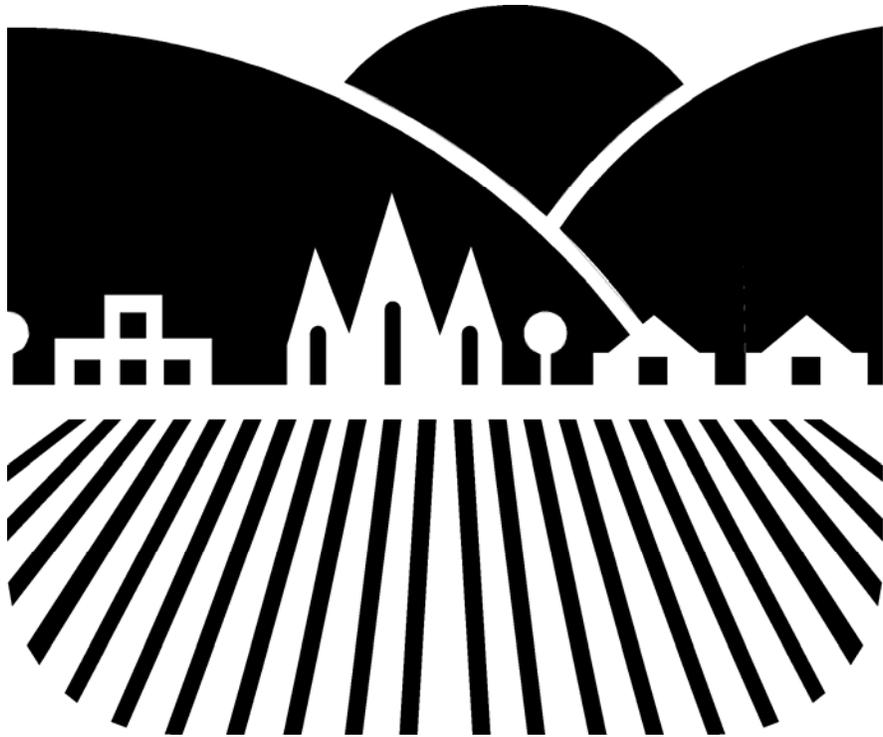


CITY *of*
NAPA



Emergency Plan

CITY OF NAPA

EMERGENCY PLAN

Produced by the Napa City Fire Department
Adopted by City Council February 5, 2008

Part One: Basic Plan

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Part One: Basic Plan

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FORWARD

The City of Napa Emergency Plan is designed to be used as the guide and initial resource in the management of the City's preparation for and response to any emergency, including a "local emergency", as well as any "state emergency" or "state of war emergency" that affects persons or property within the City.

Planning for emergencies is a continual process of rehearsal, practical application, and revision. This plan will be exercised and updated at least annually. Any changes in the Plan will be distributed according to the procedures identified in the "Revisions and Updates" section (Part 3, page 901 of the Plan).

The City of Napa Emergency Plan may be referred to herein as the "Plan" or "this Plan". The Plan shall include all documents summarized on the Table of Contents (Part 1, page 3 of the Plan).

INTRODUCTION

This is a multi-hazard emergency plan. It is based on various emergency response *functions*, such as the enforcement of laws and the protection of health, safety, and welfare. Each function is described in a separate annex and each annex covers all hazards. Therefore, the City does not have a separate earthquake plan, or flood plan (as examples), since this plan covers all types of hazards and emergencies (such as the threats identified in Part 1, page 34 of this Plan).

This plan has been organized into three parts that answer three basic questions: "Who is in charge?", "What should I do?" and "Where can I get help?"

- I. **PART ONE** is the Basic Plan which describes the basic concept of emergency response and answers the question "**Who is in charge?**"
- II. **PART TWO** consists of annexes that describe each response function in detail. Each annex also includes response checklists. Part Two answers the question "**What should I do?**"

- III. **PART THREE** is a list of resources. It includes personnel, equipment and facilities that might be needed during a disaster and answers the question "**Where can I get help?**"

The City of Napa Fire Department maintains this plan under the direction of the City Manager. Any requested changes, additions or deletions to this plan should be forwarded in writing to the City Manager for consideration and implementation, as set forth in the "Revisions and Updates" section (Part 3, page 901 of the Plan).

GOAL

The goal of this plan is to effectively and efficiently plan for, organize, and guide the City's response to emergencies.

OBJECTIVES

Specific objectives are to:

- Manage and coordinate emergency operations (including on-scene incident management).
- Coordinate resources within the City.
- Request and allocate resources from outside the City.
- Coordinate mutual aid within the City.
- Establish an understanding of the authority, responsibilities, functions and operations of the City government during emergencies.

PRIORITIES

- I. Protect peoples lives, health, and safety.
- II. Protect property.
- III. Provide for the needs of survivors.
- IV. Preserve government.
- V. Restore essential services.

