: See Attachment 3 for the Situation Report Template.

6.1.4 DAMAGE ASSESSMENTS

The safety and operability of routes, facilities, equipment, and vehicles is a factor in the establishment of government service. Damage assessments are used to determine if routes, facilities, equipment, and vehicles are safe and operational.

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On notification of an emergency, the Incident Commander should attempt to determine the extent of damage. Damage Assessment Teams investigate, identify, and review the impact of the emergency on levels of service, outside agency requests for County services, impact on various County departments, and the feasibility of performing normal government operations in the affected facilities. The Planning Section Chief and the Operations Section Chief ultimately reviews any assessments and incorporates them into the IAP development.

The preparation of the Disaster Assessment Report helps the Incident Commander and Multi Agency Coordination Group determine the need for relocation of departments, an alternate processing site, notification to the public of alternate site operations, gathering of reconstruction data and records, or notification of business resumption teams. Within 4 hours of an emergency proclamation or within 8 hours of an unproclaimed emergency-related event, the Incident Commander should prepare a Damage Assessment Report, which includes, but is not limited to:

- Date and time reported
- Name of person placing initial alert
- Time of arrival at disaster site (estimated or actual)
- General description of the disaster
- External support requests
- Estimate of availability of internal resources to meet external requirements
- Internal resources already committed to external demands and operations
- Damage level assigned to, extent of damage to, and estimated recovery time for property, utilities, hardware, software, and personnel

6.2 ANALYSIS

All information acquired by Monterey County should be analyzed and confirmed prior to disseminating it further and prior to providing direction to staff or making other decisions based on the information. As part of the analysis, information should be dated, given a credibility rating, and compared to other information collected for the same or similar subject matter.

6.3 DISSEMINATION

Once information is gathered and its accuracy confirmed, it can be shared with response partners and released to the public when appropriate. The Operational Area EOC serves as the central information gathering and dissemination center within the Operational Area. The Operational Area EOC serves as a link in the system of communication and coordination between the REOC and local governments. The REOC also provides preliminary damage assessment information to the SOC to inform the declaration process.

7 COMMUNICATION AND PUBLIC INFORMATION

THIS SECTION DESCRIBES THE COMMUNICATION PROTOCOLS AND COORDINATION PROCEDURES USED BETWEEN RESPONSE ORGANIZATIONS DURING EMERGENCIES AND DISASTERS. PER NIMS, PUBLIC INFORMATION IS COORDINATED AND INTEGRATED ACROSS JURISDICTIONS AND FUNCTIONAL AGENCIES; AMONG FEDERAL, STATE, LOCAL, AND TRIBAL PARTNERS; AND WITH PRIVATE- SECTOR ENTITIES AND NONGOVERNMENTAL ORGANIZATIONS. IN ORDER TO EFFECTIVELY ENSURE TIMELY AND ACCURATE PUBLIC INFORMATION AND ALERT AND WARNING MESSAGES ARE DISSEMINATED SYSTEMS, STRUCTURES, PLANS, POLICIES, AND EQUIPMENT MUST BE DEVELOPED AND IDENTIFIED TO ACCOMPLISH THESE TASKS.

7.1 PUBLIC INFORMATION OFFICER

Information for the public is disseminated through several mechanisms under the control and advice of the Chief Public Information Officer (PIO). The PIO reports to the EOC Director and should communicate with the Incident Commander's PIO, (a member of their command staff). The PIO advises leadership on all public information matters relating to the management of the incident.

The PIO handles inquiries from the media, the public, elected officials, emergency public information and warnings, rumor monitoring and response, traditional and social media monitoring, and other functions required to gather, verify, coordinate, and disseminate accurate, accessible, and timely information related to the incident, particularly regarding information on public health, safety, and protection.

7.2 JOINT INFORMATION SYSTEM (JIS)

The Joint Information System (JIS) is the broad mechanism that organizes, integrates, and coordinates information to ensure timely, accurate, accessible, and consistent messaging activities across multiple jurisdictions and/or disciplines with the private sector and NGOs.

It includes the plans, protocols, procedures, and structures used to provide public information. Federal, State, tribal, territorial, regional, local, and private sector PIOs and established Joint Information Centers (JICs) at each level of SEMS are critical elements of the JIS.

The JIS structure is used for ensuring that:

- Public Information Officer (PIO) functions are coordinated and integrated.
- A structure and system for developing and delivering coordinated interagency messages is provided.
- Public information plans and strategies on behalf of the incident management leadership can be developed, recommended, and executed.
- Leadership is effectively advised on public affairs issues that could affect a response effort, and rumors and inaccurate information that could undermine public confidence are controlled and managed.

7.3 JOINT INFORMATION CENTER (JIC)

- The JIC is a central location that facilitates operation of the JIS.
- It is a location where personnel with public information responsibilities from multiple agencies, departments, and other local governments perform critical emergency information functions, crisis communications, and public affairs functions.

JICs may be established at various levels of government, at incident sites, or can be components of Federal, State, tribal, territorial, regional, or local MACS (e.g., MAC Groups or EOCs). For incidents requiring the activation of the EOC, Monterey County will establish the JIC in the PIO Section and staffed by a JIC Branch Director. Depending on the requirements of the incident JICs can be established at the field-level to support the incident commander.

THE OPERATIONAL AREA EOC SERVES AS THE JOINT INFORMATION CENTER (JIC) FOR THE COUNTY.

7.3.1 MESSAGE DEVELOPMENT AND APPROVAL

Messages intended to be disseminated to the public or to other agencies or organizations may be developed by subject matter experts working in support of the County's response efforts. These messages are reviewed by the PIOs at the JIC to correct inaccuracies and to maintain consistency in messaging. Approval of the messages is in most cases granted to the head of the agency with claiming responsibility for the release of the message.

7.4 EOC COMMUNICATION SYSTEMS

The OA EOC is equipped with multiple redundant communication modalities allowing the sharing of situational awareness, resource status, raw intelligence and data, and alert and warning. The communication capabilities are routinely reviewed and updated as technology advances.

Current communication resources in the OA EOC include, but are not limited to:

- Land-line based phones
- Cell phones
- Satellite phones
- Fax machines
- Internet enabled computers
- Operational Area Satellite Information System (OASIS)
- Radio systems
 - ARES/RACES amateur radio
 - Public safety frequencies (i.e., law, fire, EMS)
 - Government frequencies (department/agency radios)
 - Business/Commercial frequencies (i.e., PG&E, San Jose Water, Red Cross)
 - Low band frequencies (EOC to EOC radios)

7.4.1 OPERATIONAL AREA SATELLITE INFORMATION SYSTEM (OASIS)

The OASIS project was established to create a robust redundant communications system using leased transponder space from commercial satellite operators. The system allows virtually uninterrupted communication between state, regional and OA EOCs.

OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. OASIS can be accessed from the county OES office, the OA EOC, and County 9-1-1 Communications.

7.5 ALERT, WARNING, AND NOTIFICATION

A public alert is a communication intended to attract public attention to an unusual situation and motivate individual awareness. The measure of an effective alert message is the extent to which the intended audience becomes attentive and searches for additional information.

A public warning is a communication intended to persuade members of the public to take one or more protective actions in order to reduce losses or harm. The measure of an effective public warning message is the extent to which the intended audience receives the message and takes the protective action and/or heeds the guidance.

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It is an inherent responsibility of local government organizations and officials to keep the public informed about natural, human-caused, and technological disasters in addition to what actions they need to take to protect themselves and their families. Depending on how the local area governments have organized and coordinated the local area alert and warning system, the local government responsibility can be inclusive of city, special district, county, and multi-county jurisdictions.

Local government officials typically have the most accurate and timely understanding of the situation, necessary protective actions, and potential adverse impacts of the incident. It is incumbent upon local officials to rapidly and adequately communicate to the public what is occurring and any steps or actions the public needs to take.

Responsibilities include:

ACTIVATE APPROPRIATE WARNING SYSTEMS TO ALERT THE PUBLIC AND GOVERNMENT OFFICIALS OF AN EMERGENCY SITUATION AND PROVIDE APPROPRIATE INSTRUCTIONS.

MONITOR SITUATION STATUS, INCIDENT FORECAST INFORMATION, AND PUBLIC RESPONSE TO THE ALERTS AND WARNINGS TO DETERMINE THE NEED TO CLARIFY ISSUES AND DISTRIBUTE NEW/UPDATED WARNINGS.

DISCONTINUE WARNINGS WHEN THEY ARE NO LONGER REQUIRED.

These actions could include but are not limited to:

- Evacuation orders (Including evacuation routes, shelter info, key information, etc.)
- Locations of points of distribution/dispensing (for food, water, medicine, etc.)
- Direction to move to higher ground
- HazMat incidents
- Red Flag warnings
- Weather alerts
- Lockdown
- Shelter-in-place guidance

The above scenarios may trigger the Operational Area Alerting Authority to send out an alert using one or more of their alerting tools. Operational Areas are responsible for:

- Coordinating with all jurisdictions within an Operational Area and adjacent Operational Areas as needed to effectively manage an incident and prepare and warn the public
- Coordinating training, testing, and exercising of county-wide alerting and warning systems
- Incorporating alert and warning systems into Operational Area standard procedures and protocols
- Utilization of IPAWS as a component of the county-wide alert and warning plan.

When the Monterey County EOC is activated, the Alert & Warning responsibility resides within the Planning Section, but will be carried out only by trained and qualified OES Staff.

Resource: State of California Alert and Warning Guidelines (2019):
<http://calalerts.org/documents/2019-CA-Alert-Warning-Guidelines.pdf>

7.5.1 LOCAL AUTHORITIES

Local law enforcement, fire, EMS, public works, or health officials may observe or become involved in situations requiring notification of other local officials and/or warning of the public.

7.5.2 EVERBRIDGE (MASS NOTIFICATION SYSTEM SOFTWARE)

The Mass Notification system software used by Monterey County is provided and hosted by Everbridge. Primary administration/operational readiness/training/and operational rollout within the County resides with in the Office of Emergency Services (by agreement with our Monterey County Emergency Communications Department/911). Training and operational rollout for our jurisdictional partners also resides with in the Office of Emergency Services. Sustained maintenance of the Everbridge system is the responsibility of one of the Emergency Planners within the Monterey County Office of Emergency Services.

Monterey County Office of Emergency Services in conjunction with the Monterey County Emergency Communications Department have the responsibility of ensuring that we are using the most capable mass notification service provider by reviewing the top 3-4 service providers available prior to contract renewal deadlines for the current selected contractor.

CONTRACTUAL AND BILLING RESPONSIBILITY IS HANDLED BY THE MONTEREY COUNTY EMERGENCY COMMUNICATIONS DEPARTMENT/911.

7.5.3 NIXLE

Nixle is a community based opt-in Information Service embedded within the Everbridge software platform. It can be keyword based (Event Subscribers) or based on zip code location Community Subscribers), delivering messages from jurisdictions or public safety agencies disseminated immediately over cell phone by SMS text message, by email, and over the web portal. Nixle Channels can be created using Keywords for specific categories of information. Examples include: "MCFIRES2020" or "MCWINTER".

7.5.4 ALERT MONTEREY COUNTY

Alert Monterey County is the name given to the County's emergency public alert and notification system (Everbridge) which serves the operational area of the county including each of the 12 incorporated jurisdictions and various Law enforcement and Fire Agencies within the County and California State University of Monterey Bay.

Alert Monterey County uses a database that includes: 911 landline (residential and business), yellow page, cellular, VOIP, and opt-in data to deliver messages to the public. Additionally, the public can opt-in/register through a web portal to directly receive Alert Monterey County alerts and notifications on any number of pathways of their choosing.

Administrators (OES Staff and select PSAP Managers) are authorized and trained to send public alerts and notifications, while Partial Administrators from local jurisdictions, County Departments, and Law and Fire Agencies using the system have been trained and authorized to create and send employees alerts and notifications, and maintain their own specific databases relative to their agency or jurisdiction.

Alert Monterey County messages are disseminated under the same protocols as IPAWS, whether it be the PSAP sending an alert at the request of a Public Safety Commander in the field or when the Monterey County Operational Area EOC. When the EOC is not activated the responsibility for alert messaging lies with the OES staff and or the PSAP. When the EOC is activated the primary responsibility for alert messaging relative to the incident being managed lies with the OES/EOC staff. If there is an independent incident that occurs concurrently with an EOC activation the 9-1-1 Center Shift Supervisors can often do send alert messaging. OES and the PSAP (County Communications staff) are available 24/7 to assist the local jurisdictions in creating and sending public messages, as needed.

MONTEREY COUNTY OFFICE OF EMERGENCY SERVICES AND MONTEREY COUNTY 9-1-1 COMMUNICATIONS ARE THE ALERTING AUTHORITIES FOR THE OPERATIONAL AREA.

7.5.5 WIRELESS EMERGENCY ALERT SYSTEM

The Warning, Alert and Response Network (WARN) Act established WEA (Wireless Emergency Alert) in 2008 and it became operational in 2012. WEA is a public safety system that allows anyone with a cellular connected device compatible mobile device(s) to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area. Authorized public safety officials send WEA alerts through FEMA's Integrated Public Alert and Warning System (IPAWS) to wireless carriers, which then push the alerts to cellular compatible mobile devices in the affected area.

MONTEREY COUNTY OFFICE OF EMERGENCY SERVICES AND COUNTY COMMUNICATIONS ARE CERTIFIED WEA ADMINISTRATORS.

7.5.6 EMERGENCY ALERT SYSTEM

The Emergency Alert System (EAS) is a national public warning system that may be used by local authorities to deliver important emergency information to the public via local broadcast (television and radio) media. Emergency Alert System participants – radio and television broadcasters, cable systems, satellite radio and television providers, and wireline video providers – deliver local alerts on a voluntary basis, but they are required to deliver Presidential alerts. The county’s primary LP-1 English and Spanish Station is KTOM-FM 100.7 MHz (Salinas) and LP-2 KPIG-FM 107.5 MHz (Santa Cruz). Through the Everbridge alerting platform Monterey County OES and the PSAP (County Communications Managers) have the credentials to access EAS and script emergency messages to inform the public of a threat, the steps to be taken by them, and where additional information can be obtained.

7.5.7 INTEGRATED PUBLIC ALERT WARNING SYSTEM (IPAWS)

The Integrated Public Alert and Warning System (IPAWS) is an internet-based capability (commonly embedded in the Mass Notification Alerting software) Federal, State, and local authorities can use to issue critical public alerts and notifications. IPAWS delivers alerts simultaneously through multiple communications devices reaching as many people as possible to save lives and protect property. These communication pathways include EAS (described above) and Wireless Emergency Alerts (WEA). IPAWS is administered by FEMA.

OES HAS BEEN CREDENTIALLED ON BEHALF OF THE COUNTY TO ACCESS IPAWS THROUGH ALERT MONTEREY COUNTY AND WEBEOC SYSTEMS.

In order to operate on IPAWS, FEMA requires a signed Memorandum of Agreement between the requesting Authority (Collaborative Operating Group (COG)) and FEMA. Digital licenses for both the Production and Testing (Demo) must be requested separately. A digital license(s) will be issued by FEMA after review of required staff training records and other system requirements. FEMA must also approve the Mass Notification Alerting Software Vender (private provider). The Common Alerting Protocol software is hosted by FEMA through an online portal.

7.5.8 NOAA WEATHER RADIO

National Weather Service All-Hazards Emergency Message Collection System (HazCollect) is an "All Hazards" radio network, making it a single source for comprehensive weather and emergency information. In conjunction with Federal, State, and Local Emergency Managers and other public officials, NWR also broadcasts/conveys warning and post- event information for all types of non-weather hazards – including natural (such as earthquakes or avalanches), environmental (such as chemical releases or oil spills), and public safety (such as civil emergency messages or 9-1-1 telephone outages).

7.5.9 CHANGEABLE MESSAGE SIGN (CMS)

A changeable message sign (CMS) is primarily used to give motorists real-time traffic safety and guidance information about planned and unplanned events that significantly impact traffic on the State's highway system. Changeable message signs (CMS) shall display only information that is associated with unexpected conditions, nonrecurring congestion, incidents, adverse weather conditions, special events, travel times, America's Missing Broadcast Emergency Response (AMBER) Alerts and assaults on law enforcement officers (Blue Alerts) that have been approved and requested by the California Highway Patrol (CHP) Emergency Notification and Tactical Alert Center (ENTAC), current and future road closure information, and Caltrans Headquarters approved safety messages or emergency security messages.

Resource: CalTrans Changeable Message Sign (CMS), [https://dot.ca.gov/programs/traffic-operations/tim/cms#:~:text=A%20changeable%20message%20sign%20\(CMS,on%20the%20State's%20highway%20system.&text=Caltrans%20recognizes%20the%20benefits%20of,manage%20traffic%20and%20inform%20motorists.](https://dot.ca.gov/programs/traffic-operations/tim/cms#:~:text=A%20changeable%20message%20sign%20(CMS,on%20the%20State's%20highway%20system.&text=Caltrans%20recognizes%20the%20benefits%20of,manage%20traffic%20and%20inform%20motorists.)

7.5.10 STATE WARNING CENTER

The State Warning Center at OES Headquarters in Sacramento may transmit warnings to the Operational Area EOCs, REOC, and SOC via:

- Operational Area Satellite Information System (OASIS)
- California Law Enforcement Telecommunications System
- California Warning Alert System, which is a party line telephone system that disseminates warning information from Federal and state warning points to county warning points, and is a component of the National Warning System, which is a landline network for transmitting and receiving emergency information to Federal, state, and local agencies
- Telephone, cellphone, or pager.

The State Warning Center may receive warnings from:

- National Weather Service
- Federal/State Joint Flood Operations Center
- National Earthquake Information Center and the seismological laboratories at the University of California, Berkeley, and California Institute of Technology
- Pacific and Alaska tsunami warning centers
- Reports from emergency responders at the scene of an event
- Reports from fire/public safety agencies that receive 911 calls.

7.6 PUBLIC INFORMATION DISSEMINATION

Monterey County uses various methods to disseminate public information.