ACTIVATION OF THIS PLAN

This plan will be used, and it will be considered activated, during any of the following situations:

- When the City Manager (Director of Emergency Services), or alternate, has ordered a partial or full activation of the Emergency Operations Center ("EOC").
- When the City Manager (Director of Emergency Services), or alternate, or City Council, has proclaimed the existence of a LOCAL EMERGENCY in accordance with Napa Municipal Code chapter 2.89.
- When the Governor has proclaimed a STATE OF EMERGENCY that affects the City of Napa.
- When the President has declared a National Emergency that affects the City of Napa.
- When a STATE OF WAR EMERGENCY (as defined by the California Emergency Services Act) has been declared.
- Automatically on the receipt of an attack warning or the observation of a nuclear detonation.

With the above guidelines in mind, there are two types of activations of the EOC.

1. Partial Activation.

The City Manager may order a partial activation of the EOC when a hazard or emergency requires a response beyond the scope of the City's normal activities. This might involve a minor to moderate emergency that a limited number of responders can handle, it might involve the early stages of an expanding disaster, or it might involve the late stages of a response prior to deactivation of the EOC.

During a partial activation of the EOC, only some of the EOC positions are filled. The City Manager or designee is responsible for contacting the affected departments (e.g., Police, Fire, Public Works) to assess the magnitude of the emergency and to staff those EOC positions deemed necessary.

2. Full Activation.

The City Manager shall order a full activation of the EOC when there is a "moderate to severe" emergency or "major disaster." During a full activation, all or most of the EOC positions are filled. This involves an emergency requiring an all-out City (or greater) response effort.

NOTIFICATION OF THE CITY MANAGER

It is the responsibility of the employees of the City of Napa to notify their supervisors, in ascending order to the City Manager, of conditions that they believe may lead to the activation of this plan.

Any field supervisor and above may directly notify the City Manager if unable to follow the chain of command.

In the event of a pending or actual emergency, the EOC will be the initial meeting place for EOC members to consult (see Page 23 of this Plan).

PHASES OF AN EMERGENCY

I. BEFORE the Emergency.

Before an emergency, prepare plans, train personnel, conduct emergency exercises, educate the public and buy or arrange for the use of resources. Coordinate with other organizations. Keep emergency communications systems, warning systems and the Emergency Operations Center ready at all times.

If a situation such as an approaching storm or a worsening international situation warrants an increase in readiness, review and update documents, check procedures, increase public information efforts, accelerate training programs and prepare to use emergency resources.

II. DURING the Emergency

A. Warning Phase

This phase could begin with the forecast of any moderate to severe, or major,

emergency including flood, approaching fire, terrorist activities, or war.

During this phase, you may have to take action, such as warning and evacuating endangered occupants. Notify the City Manager immediately. Refer to the checklist in the annexes for specific instructions.

Parts of the City's Emergency Organization will be activated, as needed, at the direction of the City Manager. Coordination will be centralized or decentralized depending on the situation.

The City Manager may proclaim a LOCAL EMERGENCY if the requirements of Napa Municipal Code chapter 2.89 are met (e.g., the anticipated need of State or Federal aid). If a nuclear attack appears imminent, the Governor may proclaim a STATE OF WAR EMERGENCY.

B. Impact Phase

If there is no warning, the first response is usually by a field unit. The field unit then summons more field units and they establish a field command post with an Incident Commander in charge. The Incident Commander may then decide to increase the level of response and notify the City Manager who will activate this plan. See "Levels of Emergencies" for more detail.

During this phase, use the checklist in the annexes to guide your actions. Remember the priorities listed above.

After immediate needs of people have been met, the recovery phase begins.

III. AFTER the Emergency (Recovery)

Recovery from a major disaster can take months, even years. It is a complex process that can include special legislation, financial entanglements, massive construction programs, and, potential litigation.

The recovery phase has the following objectives:

- A. Reinstatement of individual autonomy.
- B. Restoration of family unity.
- C. Provision of essential public services.
- D. Permanent restoration of private and public property.
- E. Restoration of normal government operations.
- F. Restoration of public services.
- G. Research to uncover residual hazards, advance knowledge of disasters and improve future emergency operations.

As soon as possible, the State Office of Emergency Services Director will bring together local, State, Federal and American Red Cross officials to coordinate State and Federal assistance programs and establish support priorities.

Disaster assistance will be coordinated through "one-stop" Disaster Application Centers, staffed by representatives of Federal, State and local governmental agencies, private service organizations and private companies. If major damage has occurred, a local government recovery group will be formed to coordinate planning and decision making for recovery and reconstruction.

See the State Disaster Assistance Procedural Manual for more detail.

LEVELS OF EMERGENCIES

Generally, emergency response will progress from local, to regional, to State, to Federal involvement. The State Office of Emergency Services has established three levels of emergency response, based on the severity of

the situation and the availability of local resources.

I. MINOR TO MODERATE (LEVEL I)

This type of situation is managed in a normal manner from a command post at the scene. Local resources are adequate and available.

Both coordination and direction are decentralized; the Emergency Operations Center is not activated and public safety personnel provide necessary support, as established by agreements and ordinances.

Police, fire and other responders coordinate via established telephones, radio systems and dispatch centers.