7.6.1 WEBSITES

Disaster specific information will be posted on the Monterey County website.

| PLATFORM | URL |
|--|---|
| Monterey County Office of Emergency Services | www.co.monterey.ca.us/oes |
| Monterey County News and Information | https://www.co.monterey.ca.us/how-do-i/find/news-information |
| Monterey County Recovers | https://montereyco.recovers.org/ |

7.6.2 MONTEREY COUNTY CONNECT PHONE APPLICATION

Monterey County Connect offers a one-stop solution for county residents to access information and report issues or damages, including disaster information. Monterey County Connect is available for iOS and Android phones.

| SYSTEM | DOWNLOAD |
|----------------------------|---|
| iOS Systems (Apple Phones) | https://apps.apple.com/us/app/monterey-county-connect/id1325823970?ls=1 |
| Android Systems | https://play.google.com/store/apps/details?id=com.mcc.android.MCConnect |

7.6.3 SOCIAL MEDIA

Social media is a useful tool for reaching out to the population affected by a disaster or emergency as well as a tool for monitoring the status and well-being of the community in times of a disaster. Depending on the formats and technology available, social media messaging is sent from the EOC relaying validated, useful information about the conditions in the county, services available and ways to access additional information, such as through the Monterey County 2-1-1 Call Center.

| PLATFORM | URL | USERNAME |
|-----------|--|--|
| Twitter | www.twitter.com/MontereyCoOES | @MontereyCoOES |
| Facebook | www.facebook.com/MontereyCountyOES/ | @MontereyCountyOES |
| Instagram | www.instagram.com/montereyco.oes/?hl=en | @montereyco.oes |
| NextDoor | www.nextdoor.com/agency-detail/ca/monterey-county/monterey-county-office-of-emergency-services/ | Monterey County Office of Emergency Services |

7.6.4 PUBLIC ALERT AND WARNING SYSTEMS

| PLATFORM | URL |
|------------|-----|
| Nixle | |
| Everbridge | |

7.6.5 LOCAL PRINT MEDIA

| SOURCE | WEBSITE |
|------------------------|---|
| Monterey Herald | https://www.montereyherald.com/ |
| Salinas Californian | https://www.thecalifornian.com/news/localnews/ |
| Carmel Pine Cone | http://www.pineconearchive.com/ |
| Monterey County Weekly | https://www.montereycountyweekly.com/ |
| King City Rustler | https://kingcityrustler.com/author/rcronk/ |
| The Pajaronian | https://pajaronian.com/ |
| Big Sur Kate | https://bigsurkate.blog/ |

7.6.6 LOCAL NEWS MEDIA

| STATION | CHANNEL | WEBSITE | LANGUAGE |
|---------|---------|---|----------|
| KSBW | Ch. 8 | https://www.ksbw.com/ | English |
| KION | Ch. 46 | https://kion546.com/ | English |
| KCBA | Ch. 35 | http://www.kcba.com/ | English |
| KSMS | Ch. 67 | https://noticiasya.com/monterey-salinas/ | Español |
| KMCE | Ch. 43 | | Español |

7.6.7 LOCAL RADIO

| STATION | CHANEL | LANGUAGE |
|---------------------------|----------|----------|
| KRKC Radio (south county) | | English |
| KAZU (NPR) | 90.3 FM | English |
| KION | 1460AM | English |
| KTOM | 92.7 FM | English |
| KPIG | 107.5 FM | English |
| KCBS | 740 AM | English |
| KCTY | 980 AM | Español |
| KRAY | 103.5 FM | Español |
| KSEA | 107.9 FM | Español |

7.6.8 2-1-1 EOC CALL CENTER

The EOC 2-1-1 Call Center is located within the PIO Section of the Monterey County EOC and is staffed by the Call Center-2-1-1 Branch Director when the EOC is activated and the need for a call center has been determined necessary. United Way 2-1-1 staff has been trained by OES in ICS, SEMS and NIMS.

THE MONTEREY COUNTY OES HAS A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE UNITED WAY OF MONTEREY COUNTY 2-1-1 TO STAFF THE CALL CENTER BRANCH. THE MONTEREY COUNTY 2-1-1 CALL CENTER, ACTIVE 24/7 FOR NON-EMERGENCY, HEALTH RELATED INFORMATIONAL CALLS, IS A SERVICE PROVIDED TO MONTEREY COUNTY FREE OF CHARGE BY UNITED WAY MONTEREY COUNTY.

The Call Center is in Ventura County and has a robust back-up forwarding system to ensure call volume loads can be accommodated in times of disaster. The EOC branches provide validated disaster related information to the 2-1-1 Call Center Branch to be sent to the Call Center and all forms of information released to the public include instructions to call 2-1-1 to receive up-to-date information about the current disaster/event. The 2-1-1 service is provided in 178 languages. This public notification system greatly reduces overload calls to the 9-1-1 system for non-emergency public inquires.

7.6.9 PUBLIC NOTICE AND PRESS CONFERENCE LOCATIONS

Monterey County complies with Brown Act requirements for posting public notices and public participation information at least 72 hours before the regular meeting in a location freely accessible to members of the public. Agendas and public information can be found at the public information kiosks at the the below location; these locations also serve as press conference locations:

| Name | Location |
|---|---|
| Monterey County Emergency Services Center | 1322 Natividad Rd, Salinas CA |
| Government Center | 1441 Schilling Place Salinas Ca 93901 |
| Government Center | 168 West Alisal Street, Salinas, CA 93901 |

7.6.10 INFORMATION CENTERS

Monterey County Public Libraries are designated information centers during emergencies where power has been disrupted.

| Library Branch | Address |
|--------------------|---|
| Aromas Branch | Blohm & Carpenteria Sts., Aromas, CA 95004 |
| Big Sur Branch | Highway 1 at Ripplewood Resort, Big Sur, CA 93920 |
| Bradley Branch | - |
| Buena Vista Branch | 65 W. Carmel Valley Road, Carmel Valley, CA 93924 |

| Library Branch | Address |
|--------------------|--|
| Castroville Branch | 11160 Speegle Street, Castroville, CA 95012 |
| Gonzales Branch | 851 Fifth Street, Gonzales, CA 93926 |
| Greenfield Branch | 315 El Camino Real, Greenfield, CA 93927 |
| King City Branch | 402 Broadway Street, King City, CA 93930 |
| Marina Branch | 190 Seaside Circle, Marina, CA 93933 |
| Pajaro Branch | 29 Bishop Street, Pajaro, CA 95076 |
| Parkfield Branch | - |
| Prunedale Branch | 17822 Moro Road, Salinas, CA 93907 |
| San Ardo Branch | 62350 College St. (P.O. Box 127), San Ardo, CA 93450 |
| San Lucas Branch | 54692 Teresa St. (P.O. Box 28), San Lucas, CA 93954 |
| Seaside Branch | 550 Harcourt Avenue, Seaside, CA 93955 |
| Soledad Branch | 401 Gabilan Drive, Soledad, CA 93960 |

7.7 COMMUNICATING WITH VULNERABLE POPULATIONS

No two disasters are ever the same; yet, virtually all incidents disproportionately affect individuals with access and functional needs (AFN) (i.e. people with disabilities, seniors, children, limited English proficiency, and transportation disadvantaged). Monterey County Office of Emergency Services complies with Assembly Bill No. 477 which considers the access and functional needs population in emergency planning:

EMERGENCY COMMUNICATIONS, INCLUDING THE INTEGRATION OF INTERPRETERS, TRANSLATORS, AND ASSISTIVE TECHNOLOGY.

There are many factors that must be considered to ensure effective communication during disasters and recovery. Following are areas to consider communication access:

- Emergency Alert Systems: Depending on the situation, numerous forms of alert and warning may be required to reach the entire population, including those without hearing, eyesight or speak a different language. The County’s Emergency Notification System is capable of sending emergency information via voice, text and e-mail, and also through free applications available for “smart phones.” Every Emergency Notification is sent through as many “channels” as possible.
- Websites: Many people with disabilities use “assistive technology” to enable them to use computers and access the Internet. Blind people who cannot see computer monitors may use screen readers – devices that speak the text that would normally appear on a monitor.

People who have difficulty using a computer mouse can use voice recognition software to control their computers with verbal commands. Poorly designed websites can create unnecessary barriers for people with disabilities, just as poorly designed buildings prevent some from entering.

- Press Conferences: Information delivered at press conferences by public officials and broadcasted on television during a disaster is critical. This information needs to be effective, understood, consumable, and actionable by the whole community (i.e. sign language interpreters for Deaf/Hard of Hearing, translation for those with limited English, and alternative formats for Blind/Low Vision).

Communication with individuals with disabilities must be as effective as communication with others. The effective communication obligation extends to individuals with disabilities who have physical, mental, and sensory disabilities, such as vision, hearing, or speech impairments, that substantially limit the ability to communicate.

Under the ADA, communication barriers must be eliminated that prevent individuals with disabilities from enjoying equal opportunity to participate in and benefit from:

- Programs, services and activities of state and local governmental entities;
- Goods, services or activities offered by public accommodations; and
- Employment opportunities in both the public and private sectors.

The obligation to communicate effectively with people who have disabilities applies to the presentation and exchange of information in all forms including sound, print, graphics and voice.

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8 ADMINISTRATION, FINANCE, AND LOGISTICS

THIS SECTION COVERS GENERAL SUPPORT REQUIREMENTS AND THE AVAILABILITY OF SERVICES AND SUPPORT FOR ALL TYPES OF EMERGENCIES, AS WELL AS GENERAL POLICIES FOR MANAGING RESOURCES. PLANNERS SHOULD ADDRESS THE FOLLOWING IN THIS SECTION OF THE PLAN:

- References to Mutual Aid Agreements or Memorandums of Understanding;
- Authorities for and policies on augmenting staff by reassigning public employees and soliciting volunteers, along with relevant liability provisions;
- General policies on keeping financial records, reporting, tracking resource needs, tracking the source and use of resources, acquiring ownership of resources, and compensating the owners of private property used by the jurisdiction.

8.1 FINANCE

To enhance the capability of the County of Monterey to respond to incidents by providing financial support and coordination to county incident management operations and coordinating the recovery of costs as allowed by Federal and State law, the financial priorities during incident management operations are:

- Preserve life, property, and the environment
- Provide continuity of financial support to the county, and OA when appropriate
- Cooperate with the other sections of the OA EOC
- Document the county's costs and recovery of those costs as allowable

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The Finance/Administration function will operate under the following policies during a qualifying incident/event as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing county and departmental fiscal operating procedures will be adhered to unless modified by County Council or the EOC Director.
- For incident/events that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel will be on an operational period, as determined by the EOC Director. This may be a period of 12 hours.

The Finance/Administration function's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the county functioning during an incident or crisis of any size or type. These systems include but are not limited to:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The function also supervises the negotiation and administration of vendor and supply contracts and procedures in collaboration with the incident management procurement functions. The extent and complexity of the incident or crisis will determine the extent to which the Finance/Administration function will mobilize. For some incidents/events, only part of the section may need to be engaged. In larger more complex incidents the entire function will likely engage.

The Finance/Administration function acts in a support role in all incidents/events to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. To carry out its responsibilities, the Finance/Administration function will accomplish the following during a disaster/emergency: For incidents/events where the county's computer systems and banking are accessible and usable:

- Notify the other parts of the incident management organization and county departments that incident management accounting procedures will be initiated and used for the event;
- Determine (in collaboration with technical staff) the extent to which the county's computer systems are accessible and/or usable;
- Determine if the county's banking institutions can continue handling financial transactions;
- Inform the incident management organization and county departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that incident management accounting procedures will be used for incident/event-related costs;
- Disseminate information about the incident management accounting

- procedures to other sections and departments as necessary;
- Upon proclamation or declaration of a disaster by the State and/or Federal Governments, coordinate with those agencies to initiate the recovery process of the county's costs;
- Coordinate with the other sections and departments on the collection and documentation of costs pertaining to the incident/event;
- Coordinate with the State and Federal disaster assistance agencies for the required inspections, documentation, audits, and other necessary work in order to recover costs.

For incidents/events where the county's computer systems and/or banking institutions are either inaccessible or unusable

- Notify the other parts of the incident management organization and county departments that incident management accounting procedures will be initiated and used for the event
- Determine (in collaboration with technical staff) the extent to which the county's computer systems are accessible and/or usable
- Determine if the county's banking institutions can continue handling financial transactions
- Inform the incident management organization and county departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date
- Activate other Finance/Administration functions as necessary
- Maintain, as best possible, the financial continuity of the county (payroll, payments and revenue collection)
- Disseminate information about the incident management accounting procedures to other sections and departments as necessary
- Upon proclamation or declaration of a disaster by the State and/or Federal Governments, coordinate with those agencies to initiate the recovery process of the county's costs
- Coordinate with the other sections and departments on the collection and documentation of costs pertaining to the incident/event
- Coordinate with the State and Federal disaster assistance agencies for the required inspections, documentation, audits, and other necessary work in order to recover costs

8.2 CONTINUITY OF GOVERNMENT

A major emergency or a catastrophic emergency could result in the death or injury of key employees, the partial or complete destruction of established facilities, or the destruction of vital systems and records essential to continued operations.

THE DIRECTOR OF EMERGENCY SERVICES IS RESPONSIBLE FOR ENSURING CONTINUITY OF ESSENTIAL GOVERNMENT FUNCTIONS, PROVIDING LEADERSHIP AND AUTHORITY, DIRECTION OF EMERGENCY OPERATIONS, AND MANAGEMENT OF RECOVERY OPERATIONS WITHIN ITS CHARTER UNDER MONTEREY COUNTY.

8.3 CONTINUITY OF OPERATIONS

A Continuity of Operations Plan (COOP) has been developed for each County Department based on Monterey County's existing scope of government services. Each county department is responsible for maintaining and implementing their respective COOPs. The plan outlines key essential functions of county government; succession plan and delegation of authority. In the event of loss of government facilities due to a disaster, alternate locations have been identified. The COOP plan should be referred to for specific information on continuity of operations for the following elements:

8.3.1 VITAL RECORDS MANAGEMENT

Vital records are defined as those that are essential to continue government functions and to conduct emergency operations. In addition, vital records are necessary to:

- **PROTECT THE RIGHTS AND INTERESTS OF INDIVIDUALS, CORPORATIONS, OR OTHER ENTITIES. EXAMPLES INCLUDE VITAL STATISTICS, LAND AND TAX RECORDS, LICENSE REGISTERS, AND ARTICLES OF INCORPORATION.**
- **CONDUCT EMERGENCY RESPONSE AND RECOVERY OPERATIONS. RECORDS OF THIS TYPE INCLUDE UTILITY SYSTEM MAPS, LOCATIONS OF EMERGENCY SUPPLIES AND EQUIPMENT, EMERGENCY OPERATIONS PLANS, AND PERSONNEL ROSTERS.**
- **RE-ESTABLISH NORMAL GOVERNMENTAL FUNCTIONS. INCLUDED IN THIS GROUP ARE GOVERNMENT CHARTERS, STATUTES, ORDINANCES, COURT RECORDS, AND FINANCIAL RECORDS. RECORDS ARE AVAILABLE DURING EMERGENCY OPERATIONS AND LATER, FOR RE-ESTABLISHING NORMAL GOVERNMENTAL ACTIVITIES.**

Each level of government down to the department/agency level is responsible for designating a custodian for vital records and ensuring vital records storage and preservation is accomplished.

8.4 HUMAN RESOURCES

If a catastrophic emergency were to strike the County, a substantial absentee rate may be anticipated. This may include evacuated, injured, or sick employees, employees who are caring for sick family members and employees who do not come to work out of fear.

Emergency staffing and backfill of existing positions will be of primary concern in order to provide mission critical and other services to the public. Non-mission critical services may be staffed, to the extent possible. The Human Resources Department will assist departments with emergency staffing needs.

DISASTER SERVICE WORKERS. All County employees are disaster service workers and may be called upon to provide emergency-related services to the County and its residents. Following is the citation from the California Code governing this provision.

TEMPORARY SPECIAL ASSIGNMENT. A temporary special assignment is defined as a temporary assignment of an employee to an existing higher-level classification when the higher-level duties and responsibilities comprise more than a majority of the work performed.

COUNTY TEMPORARY EMPLOYEES. An individual who is hired as a temporary, PERS retired annuitant or Limited Term. Any County temporary employee may only be hired with the approval of HR. 2.

AGENCY TEMPORARY EMPLOYEE. An individual who is the employee of an authorized vendor who has a contract with the County to provide temporary workers.

VOLUNTEERS. Individuals who perform services for the County for civic, charitable or humanitarian reasons. During a Pandemic event and/or other catastrophic emergency, departments may wish to utilize the services of volunteers.

Resource: Monterey County Human Resources Emergency Response Manual, March 2020,
<https://www.co.monterey.ca.us/home/showdocument?id=96102>

8.5 RESOURCE MANAGEMENT

During a regional emergency or disaster, the Operational Area is responsible for filling resource requests among jurisdictions within the Operational Area by providing county resources, brokering the provision of mutual aid from other jurisdictions within the Operational Area, and/or requesting resources from the REOC; Additionally, providing emergency response resources to other Operational Areas in accordance with the provisions of the Master Mutual Aid Agreement.

To respond effectively to an emergency event in the Bay Area, emergency response organizations must work together to optimize the use of available regional resources and to obtain resources from outside of the region. Resources may be obtained to support emergency response through the following mechanisms:

- Mutual assistance and auto-aid agreements between neighboring jurisdictions (typically not coordinated by the traditional mutual aid systems)
- Contracting with private-sector and nonprofit entities
- Managing volunteer, donated, or spontaneous resources.

- Mutual aid, including discipline-specific mutual aid and emergency services mutual aid.
- Mission tasking of state agencies
- Direct Federal assistance
- EMAC

8.5.1 RESOURCE REQUESTS

During the response phase, the real-time tracking of incidents and response resources is critical. Resources may be in short supply, and multiple requests for services can occur. Resource requirements for supplies, equipment, vehicles, facilities, or personnel are initially be filled from within Monterey County local governments, agencies and within county departments. Once local/internal resources have been exhausted (to include inventories on hand and procurement from vendors and local mutual automatic aid to public safety) or when a shortfall is projected, a resource request based on a needed outcome is submitted by the DOC/ Local EOC to its counterpart representative at the EOC.

When Monterey County resources have been exhausted, resource requests are then routed to the EOCs of other local governments in the Operational Area. If resources are exhausted in the Operational Area, requests are routed to the REOC following SEMS protocols or through the established mutual aid system when appropriate. Figure 4-2 represents the resource request flow as defined by SEMS and the State of California Emergency Plan.

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

8.5.2 RESOURCE ORDERING

All resource requests, at each level, must include the following:

- Clearly describe the current situation.
- Describe the requested resources.
- Specify the type or nature of the service the resource(s) will provide.
- Provide delivery location with a common map reference.
- Provide local contact at delivery location with primary and secondary means of contact.
- Provide the name of the requesting agency and/or OA Coordinator contact person.
- Indicate time frame needed and an estimate of duration.
- Indicate if the logistical support (food, shelter, fuel, and reasonable maintenance) is required, if the request involves personnel and/or equipment with operators.

8.5.3 MISSION REQUESTS

The Operational Area EOC may submit a mission request to CalOES for resources; CalOES may task state agencies to conduct emergency operations to support an affected jurisdiction. The OES Director has authority to task state agencies, and may delegate this authority to the REOC

8.5.4 INTEGRATION OF MUTUAL AID RESOURCES

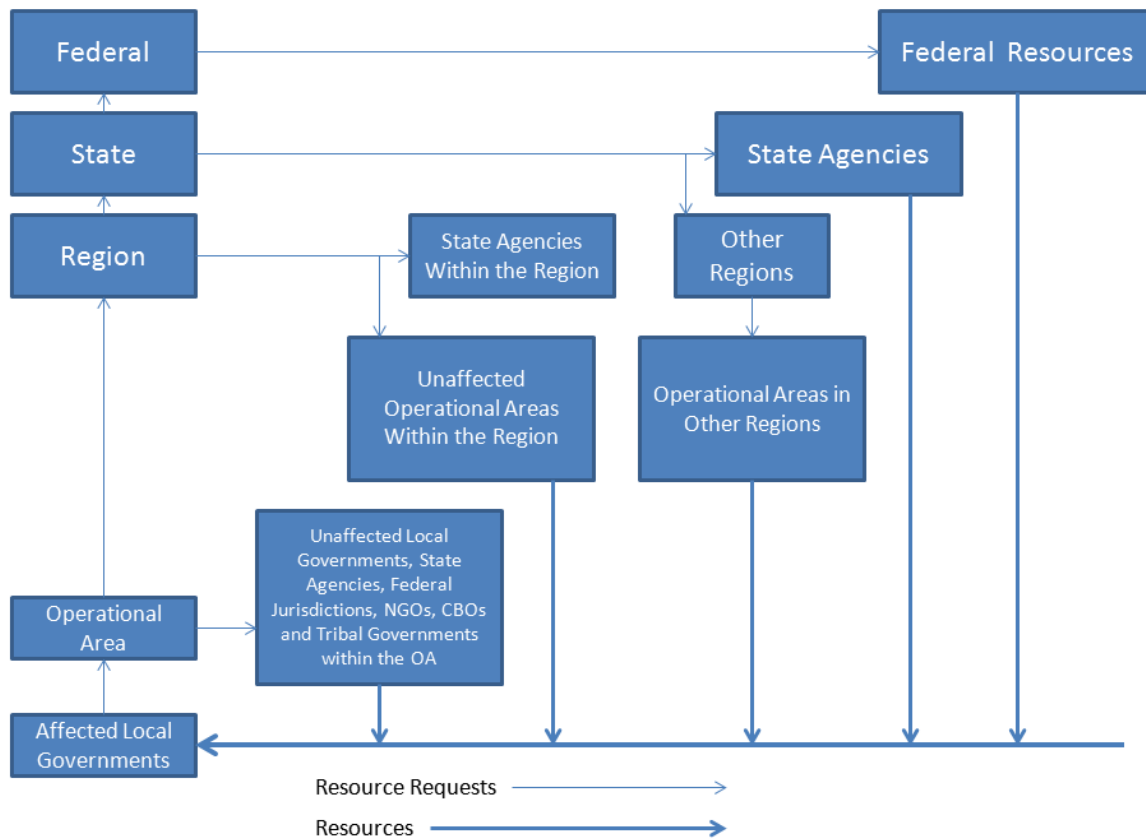
Emergency assistance for Monterey County is based on a State-wide mutual aid system designed to ensure that additional resources are provided to the State’s political subdivisions whenever their own resources are overwhelmed or inadequate. Mutual aid may be requested from other jurisdictions when a resource to support emergency response cannot be provided or procured quickly through field response or local government. Under the Master Mutual Aid Agreement, mutual aid is provided at no cost to a requesting jurisdiction, and local governments may provide resources as long as the provision of these resources will not “deplete unreasonably its own resources, facilities, and services.”

The EOC Logistics or Operations Section at each SEMS level fills resource requests that do not fall within the discipline-specific mutual aid systems. Resources provided through emergency services mutual aid may include:

- Communications assets
- Transportation resources
- Care and shelter resources
- Commodities such as food, water, and ice
- Public works resources
- Emergency management personnel to support EOC operations.

The California Emergency Management Agency’s (CalOES) State Operations Center (SOC) will facilitate the provision of mutual aid among CalOES regions. Local and Regional EOCs may assign the position of Mutual Aid Coordinator to the Logistics Section of the EOC.

Figure 8-1: Resource Request Flowchart



Source: State of California Emergency Plan, July 2009.

All resource requests made to the Operational Area or to the Region should include the following:

- Clearly describe the current situation
- Describe the requested resources
- Specify the type or nature of the service the resource(s) is providing
- Provide delivery location with a common map reference
- Provide local contact at delivery location with primary and secondary means of contact
- Provide the name and contact information for the requesting agency and/or Mutual Aid Coordinator
- Indicate the time the resource is needed and include an estimate of duration of use
- For resource requests involving personnel and/or equipment with operators, indicate if logistical support is required, (i.e., food, shelter, fuel, and reasonable maintenance).

9 RECOVERY

RECOVERY EFFORTS ARE A SHARED RESPONSIBILITY OF OUR “WHOLE COMMUNITY” AS IDENTIFIED IN NATIONAL PREPAREDNESS GOAL AND PRESIDENTIAL POLICY DIRECTIVE 8: NATIONAL PREPAREDNESS. AT THE CORE OF THE RECOVERY OPERATIONS IS THE PREPAREDNESS AND PLANNING IMPLEMENTED BY MONTEREY COUNTY AND ITS STAKEHOLDERS. BUILDING RELIANT, REDUNDANT LOCAL SUPPORTS NETWORKS THAT INCLUDE BOTH PRIVATE, PUBLIC, AND VOLUNTEERS ORGANIZATIONS WILL ENSURE THAT THOSE PARTNERSHIPS AND RELATIONSHIPS WILL WORK EFFECTIVELY FOR GREATER LONG-TERM STABILITY OF OUR COUNTY.

The National Disaster Recovery Reform Act (2018) provides federal guidance in how best to restore, redevelop and revitalize the social, economic, natural and environmental components of communities. This holistic approach to recovery involves bringing all stakeholders together in a problem solving; synergistic efforts where the complex needs of the entire community are recognized. It is not a top down government driven effort. The Core Team is Monterey County with state and federal assets in support.

9.1 RECOVERY TARGET CAPABILITIES - PHASES OF RECOVERY

The phases of recovery or “recovery continuum” as FEMA refers to them, offer a process of interdependent and often concurrent activities that seek to progressively advance a community toward a successful recovery. However, decisions made, and priorities set early in the recovery process by a community have a cascading effect on the nature and speed of the recovery progress. Recovery can be divided into three operational phases, all which overlap to some extent: short term/immediate needs; intermediate; and long-term recovery. In each phase, several key items should be addressed by either the EOC or Recovery Team.

9.1.1 IMMEDIATE/INITIAL PHASE

Recovery operations begin concurrently with or shortly after the commencement of response operations. Short-term recovery activities occur within 90 days of the incident but may continue beyond that point. Short-term recovery includes actions required to:

- Stabilize the situation
- Assessing damage
- Removing debris

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- Restoring utilities such as water and power services
- Restoring basic transportation services and routes
- Providing temporary housing
- Restore essential services
- Restore government services

DAMAGE ASSESSMENT

The safety and operability of routes, facilities, equipment, and vehicles is a factor in the establishment of government service. Damage assessments are used to determine if routes, facilities, equipment, and vehicles are safe and operational. On notification of an emergency, Incident Commanders should attempt to determine the extent of damage. Local Damage Assessment Teams investigate, identify, and reviews the impact of the emergency on levels of service, outside agency requests for County services, impact on various County departments, and the feasibility of performing normal government operations in the affected facilities. The Planning and Intelligence Section Chief and the Operations Section Chief ultimately reviews any assessments and incorporates them into the situation report for the EOC Director and REOC. This initial assessment will serve as the foundation for further emergency declaration threshold information.

Within 4 hours of an emergency proclamation or within 8 hours of an unproclaimed emergency-related event, the Incident Commander should prepare a Damage Assessment Report, which includes, but is not limited to:

- Date and time reported
- Name of person placing initial alert
- Time of arrival at disaster site (estimated or actual)
- General description of the disaster damage
- Number of homes, businesses, public infrastructure damaged
- Degree of damage
- Develop Public and Individual assistance strategy based on local state federal thresholds.
- Estimate of availability of internal resources to meet external requirements
- Internal resources already committed to external demands and operations

9.1.2 INTERMEDIATE (MID TERM)

Intermediate or mid-term recovery involves returning individuals, families, critical infrastructure and essential government or commercial services to a functional, if not pre-disaster, state. Such activities are often characterized by temporary actions that provide a bridge to permanent measures.

- Restoration of Lifelines (intermediate/stabilization operations)
- Implement plans for Debris Management
- Direct partners (utilities, public works, etc.) in the facilitating the

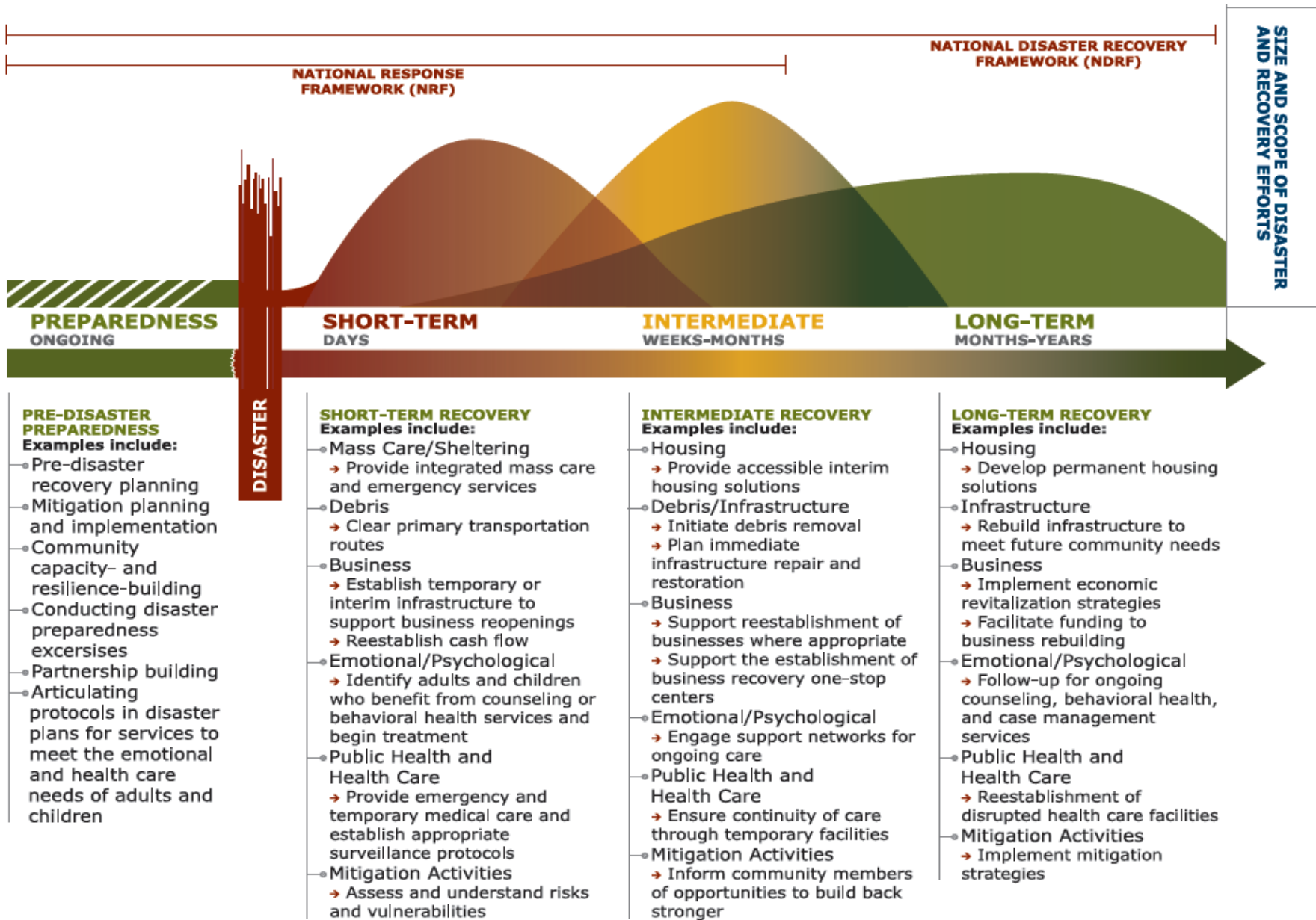
restoration of lifelines based on prioritization

- Develop Interim Housing solutions
- Support one-stop recovery centers for both individual and businesses
- Provide support networks for mental and public health efforts
- Integrate priorities with Regional and Statewide efforts

9.1.3 LONG TERM

Long-term recovery includes those activities necessary to rebuild and revitalize a community, given the inevitable changes that result from a major disaster. Long-term recovery requires significant planning to maximize opportunities and mitigate risks after a major incident. Long-term recovery can continue for years and may include the following:

- Reconstructing public and private facilities and infrastructure
- Planning and rebuilding of housing
- Implementing waivers, zoning changes, and other land use legislation to promote recovery
- Providing long-term assistance to displaced families, including financial support as well as social and health services
- Restoring the local economy
- Integrating mitigation strategies into rebuilding efforts
- Recovering disaster-related costs for infrastructure restoration through Federal grant programs



9.2 ROLES AND RESPONSIBILITIES – THE WHOLE COMMUNITY APPROACH

9.2.1 INDIVIDUALS AND FAMILIES

It is said that all disasters are local. Recognizing that a disaster resistant community is centered around the individual citizens and families, responsibility for recovery begins with each individual’s need to prepare for and manage to the extent possible their own recovery.

- Become educated on the risk exposure in their community and identify measures that can be taken to mitigate potential risks and protection from threats.
- Maintain adequate savings and emergency cash reserves that can be tapped into after a disaster. Maintain adequate insurance coverage for homes, cars, rental property, flood, and earthquake risks.
- Participate in community recovery efforts.

9.2.2 PRIVATE SECTOR

The Private Sector plays a critical role in establishing public confidence immediately after a disaster event. Maintaining open businesses and providing services to survivors of disaster is crucial to the recovery. Private sector resources form the largest and most accessible basis for the community or region to draw from. The private also must work in its efforts to be prepared

- Maintain adequate cash reserves to maintain continuity of business during sustained closures.
- Educate and train employees to practice business mitigation, hardening of facilities including back-up generator access.
- Mobilize employees and community at large to reopen operations as quickly as possible to provide essential goods and services and instill community confidence.
- Donate goods and services; provide facilities and office space to local government and groups assisting in recovery efforts.

9.2.3 NON-PROFIT/ COMMUNITY BASED SECTOR

These organizations directly supplement where government authority and resources cannot be applied to meet obligations that otherwise cannot be met due to legal limitations of funding, resources and authority. Building relationships with stakeholders in the community is essential. Utilizing alliances or local forums for collaboration will speed the collaboration and efforts needed in the post response phase.

- Provide specific relief aid, recovery resources, and support services to vulnerable and underserved populations
- Provide emotional, spiritual care, case management expertise and training for care givers as well as training to support individuals’

- implementation of their own disaster recovery plans.
- Provide housing repair and reconstruction services that comply with applicable standards
- Provide advocacy services for disaster affected communities to help with complexities of governmental and other recovery programs.

9.3 RECOVERY ORGANIZATION

Responsibility for supporting recovery efforts in Monterey County after a disaster are shared among public, nonprofit, private and each level of government. Recovery for Monterey County is complex in that it relies on resources shared by other counties in the region, like transportation systems and infrastructure, and an employee base that commutes in and out of the county. To facilitate the progressive advancement towards recovery, all levels of government must effectively coordinate and prioritize activities and funding.

As previously described, the emphasis of local, State, and Federal activities shifts from response to relief and short-term recovery as the requirements to save lives, protect property, and protect public health and safety diminishes. During this phase, Monterey County transition recovery planning out of the Advanced Planning Unit of the EOC to an Operational Area Recovery Task Force.

9.3.1 OPERATIONAL AREA RECOVERY TASK FORCE

To facilitate the integration of recovery efforts in the Operational Area and promote the effective use of available resources, the County may establish an Operational Area Recovery Task Force. The Operational Area Recovery Task Force should consist of members of the community, the private sector, NGOs, local governments, special districts, and State and Federal agencies with roles in supporting recovery in the Operational Area. To meet the long-term community recovery efforts, the EOC will transition to this long-term recovery team. The team leader will be appointed by the Director of Emergency Services and will serve for a minimum of 1 year. Several county departments serving roles in the OA EOC will also transition with the Recovery Team although personnel assigned may change based on the specific effects of the disaster. Included in the Recovery Task Force should be:

- Health Department
- Resource Management Agency
- Economic Development
- Social Services
- Public Information
- Donation/Volunteer Management
- Finance
- Non-government Organizations
- Community Leadership
- County Counsel
- Other Agencies as Needed

The Recovery Branch ensures that State and Federal support are provided in an efficient and timely manner throughout the recovery process. This is done by developing the Disaster Cost Recovery Group, who reports to the Recovery Branch, and implements the Disaster Cost Recovery Plan. The Recovery Branch acts as the grantee for federally funded disaster assistance programs, as grantor for the State CDAA program, and coordinates recovery assistance for individuals, businesses and the agricultural community. The Recovery Branch provides technical support to reduce the costs and streamline the process of future recovery efforts. Additionally, the Recovery Branch ensures that proposed recovery projects are reviewed for environmental concerns and that historical preservation activities are considered.

In support of these responsibilities, the Recovery Branch performs extensive liaison activities with local, State, and Federal agencies; legislators; various volunteer and nonprofit organizations, as well as the general public. The Recovery Branch emphasizes recovery preparedness through the coordination of recovery planning efforts, the development of recovery training programs and the involvement in emergency management exercises and drills.

9.3.2 STATE AND FEDERAL INTEGRATION

Both the State and Federal governments provide disaster assistance. Emergency proclamation thresholds and resource requests typically determine the amount of assistance required. When the State and Federal government offer assistance, they typically do so through the following assistance programs:

9.3.3 LOCAL ASSISTANCE CENTER

A Local Assistance Center (LAC) is a centralized location where individuals and families can access available disaster assistance programs and services following a disaster. Local, State, and Federal agencies, as well as nonprofit and voluntary organizations, may provide staff at the centers. The Federal Government may open separate assistance centers (FEMA disaster Recovery Centers) through which only the services of Federal programs are offered.

In cooperation with Cal OES Recovery, the County assesses the need for and establishes a Local Assistance Center(s). Cal OES Recovery ensures that an appropriate number of LACs are established, based on assessed needs, and coordinates the participation of State and Federal agencies at the centers. Not all areas affected by an incident require LACs. Cal OES Recovery may provide financial support to the County for the operation of LACs through the California Disaster Assistance Act.

9.3.4 FEDERAL ASSISTANCE PROGRAMS

The Federal government relies primarily on the following programs to assist State and local governments.

DIRECT FEDERAL ASSISTANCE

At the request of the State, FEMA coordinates direct Federal assistance to State and local

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governments Recovery Programs.

Under the Stafford Act, FEMA also coordinates Federal recovery programs, which may include:

- Assistance for individuals and families through the Individual and Household Program, including provision of temporary housing
- Assistance to State and local governments and certain private nonprofit organizations for extraordinary costs related to response, removal of debris, and damage to buildings and infrastructure through the Public Assistance Program
- Assistance to State and local governments through the Hazard Mitigation Grant Program for measures to reduce damage from future disasters. See Recovery Annex for more detailed information on Federal Assistance thresholds, cost share, etc.

OTHER FEDERAL PROGRAMS

Other Federal agencies may implement non-Stafford Act recovery programs, or programs authorized under disaster-specific legislation. For example:

- The Small Business Administration provides low-interest loans for repairs to damaged homes and for damage to businesses.
- The Federal Highway Administration provides funding to State and local governments for the restoration of damaged roads, bridges, and other features that are part of the system of Federal-aid routes.

10 PLAN DEVELOPMENT AND MAINTENANCE

THE EOP IS DEVELOPED UNDER THE AUTHORITY OF THE COUNTY BOARD OF SUPERVISORS. IT IS A LIVING DOCUMENT, SUBJECT TO REVISION BASED ON AGENCY ORGANIZATIONAL CHANGES, NEW LAWS OR GUIDANCE, AND EXPERIENCE OBTAINED FROM EXERCISES OR RESPONDING TO REAL EVENTS. THIS SECTION DESCRIBES THE DEVELOPMENT AND MAINTENANCE PROCESS FOR KEEPING THE EOP CURRENT, RELEVANT, AND IN COMPLIANCE WITH SEMS, NIMS, AND OTHER APPLICABLE INSTRUCTIONS.

10.1 DEVELOPMENT AND MAINTENANCE RESPONSIBILITIES

MONTEREY COUNTY, CALIFORNIA CODE OF ORDINANCES, TITLE 2 – ADMINISTRATION, 2.68.080 - EMERGENCY PLAN.

THE DIRECTOR OF EMERGENCY SERVICES SHALL BE RESPONSIBLE FOR THE DEVELOPMENT OF THE COUNTY OF MONTEREY EMERGENCY PLAN, WHICH PLAN SHALL PROVIDE FOR THE EFFECTIVE MOBILIZATION OF ALL OF THE RESOURCES OF THIS COUNTY, BOTH PUBLIC AND PRIVATE, TO MEET ANY CONDITION CONSTITUTING A LOCAL EMERGENCY, STATE OF EMERGENCY, OR STATE OF WAR EMERGENCY; AND SHALL PROVIDE FOR THE ORGANIZATION, POWERS AND DUTIES, SERVICES, SERVICE CHIEFS, AND STAFF OF THE EMERGENCY ORGANIZATION.

The Emergency Services Manager, under the general direction of the County Administrative Officer, is charged with the preparation, revision, and implementation of the EOP. Each County

Department/Agency tasked with functional responsibility, is responsible for developing and maintaining their portions of the EOP, which include functional annexes.

10.2 DEVELOPMENT PROCESS

The initial development and the development on new material follow basic guidelines for strategic planning. The Emergency Services Director initiates the process, which engages the support of County departments, partnering agencies, and entities with relevant EOC responsibilities. OES considers the contributions of the stakeholders and other subject matter experts to develop the draft EOP.

This Emergency Operations Plan (EOP) was developed in compliance with Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans and 2017 Cal OES Emergency Operations Plan Crosswalk for Plan Review.

Stakeholders are expected to review the draft EOP and provide final comments to OES. OES addresses the comments, editing the draft EOP as necessary, and produces the final EOP. Stakeholder involvement is key to developing a comprehensive EOP that is useful, applicable, and supported by all County Departments/Agencies and local governments in the Operational Area.

10.3 APPROVAL

The Operational Area Disaster Council has final review and if approval makes recommendation to the Board of Supervisors for adoption.

THE CALIFORNIA EMERGENCY SERVICES ACT, ARTICLE 10—LOCAL DISASTER COUNCILS § 8610. ... A DISASTER COUNCIL SHALL DEVELOP PLANS FOR MEETING ANY CONDITION CONSTITUTING A LOCAL EMERGENCY OR STATE OF EMERGENCY, INCLUDING, BUT NOT LIMITED TO, EARTHQUAKES, NATURAL OR MANMADE DISASTERS SPECIFIC TO THAT JURISDICTION, OR STATE OF WAR EMERGENCY; THOSE PLANS SHALL PROVIDE FOR THE EFFECTIVE MOBILIZATION OF ALL OF THE RESOURCES WITHIN THE POLITICAL SUBDIVISION, BOTH PUBLIC AND PRIVATE. THE DISASTER COUNCIL SHALL SUPPLY A COPY OF ANY PLANS DEVELOPED PURSUANT TO THIS SECTION TO THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES.

10.4 PROMULGATION AND APPROVAL

This EOP is reviewed by all departments/agencies assigned a primary function in the County's emergency management organization as defined in this EOP. An approved EOP gives both the authority and the responsibility to organizations to perform their tasks; formalizes their responsibilities about preparing and maintaining their own procedures/guidelines; and commits them to carrying out the training, exercises, and plan maintenance necessary to support the EOP. Concurrence of details contained in the EOP is documented using the concurrence agreement, which is included in the back matter of this

EOP.

A signature from the following departments confirms that the department has read the EOP and has no conflicts with its content at the time of publishing. Upon review and written concurrence by the departments/agencies, the EOP is submitted to the California Office of Emergency Services (Cal OES) for review and then to the Monterey Operational Area Disaster Council for review and approval. Upon approval by the Council, the EOP is officially adopted and promulgated by the County Board of Supervisors. A letter of promulgation is in the back matter of this Plan, which validates the concepts, roles, and responsibilities and the emergency management system for the County.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Board of Supervisors • County Administrative Office • Office of Emergency Services • County Counsel • Sheriff-Coroner • Resource Management | <ul style="list-style-type: none"> Agency • Department of Social Services • California Department of Forestry and Fire Protection-San Benito-Monterey Unit |
|--|---|

10.5 PLAN CONCURRENCE

Supporting agencies and organizations include all county departments who received a copy of this Plan. These county departments are expected to comply with how the EOP describes their tasks.

10.6 REVISION AND MAINTENANCE PROCESS

THIS EOP AND ITS ASSOCIATED ANNEXES ARE REVIEWED, UPDATED, REPUBLISHED, AND REDISTRIBUTED ON A 3 YEAR REVIEW, 5 YEAR REVISION CYCLE (IN ACCORDANCE WITH 2016 STATE HOMELAND SECURITY GRANT PROGRAM GUIDANCE).

The plan may be modified as a result of post-emergency analyses and/or post-exercise critiques. The plan may also be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management operations change. Additionally, a review of the EOP is conducted annually to ensure the plan elements are valid, current, and remain in compliance with SEMS, NIMS, and other instructions. All revisions to the EOP that are conducted not in conjunction with an official review are documented in the Record of Changes at the front of the plan.

Each responsible department/agency reviews and updates its portion of the EOP and/or modifies its SOP as required based on deficiencies identified during exercises or real events. The County departments that have assigned responsibilities under this plan are obligated to inform the Emergency Services Director when organizational or operational changes that could affect this plan are imminent or suddenly occur.

10.7 TRAINING AND EXERCISES

The Monterey County OA has responsibility to plan and train for all potential hazards. This responsibility includes familiarization with local hazards, evacuation procedures, facility emergency management organization. The best method of training public safety emergency responders is through scenarios or simulated exercises. Exercises allow all participants to become familiar with the procedures, facilities, and the system that they will actually use in emergency situations which will enhance their professional skills.

OES will inform county departments and cities/towns and special districts of training opportunities associated with emergency management and response. In addition, OES will coordinate the updating and review of the County's Training and Exercise Plan in conjunction with Training and Exercise committees. An annual Training and Exercise Workshop (TEW) will be conducted each year to identify upcoming exercises, coordinate opportunities for public safety to participate and ensure that county core capabilities are being targeted and strengthened.

All new County employees should receive orientation to the EOC and EOP, ICS/SEMS/NIMS, and Disaster Service Worker training and oaths on employment. Those employees who have key roles to carry out during an emergency receive specialized training to perform the duties required of them. This specialized training could include:

- Emergency Response And Recovery Concepts And Procedures
- EOC Activation And Deactivation
- Organization And Responsibilities Specific To Each Employee's Role

10.7.1 ACCESS AND FUNCTIONAL NEEDS CONSIDERATIONS

- Integrate people with disabilities into emergency planning, exercises and simulations.
- Educate emergency/public safety personnel, and relevant community entities on how to provide communications to people with different disabilities in emergency situations.
- Train appropriate emergency personnel in use of accessible communications technologies for emergency alerting, person-to-person communications, and Next Generation 9-1-1.
- Provide emergency/public safety personnel, and relevant community entities with sensitivity training on the diversity within the population of people with disabilities.
- Empower end-users by providing information and resources on accessible emergency alert and information options.
- Convene stakeholders for workshops on inclusive emergency preparedness/communications.

10.8 AFTER-ACTION REPORTING

After every real event or exercise, the EOC Coordinator, Emergency Services Director or Incident Commander is responsible for facilitating the After-Action Report (AAR) process. The purpose of an AAR is to analyze response efforts, identify strengths to be maintained and built on, identify potential areas for further improvement, and to support the development of corrective actions. Based on items identified in the AAR for improvement, and Improvement Plan is developed with a specific timeline and responsible party for implementation and completion. The AAR and Improvement Plan should be forwarded to the Disaster Council for future planning, training, exercise and grant allocations.

Resource: See Attachment 4 for HSEEP After Action Report Templates

10.8.1 CALIFORNIA CODE OF REGULATIONS, TITLE 19, § 2450

(A) ANY CITY, CITY AND COUNTY, OR COUNTY DECLARING A LOCAL EMERGENCY FOR WHICH THE GOVERNOR PROCLAIMS A STATE OF EMERGENCY, AND ANY STATE AGENCY RESPONDING TO THAT EMERGENCY SHALL COMPLETE AND TRANSMIT AN AFTER ACTION REPORT TO CAL OES WITHIN NINETY (90) DAYS OF THE CLOSE OF THE INCIDENT PERIOD.

The after action report shall, at a minimum:

- Be a review of response actions taken
- Application of SEMS
- Suggested modifications to SEMS
- Necessary modifications to plans and procedures
- Identified training needs
- Recovery activities to date

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APPENDIX A |

GLOSSARY

| ACRONYM | MEANING |
|----------|---|
| AAR | After-Action Report |
| AFN | Access And Functional Needs |
| Cal OES | California Office of Emergency Services |
| Cal EMSA | California Emergency Medical Services Authority |
| CAO | County Administrative Officer |
| CFR | Code of Federal Regulations |
| CCR | California Code of Regulations |
| CONOPS | Concept of Operations |
| CONPLAN | San Francisco Bay Area Catastrophic Earthquake Readiness Response: Concept of Operations Plan |
| County | Monterey County |
| COOP | Monterey County Continuity of Operations Plan |
| DOC | Department Operations Center |
| DOT | U.S. Department of Transportation |
| DSW | Disaster Service Worker |
| EAP | Event Action Plan |
| EAS | Emergency Alert System |
| EMMA | Emergency Management Mutual Aid (State) |
| EOC | Monterey County Emergency Operations Center |
| EOP | Monterey County Emergency Operations Plan |
| EPA | U.S. Environmental Protection Agency |
| ESF #14 | Emergency Support Function #14, Long-Term Recovery |
| ESP | Emergency Services Planner |
| FEMA | Federal Emergency Management Agency |
| HSPD | Homeland Security Presidential Directive |
| IAP | Incident Action Plan |
| ICP | Incident Command Post |

| ACRONYM | MEANING |
|---------------|--|
| ICS | Incident Command System |
| IMT | Incident Management Team (State or Federal) |
| IPAWS | Integrated Public Alert Warning System |
| IT | Information technology |
| JIC | Joint Information Center |
| JIS | Joint Information System |
| LAC | Local Assistance Center |
| MMAA | California Disaster and Civil Defense Master Mutual Aid Agreement |
| NGO | nongovernmental organization |
| NIMS | National Incident Management System |
| OA | Operational Area (County) |
| OES | Monterey County Office of Emergency Services |
| PIO | Public Information Officer |
| RECP | San Francisco Bay Area Regional Emergency Coordination Plan |
| REOC | Regional Emergency Operations Center |
| SEMS | State of California Standardized Emergency Management System |
| SOC | State Operations Center |
| SOG | Standard Operating Guidelines |
| SOP | Standard Operating Procedure |
| TENS | Telephone Emergency Notification System (AlertMontereyCounty) |
| TEW | Training |
| UCP | Unified Command Post |
| USAR | Urban Search and Rescue (team) |
| WEA | Wireless Emergency Alert |
| WebEOC | WebEOC Software for EOC management |
| AlertMonterey | WWW.AlertMontereyCounty.org (Opt-in notification) |
| AAR | After-Action Report |
| AFN | access and functional needs |
| Cal OES | California Office of Emergency Services |
| Cal EMSA | California Emergency Medical Services Authority |
| CAO | County Administrative Officer |
| CFR | Code of Federal Regulations |
| CCR | California Code of Regulations |
| CONOPS | Concept of Operations |

COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

| ACRONYM | MEANING |
|----------------|---|
| CONPLAN | San Francisco Bay Area Catastrophic Earthquake Readiness Response: Concept of Operations Plan |
| COOP | Monterey County Continuity of Operations Plan |
| DOC | Department Operations Center |
| DOT | U.S. Department of Transportation |
| DSW | Disaster Service Worker |
| EAS | Emergency Alert System |
| EMMA | Emergency Management Mutual Aid (State) |
| EOC | Monterey County Emergency Operations Center |
| EOP | Monterey County Emergency Operations Plan |
| EPA | U.S. Environmental Protection Agency |
| ESF #14 | Emergency Support Function #14, Long-Term Recovery |
| FEMA | Federal Emergency Management Agency |
| HSPD | Homeland Security Presidential Directive |
| IAP | Incident Action Plan |
| ICS | Incident Command System |
| IMT | Incident Management Team (State or Federal) |
| IPAWS | Integrated Public Alert Warning System |
| IT | Information technology |
| JIC | Joint Information Center |
| JIS | Joint Information System |
| LAC | Local Assistance Center |
| MMAA | California Disaster and Civil Defense Master Mutual Aid Agreement |
| NGO | nongovernmental organization |
| NIMS | National Incident Management System |
| OA | Operational Area (County) |
| OES | Monterey County Office of Emergency Services |
| PIO | Public Information Officer |
| RECP | San Francisco Bay Area Regional Emergency Coordination Plan |
| REOC | Regional Emergency Operations Center |
| SEMS | State of California Standardized Emergency Management System |
| SOC | State Operations Center |
| SOP | Standard Operating Procedure |

| ACRONYM | MEANING |
|---------|--|
| TENS | Telephone Emergency Notification System (AlertMontereyCounty) |
| TEW | Training |
| USAR | Urban Search and Rescue (team) |
| WEA | Wireless Emergency Alert |

APPENDIX B | AUTHORITIES AND REFERENCES

10.9 AUTHORITIES

The following authorities and references provide direction and guidance for conducting emergency operations by Monterey County. For a complete list see Appendix B.

10.9.1 COUNTY

The following polices stand as authorities directing the County emergency management program:

- Monterey County Code, Chapter 2.68, Emergency Procedures and Organization
- County of Monterey Resolution No. 05-231, Resolution of the Monterey Board of Supervisors adopting NIMS and enhanced by SEMS (September 13, 2005)
- County of Monterey Resolution No. 95-480, Resolution Establishing the Monterey County Operational Area (October 24, 1995)
- County of Monterey Resolution No. 95-481, Resolution Establishing SEMS as the Approved Emergency Management Model for the County (October 24, 1995)
- County of Monterey unnumbered resolution, Resolution Adopting the Monterey County Operational Area EOP and Directing the Emergency Services Manager to Implement the Plan (May 4, 1999)

10.9.2 REGIONAL

Regional references are as follows:

- San Francisco Bay Area Regional Emergency Coordination Plan (RECP) and Annexes
- San Francisco Bay Area Catastrophic Earthquake Readiness Response: Concept of Operations Plan (CONPLAN)

10.9.3 STATE

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- The following State of California plans and polices stand as authorities directing the Monterey County emergency management program:
- California Emergency Services Act, § 8550 et seq., Government Code
- California Disaster and Civil Defense Master Mutual Aid Agreement
- SEMS: California Code of Regulations (CCR), Title 19, Division 2, Chapter 1
- California Code of Regulations, Title 19
- California Fire and Rescue Emergency Plan
- California Public Health and Medical Emergency Operations Manual (July 2011)
- California Department of Water Resources Flood Control (California Water Code, Section 128)
- Hazardous Materials Area Plan Regulations: CCR, Title 19, Division 2, Chapter 4, Article 3, Sections 2720-2728
- California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5
- Governor's Executive Order W-9-91
- State Emergency Plan (SEP), State of California, Cal OES, 2009
- Emergency Management Mutual Aid (EMMA), January 2012

10.9.4 FEDERAL

The following Federal plans and polices stand as authorities directing the County emergency management program:

- Robert T. Stafford Emergency Disaster Relief and Emergency Assistance Act (42 United States Code §§ 5121 et seq.)
- Federal Disaster Relief Regulations: 44 Code of Federal Regulations (CFR) Part 206
- Individual Assistance (44 CFR §§ 206.101 et seq.)
- Public Project Assistance (44 CFR §§ 206.200 et seq.)
- Hazard Mitigation (44 CFR §§ 206.430 et seq.)
- NIMS
- Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
- Presidential Policy Directive 8, National Preparedness
- HSPD 21, Public Health and Medical Preparedness
- Federal Disaster Relief Act of 1974 (Public Law 93-288)
- U.S. Army Corps of Engineers Flood Fighting (Public Law 84-99)
- Federal Civil Defense Act of 1950 (Public Law 920, as amended)

- Homeland Security Act of 2002
- Natural Disaster Assistance Act

10.10 REFERENCES

- APTA (American Public Transportation Association), 2001. Checklists for Emergency Response Planning and System Security, December.
- Army Corps of Engineers Flood Fighting (Public Law 84-99).
- Cal OES (California Office of Emergency Services), 1999a. Emergency Planning Guide, January.
- Cal OES (California Office of Emergency Services), 1999b. SEMS Guidance for Special Districts, July.
- Cal OES (California Office of Emergency Services), 2006. SEMS Emergency Guidance, Parts I and II, September: particularly Part 1—System Description, Section C—Local Government Level; and Part II—Planning and Developing SEMS, Section B—Local Government Level.
- Cal OES (California Office of Emergency Services), 2007b. SEMS Emergency Guidance, Part III (Maintenance System Section only), July.
- Cal OES (California Office of Emergency Services), 2009. Foundation for the Standardized Emergency Management System, July.
- California Code of Regulations, Title 19.
- California Department of Water Resource Flood Control (California Water Code, Section 128).
- California Disaster and Civil Defense Master Mutual Aid Agreement.
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- California Fire and Rescue Emergency Plan.
- California Public Health and Medical Emergency Operations Plan (July 2011)
- California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5.
- California Law Enforcement Mutual Aid Plan.
- California State Emergency Plan, reviewed for NIMS Compliance, September 2005.
- County of Monterey Resolution No. 05-231, Resolution of the Monterey Board of Supervisors adopting NIMS and enhanced by SEMS (September 13, 2005).
- County of Monterey Resolution No. 93-129, Resolution Adopting the Master Disaster and Emergency Management Plan for the County of Monterey (April 13, 1993).
- County of Monterey Resolution No. 95-480, Resolution Establishing the Monterey County Operational Area (October 24, 1995).

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- County of Monterey Resolution No. 95-481, Resolution Establishing the SEMS as the Approved Emergency Management Model for the County (October 24, 1995).
- County of Monterey Resolution, unnumbered, Resolution Adopting the Monterey County Operational Area EOP and Directing the Emergency Services Manager to Implement the Plan (May 4, 1999).
- County of Monterey Resolution No. 98-394, Additional Pay for Exempt Employees and Emergency Overtime for Exempt Employees (July 9, 2019).
- Department of Homeland Security (DHS), National Incident Management System (December 18, 2008).
- Federal Civil Defense Act of 1950 (Public Law 920, as amended).
- Federal Disaster Relief Act of 1974 (Public Law 93-288).
- FEMA (Federal Emergency Management Agency), 2007. Incident Management Handbook, October 1, 2007.
- FEMA (Federal Emergency Management Agency), 2009. Incident Command System Forms Manual.
- FEMA (Federal Emergency Management Agency), 2010. Development and Maintaining Emergency Operations Plans—Comprehensive Preparedness Guide 101, Version 2.0, November.
- FTA (Federal Transit Administration), 1998. Critical Incident Management Guidelines, July.
- FTA (Federal Transit Administration), 2003. The Public Transportation System Security and Emergency Preparedness Planning Guide, January.
- Governor's Executive Order W-9-91.
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, Section 2720-2728 of the California Code of Regulations).
- Homeland Security Act of 2002.
- Homeland Security Presidential Directive (HSPD 5, Management of Domestic Incidents).
- Homeland Security Presidential Directive/HSPD 8, National Preparedness.
- Monterey County Code, Chapter 2.68, Emergency Procedures and Organization.
- Natural Disaster Assistance Act.
- NFPA (National Fire Protection Administration), 2007. NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs, 2007.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
- San Francisco Bay Area Catastrophic Earthquake Readiness Response: Concept of Operations Plan (CONPLAN).

- San Francisco Bay Area Regional Emergency Coordination Plan (RECP).
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations; and California Government Code Section 8607 et sec.
- Title 44 Code of Federal Regulations.

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APPENDIX C | APPROVAL AND PROMULGATION

THIS PLAN IS A FUNCTIONAL ANNEX TO THE MONTEREY COUNTY EMERGENCY OPERATIONS PLAN AND ESTABLISHES THE EMERGENCY ORGANIZATION, ASSIGNS TASKS, SPECIFIES POLICIES AND GENERAL PROCEDURES, AND PROVIDES FOR COORDINATION OF PLANNING EFFORTS FOR RESPECTIVE STAFF. THIS ANNEX IS REVIEWED BY ALL DEPARTMENTS/AGENCIES WHO HAVE A PRIMARY FUNCTION IN THE COUNTY'S EOP, WHICH ARE LISTED ABOVE IN THE ACKNOWLEDGMENT SECTION. AN APPROVED ANNEX GIVES BOTH THE AUTHORITY AND THE RESPONSIBILITY TO ORGANIZATIONS TO PERFORM THEIR TASKS; FORMALIZES THEIR RESPONSIBILITIES WITH REGARD TO PREPARING AND MAINTAINING THEIR OWN PROCEDURES/GUIDELINES; AND COMMITS THEM TO CARRYING OUT TRAINING, EXERCISES, AND PLAN MAINTENANCE NECESSARY TO SUPPORT THE EOP

A signature from the designated departments confirms that the department has read the document and has no conflicts with its content at the time of publishing. Upon review and written concurrence by the departments/agencies, the Annex is submitted to the Monterey County Operational Area (OA) Disaster Council for review and approval. Upon approval by the Council, this document is officially adopted and promulgated by the County Board of Supervisors. A letter of promulgation is located at the front of this Plan, which validates the concepts, roles and responsibilities, and the emergency management system for the County.

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[Insert Letter of Promulgation]

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[Insert Concurrence Signatories.]

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APPENDIX D | RECORD OF DISTRIBUTION

THE MONTEREY COUNTY OES PREPARES, COORDINATES, PUBLISHES, AND DISTRIBUTES THIS EOP AND ANY REVISIONS MADE TO IT. THE EOP IS DISTRIBUTED TO ALL COUNTY DEPARTMENTS/AGENCIES IDENTIFIED BELOW. THE EOP IS ALSO AVAILABLE UPON REQUEST BY THE EXTERNAL ORGANIZATIONS NOT LISTED.

COUNTY DEPARTMENTS

Administrative Office

Agricultural Commissioner

Assessor/Recorder

Auditor-Controller

Board of Supervisors

Child Support Services

Civil Rights Office

Clerk of the Board

County Counsel

District Attorney

Elections

Emergency Communications Department/911

Health

Human Resources

Information Technology

Library

Military & Veterans' Affairs

Natividad Medical Center

Probation

Public Defender

Recorder-County Clerk

Resource Management Agency

Sheriff-Coroner

Social Services

Treasurer-Tax Collector

Water Resources Agency

LOCAL GOVERNMENTS

City of Carmel-by-the-Sea

City of Del Rey Oaks

City of Gonzales

City of Greenfield

City of King City

City of Marina

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City of Monterey
City of Pacific Grove
City of Salinas
City of Sand City
City of Seaside
City of Soledad

SPECIAL DISTRICTS

Aromas Tri-County Fire PD
Big Sur Volunteer Fire Brigade
Cachagua Fire PD
Carmel Area Waste Water D
Carmel Highlands Fire PD
Cypress Fire PD
Marina Coast Water District
Monterey Bay Unified Air Pollution Control District
Monterey County Regional Fire PD
Monterey Peninsula Water Management District
Monterey Peninsula Regional Park District
Monterey Regional Airport District
Monterey Regional Waste Management District
Monterey Regional Water Pollution Control District
Monterey Salinas Transit District
Moss Landing Harbor District
North County Fire Protection District
North Salinas Valley Mosquito Abatement District
Pajaro Sunny Mesa CSD
Pebble Beach CSD
San Lucas Water District

Soledad Fire PD
Spreckels CSD
Spreckels Volunteer Fire Company

OTHER ORGANIZATIONS

Cal OES
American Medical Response-Monterey
American Red Cross – Central Coast Chapter
Cal FIRE Monterey-San Benito Unit
Cal Trans District 5
California Highway Patrol - Monterey
Community Foundation Monterey County
Fort Hunter Liggett Army Installation
National Weather Service - Monterey Bay
Naval Support Activity - Monterey
Presidio of Monterey / OMC
SPCA for Monterey County
US Coast Guard - Monterey
US Forest Service – Monterey District
United Way Monterey County/2-1-1
Soledad State Prison/CTF

SCHOOLS

Cal State University Monterey Bay
Hartnell Community College
Monterey County Office of Education
Monterey Peninsula Community College
Naval Postgraduate School

UTILITIES/TRANSPORTATION

Amtrak
California Water
California American Water

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Monterey-Salinas Transit

Pacific Gas & Electric

Union Pacific

Transportation Authority of Monterey County
(TAMC)

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APPENDIX E | RECORD OF CHANGES

ANY APPROVED ADDITIONS OR MODIFICATIONS TO THIS PLAN WILL BE DOCUMENTED AND NOTED IN THIS SECTION. THE DATE OF THE CHANGE, THE TITLE OF THE PERSON MAKING THE CHANGE, AND A SUMMARY AND REASON FOR THE MODIFICATIONS WILL BE INSERTED INTO THIS SECTION OF THE PLAN. IF ANY MAJOR OR SIGNIFICANT CHANGES TO THIS PLAN NEED TO BE MADE, THEN THE REVISED PLAN WILL BE CONSIDERED AN UPDATE AND THE COVER PAGE, PROMULGATION PAGE, AND APPROVAL AND IMPLEMENTATION PAGE SHOULD REFLECT THAT IT IS A NEW PLAN.

After any modification to this plan, OES will ensure that the updated version is distributed to all previously listed departments and agencies, and that the revised plan is uploaded to any share sites and/or webpages where this plan resides. Printed material will be available at the (EOC). Personnel with a role in executive leadership, coordination and management, and operational implementation of emergency procedures are encouraged to keep a digital and/or a printed copy of this plan and to make sure it is accessible to them at all times.

| CHANGE NUMBER | DATE OF CHANGE | SECTION | SUMMARY OF CHANGE | CHANGE MADE BY (TITLE OR NAME) |
|---------------|----------------|---------|-------------------|--------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

| CHANGE NUMBER | DATE OF CHANGE | SECTION | SUMMARY OF CHANGE | CHANGE MADE BY (TITLE OR NAME) |
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APPENDIX F | EOC CONTACT LISTS

MONTEREY COUNTY OPERATIONAL AREA - EMERGENCY OPERATIONS CENTERS
-FOR OFFICIAL USE ONLY-

| CITIES, AGENCIES & DISTRICTS | EOC ADDRESS | EOC | MANAGER/COMMAND | PUBLIC INFORMATION | PLANS | OPS | LOGISTICS | FINANCE & ADMINISTRATION |
|---------------------------------|-------------|------------|-----------------|--------------------|------------|------------|------------|--------------------------|
| Monterey County EOC | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Monterey County Alternate EOC | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Carmel-By-The- Sea | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Del Rey Oaks | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Gonzales | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Greenfield | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| King City | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Marina | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| City of Monterey | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Pacific Grove | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Salinas | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Sand City | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Seaside | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Soledad | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Naval Support Activity Monterey | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| CSU Monterey Bay (CSUMB) | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Presidio of Monterey | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Fort Hunter Liggett | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |

APPENDIX G | CHECKLISTS FOR SUSPENSION OF GOVERNMENT SERVICES

Government Services Suspension and Resumption – Partial Suspension of Services

THERE COULD CONCEIVABLY BE A TIME WHEN A CREDIBLE THREAT MAY BE ISSUED DIRECTLY TO COUNTY AGENCIES OR WITHIN MONTEREY’S OPERATIONAL AREA OR A TERRORIST ATTACK OCCURS AT ANOTHER AGENCY IN THE REGION, RAISING THE ALERT LEVEL BUT NOT REQUIRING A FULL SUSPENSION OF GOVERNMENT SERVICE. AT THIS POINT, THE OFFICE OF EMERGENCY SERVICES AND THE EOC WOULD BE ACTIVATED AND THE FOLLOWING PROCEDURES CAN BE FOLLOWED. HOWEVER, THESE PROCEDURES SHOULD BE REVIEWED TO DETERMINE IF THEY ARE STILL APPROPRIATE ON A CASE-BY-CASE BASIS.

| RESPONSIBLE PARTY | TASK |
|--|---|
| Office of Emergency Services | <ul style="list-style-type: none"> <input type="checkbox"/> Based on direction from the Emergency Operations Center or Policy Group, determine that partial service suspension is required <input type="checkbox"/> Inform the County Emergency Communications Department/911 to initiate partial service suspension. <input type="checkbox"/> Contact appropriate officials to inform the media regarding service suspension in order to get information out to the public. <input type="checkbox"/> Notify key officials and stakeholders that a partial government service suspension has been instituted; remain on call regarding the service. <input type="checkbox"/> Monitor the situation to determine when and if regular government service is resumed. <input type="checkbox"/> On instruction from key officials and stakeholders, determine when government service should be resumed. <input type="checkbox"/> Direct appropriate staff as to the time of service resumption and initiate notification process to staff, customers and the media. <input type="checkbox"/> Notify key officials and stakeholders as to time of service resumption. |
| County Emergency Communications Department/911 | <ul style="list-style-type: none"> <input type="checkbox"/> Ask all pertinent staff to report their status. <input type="checkbox"/> Once all pertinent staff have reported their status, the County Communications Center relays information to the OES and appropriate public safety agency(s). This is dependent |

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Government Services Suspension and Resumption – Partial Suspension of Services

THERE COULD CONCEIVABLY BE A TIME WHEN A CREDIBLE THREAT MAY BE ISSUED DIRECTLY TO COUNTY AGENCIES OR WITHIN MONTEREY'S OPERATIONAL AREA OR A TERRORIST ATTACK OCCURS AT ANOTHER AGENCY IN THE REGION, RAISING THE ALERT LEVEL BUT NOT REQUIRING A FULL SUSPENSION OF GOVERNMENT SERVICE. AT THIS POINT, THE OFFICE OF EMERGENCY SERVICES AND THE EOC WOULD BE ACTIVATED AND THE FOLLOWING PROCEDURES CAN BE FOLLOWED. HOWEVER, THESE PROCEDURES SHOULD BE REVIEWED TO DETERMINE IF THEY ARE STILL APPROPRIATE ON A CASE-BY-CASE BASIS.

| RESPONSIBLE PARTY | TASK |
|-------------------|--|
| | on the level of threat. |
| Staff | <ul style="list-style-type: none"> <input type="checkbox"/> Staff should evacuate all general public from the facility and instruct them to carry any personal items and baggage they have off the premises. <input type="checkbox"/> Staff should perform a visual inspection of the interior and exterior of the building (if in accordance with department policy) and report their observations to the County Emergency Communications Department/911. <input type="checkbox"/> If a building has a suspicious package or person present, the staff is instructed to immediately instruct all staff and members of the general public to get at least 100 yards away from the building. The staff member should contact the County Emergency Communications Department/911 immediately so the County Emergency Communications Department/911 may contact the proper authorities. <input type="checkbox"/> If buildings are deemed clear and government service is suspended, all staff should report back to the EOC in their vehicles for possible EOC staffing needs. <input type="checkbox"/> If government service continues, drivers are instructed to provide a visual sweep of the interior and exterior of the buildings periodically and report back to the County Emergency Communications Department/911 on their status. Staff should report any suspicious activity immediately. |

Suspension of Government Services and Resumption Procedures – Full Suspension of Services

THERE MAY BE A TIME WHEN A CREDIBLE THREAT MAY BE ISSUED DIRECTLY TO THE COUNTY OR TO A LOCAL JURISDICTION OR TARGET WITHIN MONTEREY COUNTY’S OPERATIONAL AREA, OR A TERRORIST ATTACK MAY OCCUR AT ANOTHER AGENCY IN THE REGION, JUSTIFYING A FULL SUSPENSION OF THOSE GOVERNMENT SERVICES THAT DO NOT ADDRESS PUBLIC SAFETY. AT THIS POINT, THE OFFICE OF EMERGENCY SERVICES AND EOC ARE ACTIVATED, AND THE FOLLOWING PROCEDURES CAN BE FOLLOWED. HOWEVER, THESE PROCEDURES SHOULD BE REVIEWED TO DETERMINE IF THEY ARE STILL APPROPRIATE ON A CASE-BY-CASE BASIS.

| RESPONSIBLE PARTY | TASK |
|-----------------------------------|--|
| Emergency Management Organization | <ul style="list-style-type: none"> <input type="checkbox"/> Based on direction from the Emergency Operations Center or Command Staff, determine that suspension of non-public safety service is required <input type="checkbox"/> Inform the County Emergency Communications Department/911 to initiate total service suspension. <input type="checkbox"/> Contact appropriate officials to inform the media regarding service suspension in order to get information out to the public. <input type="checkbox"/> Notify key officials and stakeholders that a non-public safety government service suspension has been instituted; remain on call regarding the service. <input type="checkbox"/> Monitor the situation to determine when and if regular government service is resumed. <input type="checkbox"/> On instruction from key officials and stakeholders, determine if government service should be resumed. <input type="checkbox"/> Resume government services based on established service priorities. <input type="checkbox"/> Direct appropriate staff as to the time of service resumption and initiate notification process to staff, general public and the media. <input type="checkbox"/> Notify key officials and stakeholders as to time of non-public safety service resumption. |

- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

Suspension of Government Services and Resumption Procedures – Full Suspension of Services

THERE MAY BE A TIME WHEN A CREDIBLE THREAT MAY BE ISSUED DIRECTLY TO THE COUNTY OR TO A LOCAL JURISDICTION OR TARGET WITHIN MONTEREY COUNTY'S OPERATIONAL AREA, OR A TERRORIST ATTACK MAY OCCUR AT ANOTHER AGENCY IN THE REGION, JUSTIFYING A FULL SUSPENSION OF THOSE GOVERNMENT SERVICES THAT DO NOT ADDRESS PUBLIC SAFETY. AT THIS POINT, THE OFFICE OF EMERGENCY SERVICES AND EOC ARE ACTIVATED, AND THE FOLLOWING PROCEDURES CAN BE FOLLOWED. HOWEVER, THESE PROCEDURES SHOULD BE REVIEWED TO DETERMINE IF THEY ARE STILL APPROPRIATE ON A CASE-BY-CASE BASIS.

| RESPONSIBLE PARTY | TASK |
|--|--|
| County Emergency Communications Department/911 | <ul style="list-style-type: none"> <input type="checkbox"/> Inform impacted staff that a suspension of non-public safety government service has been instituted. <input type="checkbox"/> Use call down list to notify all employees not already on duty, to not report for work until notified to do so. <input type="checkbox"/> Notify staff using the call down list as to time of service resumption and when to report for duty in the EOC. |
| Staff | <ul style="list-style-type: none"> <input type="checkbox"/> Staff should evacuate all general public from the facility and instruct them to carry any personal items and baggage they have off the premises. <input type="checkbox"/> Staff should perform a visual inspection of the interior and exterior of the building (if in accordance with department policy) and report their observations to the County Emergency Communications Department/911 <input type="checkbox"/> If a building has a suspicious package or person present, the staff is instructed to immediately instruct all staff and members of the general public to get at least 100 yards away from the building. The staff member should contact the County Emergency Communications Department/911 immediately so the County Emergency Communications Department/911 may contact the proper authorities. <input type="checkbox"/> If buildings are deemed clear and government service is suspended, all staff should report back to the EOC in their vehicles for possible EOC staffing needs. |

Suspension of Government Services and Resumption Procedures – Full Suspension of Services

THERE MAY BE A TIME WHEN A CREDIBLE THREAT MAY BE ISSUED DIRECTLY TO THE COUNTY OR TO A LOCAL JURISDICTION OR TARGET WITHIN MONTEREY COUNTY'S OPERATIONAL AREA, OR A TERRORIST ATTACK MAY OCCUR AT ANOTHER AGENCY IN THE REGION, JUSTIFYING A FULL SUSPENSION OF THOSE GOVERNMENT SERVICES THAT DO NOT ADDRESS PUBLIC SAFETY. AT THIS POINT, THE OFFICE OF EMERGENCY SERVICES AND EOC ARE ACTIVATED, AND THE FOLLOWING PROCEDURES CAN BE FOLLOWED. HOWEVER, THESE PROCEDURES SHOULD BE REVIEWED TO DETERMINE IF THEY ARE STILL APPROPRIATE ON A CASE-BY-CASE BASIS.

| RESPONSIBLE PARTY | TASK |
|-------------------|---|
| | <input type="checkbox"/> If government service continues, drivers are instructed to provide a visual sweep of the interior and exterior of the buildings periodically and report back to the County Communications Center on their status. Staff should report any suspicious activity immediately. |
| Maintenance | <input type="checkbox"/> Prepare facilities for use in normal government service when service is resumed. |

ATTACHMENT 1 |
CAL OES
EMERGENCY
OPERATIONS
PLAN
CROSSWALK

EMERGENCY PLAN REVIEW CROSSWALK 2019

LOCAL GOVERNMENT AGENCIES

Introduction

The California Governor's Office of Emergency Services (Cal OES) maintains the State Emergency Plan (SEP), and the coordination of local emergency plans with the SEP in accordance with:

- **Government Code § 8568** making the State Emergency Plan effective in each of the state's political subdivisions, and requiring each governing body to carry out the provisions of that plan.
- **GC § 8569** giving the Governor the responsibility to "coordinate the preparation of plans and programs for the mitigation of the effects of an emergency by the political subdivisions of this state, such plans and programs to be integrated into and coordinated with the State Emergency Plan."
- **GC § 8570 (d)** permitting the Governor to "provide for the approval of local emergency plans".
- **GC § 8586** permitting the Governor to "...assign part or all of his powers and duties under this chapter to the Office of Emergency Services".
- **GC § 8607 (e)** to be eligible for any funding of response-related costs under disaster assistance programs, each local agency shall use the standardized emergency management system.

To assist with this coordination of local emergency plans, Cal OES has developed this checklist (referred to as a crosswalk) of emergency plan elements designed to ensure that the fundamentals of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) are included in the plan. NIMS concepts may be met by following FEMA's Comprehensive Preparedness Guide (CPG) 101, Version 2.0, which provides guidelines on developing emergency operations plans (EOP).

This crosswalk is not inclusive of all topics that could be addressed in an emergency plan. There is no prescribed format. Users of this crosswalk may alter the sequence or format in any manner that meets their needs and complies with SEMS. The current version of this crosswalk can be found on the [Cal OES](#) web page.

- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

A local government's EOP establishes an emergency management organization to provide a basis for the jurisdiction's coordinated actions before, during and after a disaster. The primary purpose of the EOP is to outline the jurisdiction's all-hazard approach to emergency operations to protect the safety, health, and welfare of its citizens. The jurisdiction's EOP and Continuity Plan (continuity of operations and continuity of government) complement each other. This crosswalk is designed for reviewing local government EOPs and not continuity plans. More information on continuity planning can be found on the [Cal OES Continuity Planning](#) website.

References:

- [State of California Emergency Plan](#)
- [CA-Emergency Support Functions \(CA-ESF\)](#)
- [Standardized Emergency Management System \(SEMS\)](#)
- [National Incident Management System \(NIMS\)](#)
- [FEMA Developing and Maintaining Emergency Operations Plans - Comprehensive Planning Guide \(CPG 101\), Version 2](#)
- [State of California Alert and Warning Guidelines](#)

How to Use This Checklist

Please submit your EOP with a copy of this crosswalk to your Cal OES Regional Branch. Indicate the page location where that element can be found or state "N/A" if it does not apply to your jurisdiction. Several SEMS and CPG 101 elements overlap. Where that occurs, those elements have been combined in the crosswalk and may be addressed as one element. Cal OES regional staff will review your plan and provide comments or feedback in support of your jurisdiction's emergency planning efforts.

Region Contact Information

Coastal Region: 707-862-2372

Inland Region: 916-657-9107

Southern Region: 562-795-2902

**EMERGENCY PLAN REVIEW CROSSWALK 2019
LOCAL GOVERNMENT AGENCIES**

Agency: Monterey County Office of Emergency Services

Plan Name: Monterey County Operational Area Emergency Operations Plan

Submitted by: Gerry Malais

Date: _____

Email: Malaisg@co.monterey.ca.us

Phone Number: (831)-796-1901

Reviewed by: _____

Date: _____

Email: _____

Phone Number: _____

- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

| Emergency Operations Plan Crosswalk | Page Where Located | Reviewer Comment or Initials |
|--|--------------------|------------------------------|
| FOREWORD SECTION – INTRODUCTORY MATERIAL | | |
| 1. Promulgation Document/Signature Page: <ul style="list-style-type: none"> This is a promulgation statement recognizing and adopting the plan as the jurisdiction's all-hazards EOP and signed by the senior elected or appointed official. (CPG 101) Provide evidence of a dated letter of promulgation or resolution from the governing board. (SEMS) | P. 112 | |
| 2. Approval and Implementation: <ul style="list-style-type: none"> Introduces the plan and outlines its applicability. Include a delegation of authority for specific modifications that may be made to the plan without the senior official's signature. (CPG 101) Provide a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used. (SEMS) | P. 11 | |
| 3. Plan Concurrence: Provide evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet. (SEMS) | P.113 | |
| 4. Record of Changes: | P. 137 | |

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| <ul style="list-style-type: none"> • Normally a table with fields that track each update or change to the plan. (CPG 101) • Who maintains the emergency plan? What is the process? Detail schedules for modifications, revision list, and who has responsibility for ensuring the plan is kept up-to-date. (SEMS) | | |
| <p>5. Record of Distribution:</p> <ul style="list-style-type: none"> • Normally a table with fields that indicate who received the plan, date of delivery and number of copies. (CPG 101) • Include a distribution method that indicates who received the plan and when. (SEMS) | <p>P.133</p> | |
| <p>6. Table of Contents:</p> <ul style="list-style-type: none"> • Outlines the plan's format, key sections, attachments, charts, etc. Identifies the major chapters and key elements within the EOP. (CPG 101) • List of where significant parts of the plan are located by page number and subsection of the plan. (SEMS) | <p>P. V</p> | |
| <p>PART I: BASIC PLAN</p> | | |
| <p>7. Purpose: Describe the purpose for developing and maintaining the EOP. (CPG 101)</p> | <p>P. 19</p> | |

- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

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| <p>8. Scope: Describe at what times or under what conditions the plan will be activated. (CPG 101)</p> | P. 22 | |
| <p>9. Situation Overview:</p> <ul style="list-style-type: none"> • Provide an overview of the steps taken by the jurisdiction to prepare for disasters. This section should include the following: A) Hazard Analysis Summary; B) Capability Assessment; and C) Mitigation Overview. (CPG 101) • Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards. (SEMS) | | |
| <p>10. Planning Assumptions: Identify what are assumed to be facts for planning purposes in order to make it possible to execute the EOP. (CPG 101)</p> | P. 21 | |
| <p>11. Concept of Operations:</p> <ul style="list-style-type: none"> • Explain in broad terms, the jurisdiction's intent with regard to emergency operations. Provide a clear methodology to realize | P. 32 | |

| <p style="text-align: center;">Emergency Operations Plan Crosswalk</p> | <p style="text-align: center;">Page Where Located</p> | <p style="text-align: center;">Reviewer Comment or Initials</p> |
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| <p>the goals and objectives to execute the plan. This may include a brief discussion of the activation levels identified by the jurisdiction for its operations center, and may touch on direction and control, alert and warning, and continuity matters. (CPG 101)</p> <ul style="list-style-type: none"> • Describe the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies. (Gov. Code Sec. 8560) | | |
| <p>12. Organization and Assignment of Responsibilities:</p> <ul style="list-style-type: none"> • Provide an overview of the key functions the jurisdiction will accomplish during an emergency. Include roles that federal, state, territorial, tribal, local, regional and private sector agencies will take to support local operations. Pre-designate jurisdictional and/or functional area representatives to the IC or UC whenever possible. (CPG 101) • Identify agency roles and responsibilities during disaster situations and include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, and Finance/Administration). (SEMS) | <p>P. 43</p> | |
| <p>13. Direction, Control, and Coordination:</p> | <p>P. 65</p> | |

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| <ul style="list-style-type: none"> Describe the framework for all direction, control, and coordination activities. Identify who has tactical and operational control of response assets. Discuss multijurisdictional coordination systems and processes. (CPG 101) Indicate how the Incident Command System (ICS) will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations. (SEMS) | | |
| <p>14. Information Collection, Analysis and Dissemination: Describe the required critical or essential information common to all operations identified during the planning process. (CPG 101)</p> | P. 77 | |
| <p>15. Communications:</p> <ul style="list-style-type: none"> Describe the communications and coordination protocols used between response organizations. (CPG 101) Indicate how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities. (SEMS) | P. 81 | |
| <p>16. Administration, Finance, and Logistics: Describe administrative protocols including documentation, after-action reporting, cost recovery, and resource management. (CPG 101)</p> | P. 95 | |

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| <p>17. Plan development and Maintenance: Describe the process to regularly review and update the EOP. (CPG 101)</p> | <p>P. 111</p> | |
| <p>18. Authorities and References: Provide the legal basis for emergency operations and activities. Describe federal, state, and local laws that specifically apply to the plan. List references used to develop the plan. (CPG 101)</p> | <p>P. 121</p> | |
| <p>BASIC PLAN (Additional SEMS Elements)</p> | | |
| <p>19. SEMS Coordination Levels: Indicate how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, and state), how information is exchanged, and how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities.</p> | <p>P. 39</p> | |
| <p>20. Emergency Operations Center Organization: Describe the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC.</p> | <p>P. 53</p> | |
| <p>21. Involvement of special districts, private, and nonprofit agencies: Identify emergency responsibilities of special districts,</p> | <p>P. 66</p> | |

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| private, and volunteer agencies, and their roles in the EOC, Incident Command Post, or other emergency facility. | | |
| 22. Essential Facilities-Primary and Alternate EOC: Indicate the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated. | P. 140 | |
| 23. Essential Facilities-Activation/Deactivation of EOC: Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated. | P. 54 | |
| 24. Field/EOC Direction and Control Interface: Describe the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information. | P. 67 | |
| 25. Field Coordination with Department Operations Centers (DOC) and EOCs: Include the use and coordination of DOCs and how they fit into the emergency management organization. | P. 68 | |
| 26. Essential Facilities-Alternate Government Facilities: Indicate an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center. | P. 54 | |

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| <p>27. Essential Facilities-Americans with Disabilities Act: Identify how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act.</p> | <p>P. 13</p> | |
| <p>28. Continuity of Government: Provide persons by position to succeed key government officials and members of the emergency management organization. Also indicate the level and duration of authority these individuals would assume (Gov. Code Sec. 8560).</p> | <p>P. 97</p> | |
| <p>29. Vital Record Retention: Indicate how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance.</p> | <p>P. 98</p> | |
| <p>30. Notification and Mobilization: Describe how resources are mobilized and managed (Gov. Code Sec. 8560). Include methods to contact emergency response personnel during normal and after hours. This may be in the form of an alert list.</p> | <p>P. 99</p> | |
| <p>31. Mutual Aid: Include a general description of mutual aid system and processes. (Gov. Code Sec. 8560)</p> | <p>P. 101</p> | |

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| 32. Emergency Proclamations: Indicate the purpose and process of emergency proclamations (include samples). | P. 42 | |
| 33. Public Information: Include pre-incident and post-incident public awareness, education, and communications plans and protocols. (Gov. Code Sec. 8560) | P. 81 | |
| 34. Recovery Overview: Include a general recovery concept of operations. | P. 103 | |
| 35. Recovery Organization: Provide a description of the recovery organization along with a diagram. | P. 108 | |
| 36. Recovery Damage Assessment: Describe the damage assessment organization and responsibilities. | P. 104 | |
| 37. Recovery Documentation: Describe the documentation process. | P. 96 | |
| 38. Recovery After-Action Reports (AAR): Define procedures to submit AAR to Cal OES via Cal EOC. | P. 115 | |
| 39. Recovery Disaster Assistance: Describe the different programs, their purpose, restrictions, and application process. | P. 107 | |

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| <p>Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs.</p> | | |
| <p>40. Standard Operating Procedures (SOP) Development: Ensure emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan.</p> | <p>P. 113</p> | |
| <p>41. Training and Exercises: Describe the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary.</p> | <p>P. 114</p> | |
| <p>APPENDICES (SEMS ELEMENTS)</p> | | |
| <p>42. Glossary of Terms: Include a glossary of terms that includes all the terms used throughout the plan.</p> | <p>P. 117</p> | |
| <p>43. References: Identify the references used in developing the plan.</p> | <p>P. 121</p> | |

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| <p>44. Resources: Identify sources for materials and supplies internally and externally.</p> | P. 100 | |
| <p>45. Contact List: Include a list of agencies and personnel not internal to the organization, but critical to emergency operations. May be kept under separate cover.</p> | P. 139 | |
| <p>46. Supporting Documentation: Include material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance.</p> | P. 190 | |
| <p>PART II: EMERGENCY SUPPORT FUNCTION ANNEXES (If Applicable) (CPG 101 ELEMENTS)</p> | | |
| <p>47. Functional Support Annexes: Include functional annexes that add specific information and directions to the EOP. These annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of emergency support functions to include:</p> <ul style="list-style-type: none"> • CA-ESF 1 – Transportation • CA-ESF 2 – Communications • CA-ESF 3 – Construction and Engineering • CA-ESF 4 – Fire and Rescue | P. 12 | |

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| <ul style="list-style-type: none"> • CA-ESF 5 – Management • CA-ESF 6 – Care and Shelter • CA-ESF 7 – Resources • CA-ESF 8 – Public Health and Medical • CA-ESF 10 – Hazardous Materials • CA-ESF 11 – Food and Agriculture • CA-ESF 12 – Utilities • CA-ESF 13 – Law Enforcement • CA-ESF 14 - Recovery • CA-ESF 15 – Public Information • CA-ESF 17 – Volunteers and Donation Management • CA-ESF 18 – Cyber Security | | |
| <p>PART III: FUNCTIONAL ANNEXES (SEMS ELEMENTS)</p> | | |
| <p>48. Management Section: Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> • Overall EOC management • Public information assignment • Identification of a media center • Rumor control • Public inquires • Provision for public safety communications and policy • Identification of a Safety Officer | <p>P. 57</p> | |

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| <ul style="list-style-type: none"> • Facility security • Agency liaison • State/Federal field activity coordination | | |
| <p>49. Operations Section: Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> • General warning • Special population warning • Authority to activate Emergency Alert System • Inmate evacuation • Traffic direction and control • Debris removal • Evacuation • Evacuation and care for pets and livestock • Access control • Hazardous materials management • Coroner operations • Emergency medical care • Transportation management • Crisis counseling for emergency responders • Urban search and rescue • Disease prevention and control • Utility restoration | P. 57 | |

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| <ul style="list-style-type: none"> • Flood operations • Initial damage assessments • Safety assessments • Shelter and feeding operations • Emergency food and water distribution | | |
| <p>50. Planning/Intelligence Section: Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> • Situation status • Situation analysis • Information display • Documentation • Advance planning • Technical services • Action planning • Demobilization | <p>P. 58</p> | |
| <p>51. Logistics Section: Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> • Field incident support • Communications support • Transportation support • Personnel • Supply and procurement | <p>P. 58</p> | |

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|--|-----------------------|------------------------------|
| <ul style="list-style-type: none"> Resource tracking Sanitation services Computer support | | |
| <p>52. Finance/Administration Section: Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> Fiscal management Timekeeping Purchasing Compensation and claims Cost recovery Travel request, forms, and claims | P. 58 | |
| PART IV: SUPPORT ANNEXES (CPG 101 ELEMENTS) | | |
| <p>53. Support Functions: Describe critical operational functions and who is responsible for carrying them out. They may include:</p> <ul style="list-style-type: none"> Continuity of Government/Operations Warning Population Protection Financial Management Mutual aid/Multijurisdictional Coordination Private Sector Coordination Volunteer and Donations Management | P. 62 | |

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| <ul style="list-style-type: none"> • Worker Safety and Health • Prevention and Protection | | |
| <p>PART V: HAZARD, THREAT, or INCIDENT SPECIFIC ANNEXES</p> | | |
| <p>54. Threat Specific Appendices: The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction. Describe any emergency response strategies that apply to a specific type of hazard. These may include:</p> <ul style="list-style-type: none"> • Avalanche • Severe Storm • Earthquake • Tsunami • Volcanic Activity • Tornado • Floods • Dam Failure • Hazardous Materials Incident - Incorporate or reference the Hazardous Materials Area Plan • Radiological Incident • Biological Incident • Terrorism Incident • Other hazards, threat, or incidents | <p>P. 26</p> | |

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| ADDITIONAL SEMS ELEMENTS FOR CONSIDERATION | | |
| <p>55. Dams: If there are dams in the area, the plan should have or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations, and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. The information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of people with disabilities, persons that lack their own transportation, or persons requiring special assistance.</p> | <p>N/A Dam Emergency Action Plans managed by Monterey County Water Resources and located outside of the EOP.</p> | |

Comments:

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ATTACHMENT 2 | MONTEREY COUNTY, CALIFORNIA – CODE OF ORDINANCES

- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

CHAPTER 2.68 - EMERGENCY PROCEDURES AND ORGANIZATION

2.68.010 - PURPOSES.

The declared purposes of this Chapter are to provide for the preparation and carrying out of plans for the protection of persons and property under County jurisdiction in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of County government with all other public agencies, corporations, organizations, and affected private persons.

(ORD. 2355 § 1, 1977)

2.68.020 - DEFINITIONS.

As used in this Chapter the following definitions shall apply:

"LOCAL EMERGENCY" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this County caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this County, requiring the combined forces of other political subdivisions to combat.

"EMERGENCY MANAGEMENT" shall mean the development of a comprehensive process involving the mitigation of, preparation for, response to, and recovery from potential natural, technological and human conflict hazards. The process shall include associated emergency planning interagency coordination, public information and education, training, resource management, and incident management efforts.

"DIRECTOR" shall mean the County Administrative Officer, who serves as ex-officio Director of Emergency Services; who is tasked with the overall management, coordination, and control of emergency preparedness and response functions for the County of Monterey. The Director shall serve in the capacity of Operational Area Coordinator, as defined by the State Emergency Plan; to include County government, all cities, special districts and political subdivisions within the physical parameters encompassing the County of Monterey.

"EMERGENCY PLANS" shall mean those official and approved documents which described the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as structure and function of the emergency management organization, continuity of government, the emergency services of governmental agencies, mobilization of resources, mutual aid, public information, and mitigation and

recovery procedures.

"COUNTY AGENCY" shall mean any department, division, office, section, branch, or independent establishment under the control of the Board of Supervisors, or the executive branch of County government.

(ORD. 3471, 1990; ORD. 2355 § 2, 1977)

2.68.030 - DISASTER COUNCIL MEMBERSHIP.

The Monterey County Disaster Council is hereby created and shall consist of the following representative membership:

- A. THE COUNTY ADMINISTRATIVE OFFICER
- B. THE DEPUTY EMERGENCY SERVICES DIRECTOR
- C. THE COUNTY SHERIFF-CORONER
- D. THE COUNTY HEALTH OFFICER
- E. THE COUNTY DIRECTOR OF PUBLIC WORKS
- F. THE COUNTY DIRECTOR OF SOCIAL SERVICES
- G. THE DISTRICT ENGINEER OF THE MONTEREY COUNTY WATER RESOURCES AGENCY
- H. THE CHIEF UNIT RANGER, SAN BENITO-MONTEREY RANGER UNIT, CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION
- I. THE OFFICER IN CHARGE OF THE CALIFORNIA HIGHWAY PATROL IN MONTEREY COUNTY
- J. A REPRESENTATIVE OF THE AMERICAN RED CROSS SELECTED BY THE CHAPTERS THEREOF WITHIN MONTEREY COUNTY
- K. THE DISTRICT RANGER, MONTEREY DISTRICT OF LOS PADRES NATIONAL FOREST, UNITED STATES FOREST SERVICE
- L. REPRESENTATIVE FROM SOUTH COUNTY CITIES
- M. REPRESENTATIVE FROM CITY MANAGERS
- N. REPRESENTATIVE FROM SPECIAL DISTRICTS
- O. REPRESENTATIVE FROM THE BOARD OF EDUCATION
- P. Such additional representation from any other service, support, volunteer, veterans, business, industry, or assistance organization deemed appropriate by the Director. Such representative membership shall be determined on an annual basis by the Director.

(ORD. 3471, 1990, ORD. 2355 § 3, 1977)

2.68.040 - DISASTER COUNCIL POWERS AND DUTIES.

It shall be the duty of the Monterey County Disaster Council, and it is hereby empowered, to consider and recommend for adoption by the Board of Supervisors, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet

- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

upon call of the Director or, in his or her absence from the County or inability to call such a meeting, upon call of the Deputy Director of Emergency Services. The Disaster Council shall meet not less frequently than annually and shall prescribe its own rules of procedure.

(ORD. 3471, 1990; ORD. 2355 § 4, 1977)

2.68.050 - DIRECTOR/DEPUTY DIRECTOR OF EMERGENCY SERVICES.

- A. There is hereby created the office of Director of Emergency Services. The County Administrative Officer shall be ex-officio Director of Emergency Services.
- B. There is hereby created the position of Deputy Director of Emergency Services. The Deputy Director, under the authority of the Director, shall have the responsibility of managing the day to day administrative and operational activities associated with the management of the County Emergency Management Program as defined within this Chapter or as stipulated by the Director.

(ORD. 3471, 1990; ORD. 2355 § 5, 1977)

2.68.060 - POWERS AND DUTIES OF THE DIRECTOR OF EMERGENCY SERVICES.

A. THE DIRECTOR IS HEREBY EMPOWERED TO:

1. Request the Board of Supervisors to proclaim the existence or threatened existence of a "local emergency" if the Board of Supervisors is in session, or to issue such proclamation if the Board of Supervisors is not in session. Whenever a local emergency is proclaimed by the Director, the Board of Supervisors shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;
2. Request the Governor or recommend that the Chairman of the Board of Supervisors request the Governor to proclaim a "State of Emergency" when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency. Whenever the Director makes such a request, it shall be confirmed by the Board of Supervisors at the earliest practicable time;
3. Control and direct the effort of the emergency organization of this County for the accomplishment of the purposes of this Chapter;
4. Direct cooperation between and coordination of services and staff of the emergency organization of this County; and resolve

questions of authority and responsibility that may arise between them;

5. Represent this County in all dealings with public or private agencies on matters pertaining to emergencies as defined herein. Such day to day dealings of a non-emergency nature may be delegated as appropriate.
6. In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "State of Emergency" by the Governor or the Director of the State Office of Emergency Services, or the existence of a "State of War Emergency," the Director is hereby empowered:
 - a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest possible practicable time by the Board of Supervisors;
 - b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the County for the fair value thereof and, if required immediately, to commandeer the same for public use;
 - c. To require emergency services of any County officer or employee and, in the event of the proclamation of a "State of Emergency" in the County or the existence of a "State of War Emergency," to command the aid of as many citizens of this County as deemed necessary in the execution of emergency duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered Disaster Service Workers;
 - d. To appoint additional emergency service managers as needed, in addition to those established by the County Emergency Plan, and to delegate to those members of the emergency management organization such duties and responsibilities as the Director may deem necessary;
 - e. To requisition necessary personnel or material of any County department or agency; and
 - f. To execute all of his or her ordinary powers as Administrative Officer, all of the special powers conferred upon that position by this Chapter or by resolution or emergency plan pursuant hereto adopted by the Board of Supervisors, all powers conferred upon him or her by any statute, by any agreement approved by the Board of Supervisors, and by any other lawful authority.

- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

- B. The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings or otherwise perform the duties of that office during an emergency.

(ORD. 3471, 1990; ORD. 2355 § 6, 1977)

2.68.070 - EMERGENCY ORGANIZATION.

All officers and employees of this County, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.68.060 of this Chapter, be charged with duties incident to the protection of life and property in this County during such emergency, shall constitute the Emergency Organization of the County of Monterey.

(ORD. 3471, 1990; ORD. 2355 § 7, 1977)

2.68.080 - EMERGENCY PLAN.

The Director of Emergency Services shall be responsible for the development of the County of Monterey Emergency Plan, which plan shall provide for the effective mobilization of all of the resources of this County, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, service chiefs, and staff of the emergency organization. Such plan shall be submitted to the Disaster Council for review and comment and shall take effect upon adoption by resolution of the Board of Supervisors. The Emergency Plan for the County of Monterey is the Emergency Operations Plan.

(ORD. 3471, 1990, ORD. 2355 § 8, 1977)

2.68.090 - OFFICE OF EMERGENCY SERVICES.

An Office of Emergency Services is hereby established to coordinate all emergency preparedness, response and recovery functions and responsibilities as necessary to carry out the intent of this Chapter.

- A. The Office of Emergency Services shall be headed by the Deputy Director of Emergency Services who shall have the responsibility of the day to day administrative and operational functioning of the office.
- B. Responsibilities and duties of the Deputy Directory of Emergency Services shall include but not be limited to:
 1. To develop a comprehensive County Emergency Plan and supporting emergency plans and/or annexes;
 2. To develop a viable emergency public information and warning program;

3. To conduct an ongoing analysis of risk hazards within the County and to develop recommendations for mitigation of identified hazards;
4. To establish and coordinate employee preparedness and emergency training activities for all County personnel, staff and officers;
5. To maintain current listings of emergency resources, supplies, equipment, and materials necessary to support emergency response and recovery activities within the County;
6. To conduct ongoing public emergency preparedness and education campaigns and programs to include all areas of the County;
7. To establish the designated County Emergency Operations Center (EOC) in an acceptable state of readiness;
8. To establish and maintain liaison with all County departments and agencies; all cities located within the County; the State Office of Emergency Services; appropriate Federal agencies; and to coordinate effective communications between all agencies regarding emergency matters;
9. To document all County actions and responses during an emergency and to prepare supporting documents detailing such actions;
10. To coordinate and conduct all day to day emergency management functions and activities as deemed appropriate by the Director of Emergency Services;
11. To provide appropriate advice and support to the Director of Emergency Services during any local emergency, state of emergency, or state of war emergency impacting Monterey County;
12. To perform in the capacity of acting Director of Emergency Services when the Director is unable or otherwise incapable of performing the duties of that office as provided for within this Chapter.

C. The Director of Emergency Services shall have the authority to procure and/or appoint the staff necessary to carry out the functions of the Office of Emergency Services as detailed within this Chapter and as mandated by the Director.

(ORD. 3471, 1990)

2.68.100 - EXPENDITURES.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants, property, and/or environment of or within the County of Monterey.

- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

(ORD. 3471, 1990; ORD. 2355 § 9, 1977)

2.68.110 - PUNISHMENT OF VIOLATIONS.

It shall be a misdemeanor, punishable by a fine of not to exceed one thousand dollars (\$1,000.00), or by imprisonment for a term not to exceed one year, or both, for any person, during a State of War Emergency, State of Emergency, or local emergency to:

- A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this Chapter, or in the performance of any duty imposed upon them by virtue of this Chapter;
- B. Commit any act forbidden by any lawful rule or regulation issued pursuant to this Chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy, or to imperil the lives or property of inhabitants of this County, or to prevent, hinder, or delay the defense or protection thereof;
- C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State, this County or any city within this County.

(ORD. 3471, 1990; ORD. 2355 § 10, 1977)

2.68.120 - SEVERABILITY.

If any provision of this Chapter or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Chapter are declared to be severable.

(ORD. 3471, 1990)

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- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

ATTACHMENT 3 | SITUATION REPORT TEMPLATE

MONTEREY COUNTY

SITUATION REPORT

(SitRep)

Active Event or Incident(s): [EVENT NAME] (DR-####)

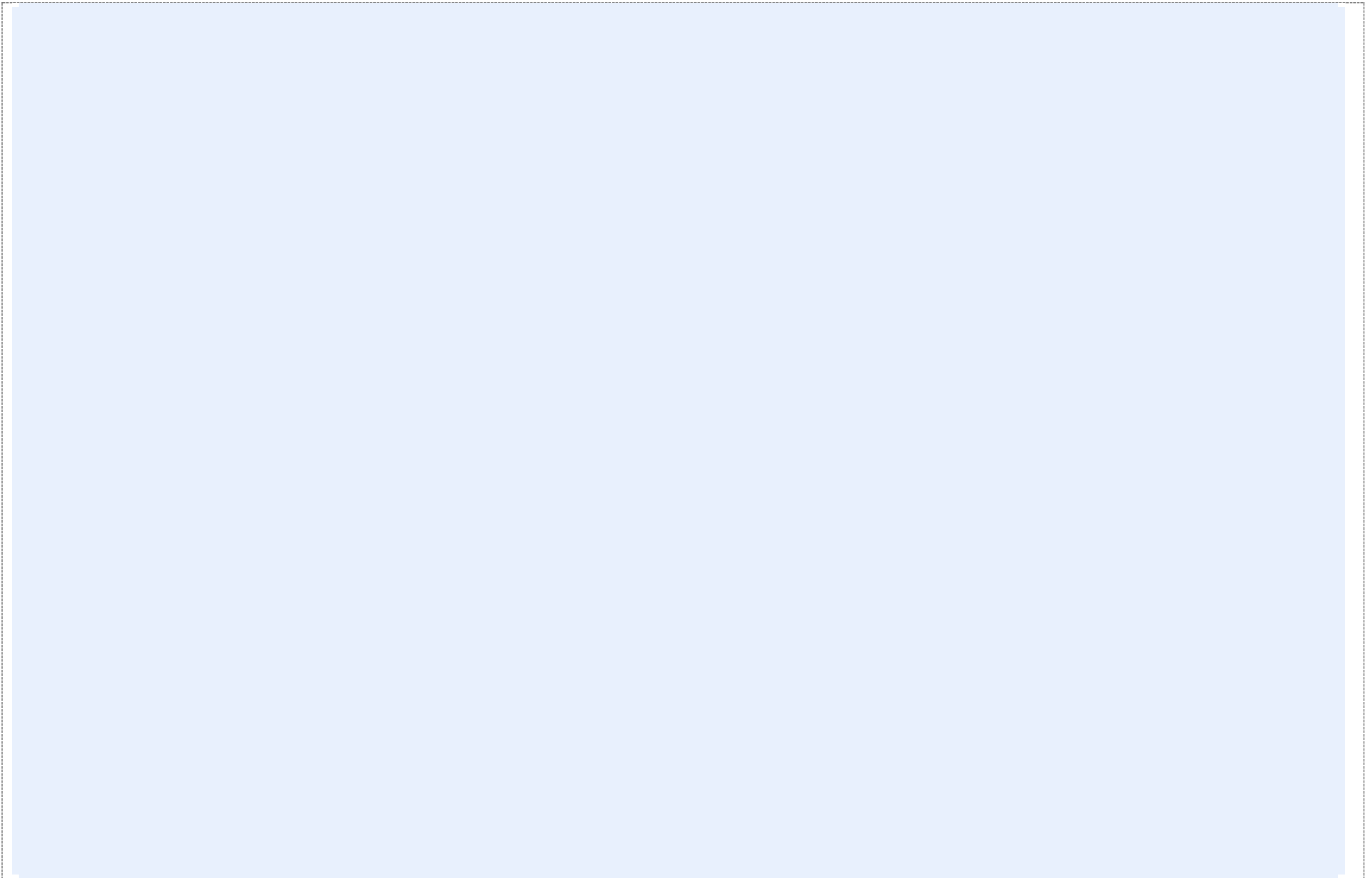
Type of Incident: [ALERT TYPE]

Date Prepared: 1/12/2021 11:42 AM

Report #: [REPORT NUMBER]

Terms and Conditions: **FOR OFFICIAL USE ONLY**

LOCATION / MAP OF INCIDENT



- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

SITUATION SUMMARY

(Current Situation Summary Here)

| SUMMARY TOTALS | | | |
|------------------------|----------|------------------------|-----------------|
| Active Events: | Quantity | Area Impacted: | Choose an item. |
| Casualties/Fatalities: | Quantity | Population Threatened: | Quantity |
| Evacuations: | Quantity | Structures Threatened: | Quantity |
| Shelters Open: | Quantity | Structures Destroyed: | Quantity |

THREATS

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--|--|--|---------------------------------------|----------------------------------|----------------------------------|---------------------------------|-----------------------------------|----------------------------------|--|------------------------------------|-------------------------------------|--|-----------------------------------|--------------------------------------|------------------------------------|----------------------------------|--------------------------------|-----------------------------------|---------------------------------|----------------------------------|--|------------------------------------|-----------------------------------|---------------------------------|--------------------------------|---|--|---|--------------------------------------|-----------------------------------|----------------------------------|--|------------------------------------|------------------------------------|------------------------------------|--------------------------------------|-----------------------------------|------------------------------------|----------------------------------|----------------------------------|--------------------------------|--|----------------------------------|---|---------------------------------------|--|
| Alerts and Warnings | <ul style="list-style-type: none"> • [ALERT TYPE] [ALERT LEVEL] starting [START DATE] through [END DATE] for the [LOCATION] area. • [ALERT TYPE] [ALERT LEVEL] starting [START DATE] through [END DATE] for the [LOCATION] area. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Active Event or Incident(s) Summary | <ul style="list-style-type: none"> • [EVENT NAME] (DR-####) – [IC/UC AGENCY NAMES] • [EVENT NAME] (DR-####) – [IC/UC AGENCY NAMES] • [EVENT NAME] (DR-####) – [IC/UC AGENCY NAMES] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Specific Metrics | (Area flooded, flood depth, total acres burned, number of aftershocks, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Population Threatened | <ul style="list-style-type: none"> • [QUANTITY OF PEOPLE] (Note: 3.3 persons per household) in the [JURISDICTION] area. • [QUANTITY OF PEOPLE] (Note: 3.3 persons per household) in the [JURISDICTION] area. • [QUANTITY OF PEOPLE] (Note: 3.3 persons per household) in the [JURISDICTION] area. <p style="text-align: right;">Total Impacted: [QUANTITY]</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jurisdictions | <table border="0"> <tr> <td><input type="checkbox"/>Carmel-by-the-Sea</td> <td><input type="checkbox"/>Aromas</td> <td><input type="checkbox"/>Del Monte Forest - Pebble Beach</td> <td><input type="checkbox"/>Notleys Landing</td> </tr> <tr> <td><input type="checkbox"/>Del Rey Oaks</td> <td><input type="checkbox"/>Asilmor</td> <td><input type="checkbox"/>Elkhorn</td> <td><input type="checkbox"/>Pajaro</td> </tr> <tr> <td><input type="checkbox"/>Gonzales</td> <td><input type="checkbox"/>Big Sur</td> <td><input type="checkbox"/>Fort Hunter Liggett</td> <td><input type="checkbox"/>Parkfield</td> </tr> <tr> <td><input type="checkbox"/>Greenfield</td> <td><input type="checkbox"/>Big Sur Village</td> <td><input type="checkbox"/>Fort Ord</td> <td><input type="checkbox"/>Pine Canyon</td> </tr> <tr> <td><input type="checkbox"/>King City</td> <td><input type="checkbox"/>Boronda</td> <td><input type="checkbox"/>Gorda</td> <td><input type="checkbox"/>Plaskett</td> </tr> <tr> <td><input type="checkbox"/>Marina</td> <td><input type="checkbox"/>Bradley</td> <td><input type="checkbox"/>Jacks Peak Park</td> <td><input type="checkbox"/>Prunedale</td> </tr> <tr> <td><input type="checkbox"/>Monterey</td> <td><input type="checkbox"/>Bryson</td> <td><input type="checkbox"/>Jolon</td> <td><input type="checkbox"/>Robles Del Rio</td> </tr> <tr> <td><input type="checkbox"/>Pacific Grove</td> <td><input type="checkbox"/>Carmel Highlands</td> <td><input type="checkbox"/>Laguna Seca</td> <td><input type="checkbox"/>San Ardo</td> </tr> <tr> <td><input type="checkbox"/>Salinas</td> <td><input type="checkbox"/>Carmel Valley</td> <td><input type="checkbox"/>Las Lomas</td> <td><input type="checkbox"/>San Lucas</td> </tr> <tr> <td><input type="checkbox"/>Sand City</td> <td><input type="checkbox"/>Castroville</td> <td><input type="checkbox"/>Lockwood</td> <td><input type="checkbox"/>Spreckels</td> </tr> <tr> <td><input type="checkbox"/>Seaside</td> <td><input type="checkbox"/>Chualar</td> <td><input type="checkbox"/>Lucia</td> <td><input type="checkbox"/>Sycamore Flat</td> </tr> <tr> <td><input type="checkbox"/>Soledad</td> <td><input type="checkbox"/>Corral de Tierra</td> <td><input type="checkbox"/>Moss Landing</td> <td><input type="checkbox"/>Tassajara Hot Springs</td> </tr> </table> | <input type="checkbox"/> Carmel-by-the-Sea | <input type="checkbox"/> Aromas | <input type="checkbox"/> Del Monte Forest - Pebble Beach | <input type="checkbox"/> Notleys Landing | <input type="checkbox"/> Del Rey Oaks | <input type="checkbox"/> Asilmor | <input type="checkbox"/> Elkhorn | <input type="checkbox"/> Pajaro | <input type="checkbox"/> Gonzales | <input type="checkbox"/> Big Sur | <input type="checkbox"/> Fort Hunter Liggett | <input type="checkbox"/> Parkfield | <input type="checkbox"/> Greenfield | <input type="checkbox"/> Big Sur Village | <input type="checkbox"/> Fort Ord | <input type="checkbox"/> Pine Canyon | <input type="checkbox"/> King City | <input type="checkbox"/> Boronda | <input type="checkbox"/> Gorda | <input type="checkbox"/> Plaskett | <input type="checkbox"/> Marina | <input type="checkbox"/> Bradley | <input type="checkbox"/> Jacks Peak Park | <input type="checkbox"/> Prunedale | <input type="checkbox"/> Monterey | <input type="checkbox"/> Bryson | <input type="checkbox"/> Jolon | <input type="checkbox"/> Robles Del Rio | <input type="checkbox"/> Pacific Grove | <input type="checkbox"/> Carmel Highlands | <input type="checkbox"/> Laguna Seca | <input type="checkbox"/> San Ardo | <input type="checkbox"/> Salinas | <input type="checkbox"/> Carmel Valley | <input type="checkbox"/> Las Lomas | <input type="checkbox"/> San Lucas | <input type="checkbox"/> Sand City | <input type="checkbox"/> Castroville | <input type="checkbox"/> Lockwood | <input type="checkbox"/> Spreckels | <input type="checkbox"/> Seaside | <input type="checkbox"/> Chualar | <input type="checkbox"/> Lucia | <input type="checkbox"/> Sycamore Flat | <input type="checkbox"/> Soledad | <input type="checkbox"/> Corral de Tierra | <input type="checkbox"/> Moss Landing | <input type="checkbox"/> Tassajara Hot Springs |
| <input type="checkbox"/> Carmel-by-the-Sea | <input type="checkbox"/> Aromas | <input type="checkbox"/> Del Monte Forest - Pebble Beach | <input type="checkbox"/> Notleys Landing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Del Rey Oaks | <input type="checkbox"/> Asilmor | <input type="checkbox"/> Elkhorn | <input type="checkbox"/> Pajaro | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Gonzales | <input type="checkbox"/> Big Sur | <input type="checkbox"/> Fort Hunter Liggett | <input type="checkbox"/> Parkfield | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Greenfield | <input type="checkbox"/> Big Sur Village | <input type="checkbox"/> Fort Ord | <input type="checkbox"/> Pine Canyon | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> King City | <input type="checkbox"/> Boronda | <input type="checkbox"/> Gorda | <input type="checkbox"/> Plaskett | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Marina | <input type="checkbox"/> Bradley | <input type="checkbox"/> Jacks Peak Park | <input type="checkbox"/> Prunedale | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Monterey | <input type="checkbox"/> Bryson | <input type="checkbox"/> Jolon | <input type="checkbox"/> Robles Del Rio | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Pacific Grove | <input type="checkbox"/> Carmel Highlands | <input type="checkbox"/> Laguna Seca | <input type="checkbox"/> San Ardo | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Salinas | <input type="checkbox"/> Carmel Valley | <input type="checkbox"/> Las Lomas | <input type="checkbox"/> San Lucas | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Sand City | <input type="checkbox"/> Castroville | <input type="checkbox"/> Lockwood | <input type="checkbox"/> Spreckels | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Seaside | <input type="checkbox"/> Chualar | <input type="checkbox"/> Lucia | <input type="checkbox"/> Sycamore Flat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Soledad | <input type="checkbox"/> Corral de Tierra | <input type="checkbox"/> Moss Landing | <input type="checkbox"/> Tassajara Hot Springs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

IMPACTS

| | |
|------------------------------------|--|
| Parcels/Structures | <ul style="list-style-type: none"> [QUANTITY] Parcels [QUANTITY] Structures |
| Fire Assets | <ul style="list-style-type: none"> [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] |
| Law Enforcement Assets | <ul style="list-style-type: none"> [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] |
| Hospitals/Clinics | <ul style="list-style-type: none"> [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] |
| Nursing Homes | <ul style="list-style-type: none"> [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] |
| County Facilities | <ul style="list-style-type: none"> [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] |
| Schools | <ul style="list-style-type: none"> [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] [NAME] [ADDRESS] |
| Power / Electric / Utility / Water | <ul style="list-style-type: none"> (Click or tap here to enter text.) (Click or tap here to enter text.) (Click or tap here to enter text.) (Click or tap here to enter text.) |

EVACUATIONS

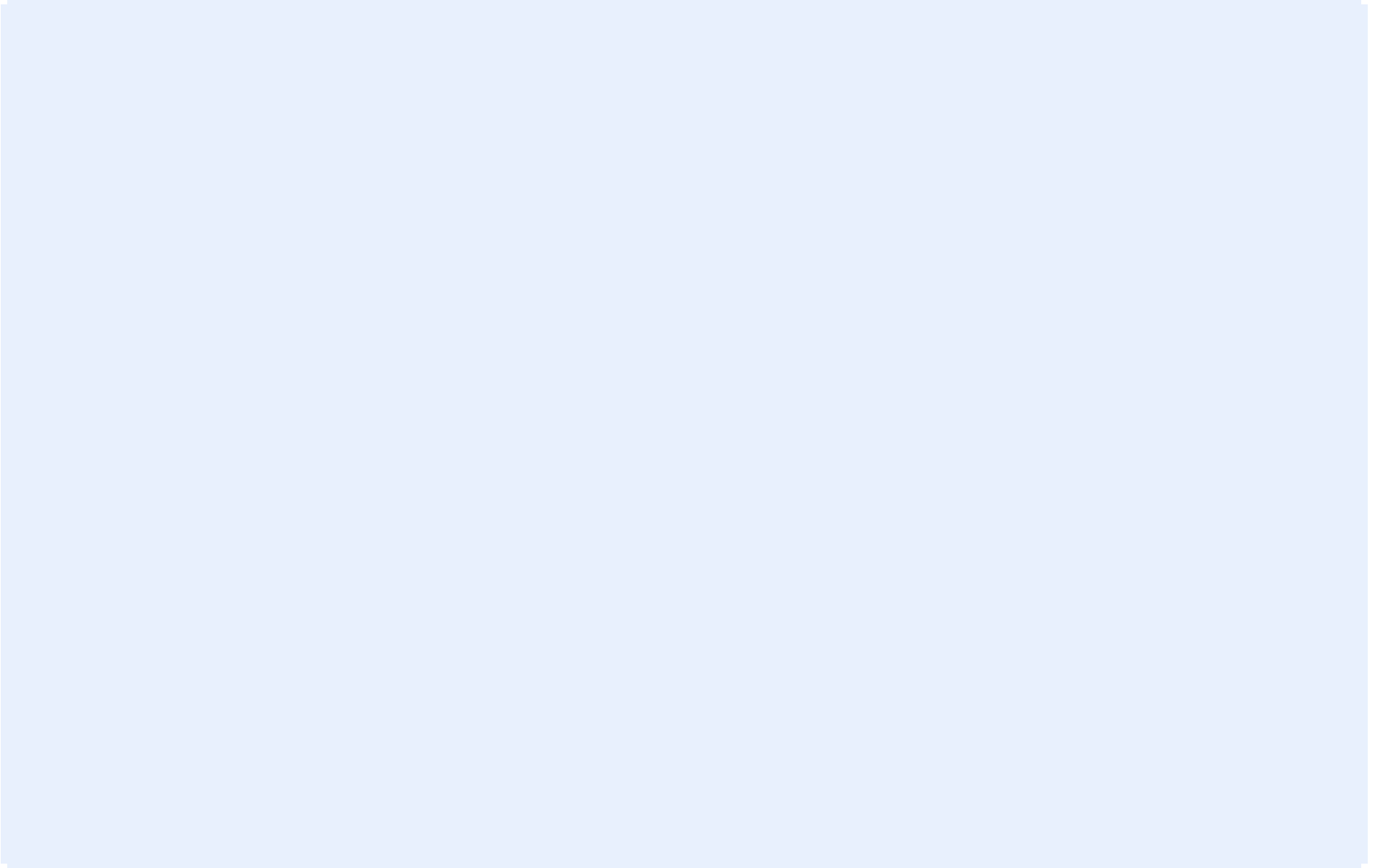
| | |
|---|--|
| Evacuations | [Choose Evacuation Terminology] for the following areas: [Insert Impacted Areas] [Choose Evacuation Terminology] for the following areas: [Insert Impacted Areas] [Choose Evacuation Terminology] for the following areas: [Insert Impacted Areas] |
| Shelters Open (include location and status) | <ul style="list-style-type: none">• [SHELTER/FACILITY NAME]([ADDRESS]) – [RESPONSIBLE AGENCY]• [SHELTER/FACILITY NAME]([ADDRESS]) – [RESPONSIBLE AGENCY]• [SHELTER/FACILITY NAME]([ADDRESS]) – [RESPONSIBLE AGENCY] |
| Major Road Closures | (Click or tap here to enter text.) |

DAMAGES

| | |
|---------------------------------------|---|
| Structures Destroyed | <ul style="list-style-type: none">• Quantity Structure Type• Quantity Structure Type• Quantity Structure Type |
| Extent of Damage | (Click or tap here to enter text.) |
| Communication Issues | (Click or tap here to enter text.) |
| Power / Electric / Utility / Water | (Click or tap here to enter text.) |

- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

WEATHER



PROCLAMATION / DECLARATION INFORMATION

| | Date Issued | DR Number | Remarks |
|---------------------|---------------------------------|-----------|------------------------------------|
| Proclamation | (Click or tap to enter a date.) | | (Click or tap here to enter text.) |
| Declaration | (Click or tap to enter a date.) | [DR-####] | (Click or tap here to enter text.) |

OA RESPONSE SUMMARY

| Jurisdiction | EOC/DOC Status | Local Proclamation |
|---|-----------------|--------------------------|
| Monterey County Op Area EOC | Choose an item. | <input type="checkbox"/> |
| Monterey County Health Department DOC | Choose an item. | <input type="checkbox"/> |
| Monterey County RMA/Public Works DOC | Choose an item. | <input type="checkbox"/> |
| Monterey County Sheriff's Office DOC | Choose an item. | <input type="checkbox"/> |
| Carmel-by-the-Sea | Choose an item. | <input type="checkbox"/> |
| Gonzales | Choose an item. | <input type="checkbox"/> |
| Greenfield | Choose an item. | <input type="checkbox"/> |
| King City | Choose an item. | <input type="checkbox"/> |
| Monterey Peninsula Regional EOC (Marina, Seaside, Del Rey Oaks) | Choose an item. | <input type="checkbox"/> |
| Monterey | Choose an item. | <input type="checkbox"/> |
| Pacific Grove | Choose an item. | <input type="checkbox"/> |
| Salinas | Choose an item. | <input type="checkbox"/> |
| Sand City | Choose an item. | <input type="checkbox"/> |
| Soledad | Choose an item. | <input type="checkbox"/> |
| CSUMB | Choose an item. | |
| Hartnell | Choose an item. | |
| MST | Choose an item. | |

SIGNIFICANT EVENTS

*This is a timeline of International, domestic, and Local significant events related to COVID-19. All new information will be **highlighted at the top.***

- [DATE] - (Click or tap here to enter text.)[Hyperlink URL to “More Information”]
- [DATE] - (Click or tap here to enter text.)(Click or tap here to enter text.)
- [DATE] - (Click or tap here to enter text.)(Click or tap here to enter text.)
- [DATE] - (Click or tap here to enter text.)(Click or tap here to enter text.)
- [DATE] - (Click or tap here to enter text.)(Click or tap here to enter text.)
- [DATE] - (Click or tap here to enter text.)(Click or tap here to enter text.)
- [DATE] - (Click or tap here to enter text.)(Click or tap here to enter text.)
- [DATE] - (Click or tap here to enter text.)(Click or tap here to enter text.)

ATTACHMENT 4 | OA COORDINATION CALL AGENDA TEMPLATE

- COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

COUNTY OF MONTEREY

OPERATIONAL AREA



OA COORDINATION CALL AGENDA

[EVENT NAME]

[DATE]



MONTEREY COUNTY OFFICE OF EMERGENCY SERVICES

Gerry Malais, Emergency Manager

Fred Claridge, Emergency Services Planner

Kelsey Scanlon, Emergency Services Planner

Pat Moore, Emergency Services Planner

Lubna Mohammad, Community Resilience Planner

Teresa Meister, Senior Secretary

1322 Natividad Rd, Salinas, CA

Info.oes@co.monterey.ca.us

Office: 831-796-1905

OES Duty Officer: 831-796-1920

It is the policy of the County of Monterey that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of race, religion, color, national origin, English proficiency, sex, age, disability, religion, sexual orientation, gender identity, or source of income. The County of Monterey also requires its contractors and grantees to comply with this policy

OA COORDINATION CALL AGENDA

| | | | |
|---------------------|--|---------|--|
| OPERATIONAL PERIOD: | | CALL #: | |
| DATE: | | TIME: | |
| EVENT/PURPOSE: | | | |
| WEBEOC EVENT | | | |

RESOURCES AND PRODUCTS

- NAME [LINK URL]

COOPERATORS

- | | | |
|--|--|--|
| <input type="checkbox"/> Carmel-by-the-Sea | <input type="checkbox"/> CSUMB | <input type="checkbox"/> SPCA for Monterey County |
| <input type="checkbox"/> City of Del Rey Oaks | <input type="checkbox"/> Hartnell College | <input type="checkbox"/> American Red Cross |
| <input type="checkbox"/> City of Gonzales | <input type="checkbox"/> MPC | <input type="checkbox"/> 211 |
| <input type="checkbox"/> City of Greenfield | <input type="checkbox"/> Presidio of Monterey | <input type="checkbox"/> American Medical Response |
| <input type="checkbox"/> King City | <input type="checkbox"/> Naval Support Activity Monterey | <input type="checkbox"/> CAL OES |
| <input type="checkbox"/> City of Marina | <input type="checkbox"/> Fort Hunter Liggett | <input type="checkbox"/> California State Parks |
| <input type="checkbox"/> City of Monterey | <input type="checkbox"/> Camp Roberts | <input type="checkbox"/> National Parks Service |
| <input type="checkbox"/> City of Pacific Grove | <input type="checkbox"/> Cal Fire | <input type="checkbox"/> Los Padres NFS |
| <input type="checkbox"/> City of Salinas | <input type="checkbox"/> North County Fire | <input type="checkbox"/> Pacific Gas and Electric |
| <input type="checkbox"/> City of Soledad | <input type="checkbox"/> Regional Fire | <input type="checkbox"/> Cal Trans |
| <input type="checkbox"/> City of Seaside | <input type="checkbox"/> Big Sur Fire Brigade | <input type="checkbox"/> Monterey Salinas Transit |
| <input type="checkbox"/> Sand City | <input type="checkbox"/> Mid Coast Fire | |
| <input type="checkbox"/> | <input type="checkbox"/> Cachagua Fire | |

OA COORDINATION CALL AGENDA

AGENDA

1. OPENING COMMENTS

- a. Conference Etiquette OES
- b. Duty Officer Number:
- c. WEBEOC Event Name

2. IC UPDATE

3. NATIONAL WEATHER SERVICE – OUTLOOK BRIEFING

NWS

4. OP AREA EOC UPDATE

OES

5. EMS AGENCY / MHOAC / CLINICS

EMS/MHOAC/
CLINICS

6. HEALTH AND LONG-TERM CARE FACILITIES

MCHD

7. SHELTERING OPERATIONS

Ops Section

8. MUNICIPAL JURISDICTION/SCHOOL REPORTS/QUESTIONS

- Status Cooperators List
- Priorities
- Unmet Needs

9. FIRE & LE REPORTS/QUESTIONS

Cooperators List

10. SUPPORTING COUNTY AGENCY REPORTS/QUESTIONS

Cooperators List

11. STATE COOPERATOR REPORTS/QUESTIONS

Cooperators List

12. MILITARY COOPERATOR REPORTS/ QUESTIONS

Cooperators List

13. NEXT COORDINATION CALL

OES

ATTACHMENT 5 | AFTER-ACTION REPORT FORM

The seal of Monterey County, California, is centered in the background. It features an eagle with spread wings perched on a globe, surrounded by the text "MONTEREY COUNTY CALIFORNIA" and the year "1850".

MONTEREY COUNTY OPERATIONAL AREA

[EVENT NAME]

After-Action Report

[Date]

Part I Incident Overview

| | |
|--|----------------------------------|
| Event Name | Event Name (FEMA DR-###) |
| Event Type | Choose an item. |
| Threat or Hazard | Choose Hazard |
| Incident Start | Click or tap to enter a date. |
| Incident End | Click or tap to enter a date. |
| Proclamation of Local Emergency | Click or tap to enter a date. |
| WebEOC Event | Click or tap here to enter text. |
| Reporting Agency | Agency Name |
| Agency Type | Choose an item. |
| CalOES Administrative Region | Coastal Region |
| Incident Summary | |

| Form Completion | | CalOES USE ONLY | |
|------------------|-------------------------------|-----------------|-------------------------------|
| Name: | | Date Received: | Click or tap to enter a date. |
| Agency: | | Received By: | |
| Phone: | | | |
| Email: | | | |
| Report Due Date: | Click or tap to enter a date. | | |
| Date Completed: | Click or tap to enter a date. | | |

PART II SEMS FUNCTIONS EVALUATED

| SEMS FUNCTIONS | TOTAL PARTICIPANTS | EVALUATION | CORRECTIVE ACTION REQUIREMENTS: (Check to indicate corrective actions required) | | | | |
|------------------------------------|--|-----------------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| | | | Planning | Training | Personnel | Equipment | Facilities |
| Management: | Click or tap here to enter number of participants. | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Command (Field) | Click or tap here to enter number of participants. | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Operations: | Click or tap here to enter number of participants. | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planning/ Intelligence: | Click or tap here to enter number of participants. | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Logistics: | Click or tap here to enter number of participants. | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Finance Administration: | Click or tap here to enter number of participants. | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Participants: | Click or tap here to enter number of participants. | | | | | | |
| Grand Total: | Click or tap here to enter TOTAL number of participants. | | | | | | |

PART III - AFTER ACTION REPORT QUESTIONNAIRE

Complete this questionnaire for all functional or full-scale exercises, and actual INCIDENTS. Responses to questions 18-26 should address areas identified as “needing improvement and corrective action” in Part I, as well as any “No” answers given to questions 1-17 below:

| QUESTION: | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Were procedures established and in place for response to the incident? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Did your jurisdiction organize the response using established procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did field command use ICS to manage field response? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did field command use all ICS Sections? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did field command establish a Unified Command? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Was your EOC and/or DOC activated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Was the EOC and/or DOC organized according to SEMS? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Did your jurisdiction assign sub-functions in the EOC / DOC around the five SEMS functions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Did your jurisdiction use trained response personnel in the EOC / DOC? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Did your jurisdiction use action plans in the EOC / DOC? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Did field level personnel use action-planning processes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Did your jurisdiction coordinate with volunteer agencies? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Did your jurisdiction request and receive Mutual Aid? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Was Mutual Aid coordinated from the EOC / DOC | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Did your jurisdiction establish an inter-agency coordination group established at the EOC / DOC level? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Did your jurisdiction conduct public alert and warning according to procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Did your jurisdiction coordinate public safety and incident information media? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

18. During your response, was there any part of SEMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

Click or tap here to enter text.

19. As a result of your response, are any changes needed in your plans or procedures? Please provide a brief explanation:

Click or tap here to enter text.

20. Identify any specific areas not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

Click or tap here to enter text.

21. Did your jurisdiction identify any issues for people with access and functional needs during sheltering, evacuation, alert and warning or access to assistance centers? If so, provide a brief explanation.

Click or tap here to enter text.

22. Did your jurisdiction identify any issues during coordination with any Emergency Function (EF)? If so, provide a brief explanation including the EF number and the issue.

Click or tap here to enter text.

23. Did your jurisdiction use volunteers during this incident or event? If so, please elaborate on the activities performed and any organizational affiliation if any.

Click or tap here to enter text.

24. Did your jurisdiction establish shelters during this incident of event? If so, how many shelters?

Click or tap here to enter text.

25. Did your jurisdiction identify any issues during this incident of event regarding pets or livestock? Please elaborate what the issues were and what actions your jurisdiction took to resolve the issues.

Click or tap here to enter text.

26. Did your jurisdiction establish an assistance center?

Click or tap here to enter text.

PART IV - NARRATIVE

Use the space below to provide additional comments pertaining to Part III questions 18-26, or for any additional observations:

PART V- RESPONSE SUMMARY

State and local agencies response activities chart The following chart summarizes the wide array of activities that local and state agencies/departments performed during the *(Name of Incident)*. It reflects the various mutual aid systems (fire and rescue, law enforcement, medical), as well as other state response capabilities.

Note: Agencies and organizations not required to provide specific information on personnel and equipment deployment. However, if available, include the information in the matrix. N/A= data not available, not submitted.

| Agency/Dept. | Period of Commitment | Personnel | Equipment |
|--------------------------------------|----------------------|-----------|-----------|
| <i>Name of State or Local Agency</i> | | | |
| Activities: | | | |
| | | | |
| Agency/Dept. | Period of Commitment | Personnel | Equipment |
| <i>Name of State or Local Agency</i> | | | |
| Activities: | | | |
| | | | |
| Agency/Dept. | Period of Commitment | Personnel | Equipment |
| <i>Name of State or Local Agency</i> | | | |
| Activities: | | | |
| | | | |

PART VI - RECOVERY SUMMARY

| Agency/Dept. | Period of Commitment | Personnel | Equipment |
|--------------------------------------|----------------------|-----------|-----------|
| <i>Name of State or Local Agency</i> | | | |
| Activities: | | | |
| | | | |
| Agency/Dept. | Period of Commitment | Personnel | Equipment |
| <i>Name of State or Local Agency</i> | | | |
| Activities: | | | |
| | | | |
| Agency/Dept. | Period of Commitment | Personnel | Equipment |
| <i>Name of State or Local Agency</i> | | | |
| Activities: | | | |
| | | | |
| Agency/Dept. | Period of Commitment | Personnel | Equipment |
| <i>Name of State or Local Agency</i> | | | |
| Activities: | | | |
| | | | |
| Agency/Dept. | Period of Commitment | Personnel | Equipment |
| <i>Name of State or Local Agency</i> | | | |
| Activities: | | | |

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

AFTER-ACTION REPORT INSTRUCTION SHEET

REASONS FOR COMPLETING THIS FORM:

[Note: Pursuant to §2450(a), Chapter 1, Division 2, Title 19 CCR, “any city, city and county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency, shall complete and transmit an after-action report to OES within ninety (90) days of the close of the emergency period as specified in CCR, Title 19, §2900(j).”]

Beyond the statutory requirement for after-action reports, information collected through this process is important for the California Governor’s Office of Emergency Services in ensuring the effectiveness of the Standardized Emergency Management System. Information can also demonstrate grant performance activity associated with FEMA training and exercise programs; thus providing justification for future grant funded emergency management programs for California.

Affiliated agencies such as contract ambulance companies, volunteer agencies to include the American Red Cross and Salvation Army, and any other agency providing a response service during an actual occurrence or functional or full-scale exercise should complete this form.

PART I – GENERAL INFORMATION:

Please fill this information out completely. Check all boxes that apply. The following information provides additional clarification:

- **TYPE OF AGENCY:** If “other,” indicate volunteer, contract, private business, etc.
- **DATES OF EVENT:** Beginning date is the date your agency first became involved in the response to the event or exercise.
Ending date is the date the response phase or exercise officially ended.
- **TYPE OF EVENT:** Planned events are parades, demonstrations, or similar occurrences.

PART II – SEMS FUNCTIONS EVALUATED:

- **SEMS FUNCTION:** Descriptors under the principal SEMS functions (Management, Command, Operations, Planning/Intelligence, Logistics, and Finance Administration) are examples only. We recognize that terminology describing the elements of an “Operations Function” may vary according to the type of agency. Provide clarification in Parts III and IV, if necessary.

- **TOTAL PARTICIPANTS:** All participants in each principal SEMS function. It is not necessary to itemize the number participating in each element under the principle function.

PART II – SEMS FUNCTIONS EVALUATED:

- **EVALUATION:** If all elements of principal SEMS function were generally satisfactory, circle (S). If you noted deficiencies, circle (NI).
- **CORRECTIVE ACTION:** If you circled (NI) under EVALUATION, indicate whether the corrective action pertains to “planning, training, personnel...” etc. Further clarification should be provided in Part II, Questions 18-26, and Part III Narrative as desired.
- **OTHER PARTICIPANTS:** This box generally applies to exercises. Please indicate the total number of exercise staff, i.e.: controllers, simulators etc., and any community volunteers (simulated victims, moulage, etc.), in the parenthesis. Add this number to the Grand Total box.

PART III – AFTER ACTION REPORT QUESTIONNAIRE:

- **QUESTIONS 1-17:** Answer “YES, NO, or N/A (Not applicable)”.
- **QUESTIONS 18-26:** Responses to these questions should address areas identified as “N/I” or requiring “Corrective Action,” in Part I; as well as any “NO” answers given to questions 1-19.

PART IV – NARRATIVE:

This is optional space provided for further clarification and information relating to Parts II & III.

- **FORM COMPLETED BY:** Please print your name legibly in the space provided.
- **REPORT DUE DATES:** Please indicate the due date (Ninety days from the end of the response phase, or completion of the exercise).
- **DATE COMPLETED:** The actual date the report is completed and sent to OES.

PART V – RESPONSE SUMMARY:

This is an optional space for field level response activities if the information is available.

PART VI – RECOVERY SUMMARY:

This is an optional space for field level recovery activities if the information is available.

COUNTY OF MONTEREY OP AREA EMERGENCY OPERATIONS PLAN

Please forward completed reports to Cal OES at SharedMail.CalAAR@CalOES.ca.gov. If you have questions or need further assistance, please contact Scott Marotte at call (916) 845-8780. Agencies are encouraged to maintain copies of this report on file for recordkeeping purposes.