II. MODERATE TO SEVERE (LEVEL II)

Local resources are not adequate and mutual aid may be required on a regional or even a statewide basis. A Local Emergency is proclaimed and a State of Emergency might be proclaimed.

Several City agencies as well as other jurisdictions need close coordination.

Coordination is centralized; key city personnel meet in the Emergency Operations Center to coordinate emergency response. Their activities can include, but are not limited to:

- Establishing a situation assessment function.
- Establishing a public information function.
- Determining resource requirements and coordinating resource requests.
- Establishing and coordinating the logistical systems necessary to support multi-incident management.
- Establishing priorities for resource allocation.

III. MAJOR DISASTER (LEVEL III)

City and operational area resources are overwhelmed and extensive State or Federal resources are required. A Local Emergency and a State of Emergency are proclaimed and a Presidential declaration of an emergency or major disaster will be requested.

The emergency operation is centralized; the Emergency Operations Center is activated and all coordination and direction activities are done from there. There may be several incidents and the managers of each incident would, as much as possible, report to and receive direction from the Emergency Operations Center.

During war, the Statewide Emergency Management System will be fully activated and the State will coordinate emergency operations from Sacramento.

EMERGENCY MANAGEMENT ORGANIZATIONS

- I. INTRODUCTION
- II. PHASES OF EMERGENCY MANAGEMENT
- III. CITY
- IV. COUNTY (OPERATIONAL AREA)
- V. MUTUAL AID REGION
- VI. STATE
- VII. FEDERAL

I. INTRODUCTION

An emergency management organization can start small and grow as the need arises. Fully activated, the Statewide emergency management system consists of all jurisdictions through the state level. Cities will coordinate emergency operations within their boundaries, and the County and State will coordinate support for the cities.

II. PHASES OF EMERGENCY MANAGEMENT

A comprehensive emergency management system coordinates the actions of numerous agencies and includes the four phases of emergency activity.

- Mitigation - pre-event planning and actions which aim to lessen the effects of potential disasters.
- Preparedness - activities which governments, organizations and individuals develop to save lives and minimize damage.
- Response - action taken to save life, protect health, safety, and property, and minimize damage to the environment.
- Recovery - short and long term activities which improve or return all systems to normal.

III. CITY EMERGENCY MANAGEMENT

The City of Napa emergency management organization is based on the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS), both derived from the Incident Command System (ICS).

ICS is flexible, activating functions or involving other organizations as the need arises and uses a common terminology which will reduce confusion during a disaster.

The person filling each functional position is responsible for and has the authority to act in that function. Once activated, all functions will continue to be staffed until relieved by the Director of Emergency Services.

Employees will be returning to work per the City Emergency Work Shutdown Policy and reporting to their work locations. Employees will fill ICS positions or become a pool to provide relief crews to staff the emergency organization on a 24 hour basis.

ICS is based on a Command Staff and four additional sections as follows:

A. Command Staff

1. City Council

Participates, as part of public meetings noticed in accordance with the Brown Act, in decisions that have *major* consequences regarding liability, public outcry, or loss of lives or property. The City Council does not, however, get involved in the operational aspects of an emergency response. Individual Council members will be regularly updated regarding the status of the City's response, and they will be in a position to individually explain City actions to the public.

2. Director of Emergency Services (DES) (City Manager, or alternate)

Manages and coordinates the City's emergency response.

If the City Manager is not available, it is best to fill the DES position with qualified people in the following order:

- 1) Police Chief
 - 2) Fire Chief
 - 3) Assistant City Manager
 - 4) City employee with the highest degree of expertise in the type of emergency at hand.
3. Emergency Services Manager
- Assist the Director of Emergency Services in the management and coordination of emergency response efforts (generally filled by Fire or Police Chief)
4. Public Information Officer (Public Relations Officer)
- Gathers and confirms information before releasing it to the public through various media.
5. Legal Advisor (City Attorney)
- Checks the legality of various emergency proclamations, writes emergency ordinances, and watches out for potential legal liabilities.
6. EOC Security/Support
- Responsible for restricting access to the EOC by authorized personnel only. Verifies that EOC members are relieved at the end of each operational period and that basic needs are met. Assists with other functions at the direction of the DES.
7. Liaison
- Serves as point of contact for assisting agencies and as the internal point of contact when organizational and procedural questions arise within the emergency management structure. Manages rumor control within EOC.

B. Operations Section

The Operations section is the coordinating link to Fire/Rescue-Medical, Law Enforcement, Public Works and Communications. This section works to control the direct and immediate effects of a disaster.

1. Operations Chief
- Coordinates the emergency operation units.
2. Fire/Rescue/Medical (Deputy)
- Controls fires, rescues trapped and injured persons and manages hazardous materials response. Treats and arranges transport for injured and ill persons, manages medical supplies and resources.
3. Police (Deputy)
- Enforces laws, controls traffic, manages evacuations and controls access to hazardous areas. Refers Coroner operations to the Napa County Sheriffs Office.
4. Public Works (Deputy)
- Builds, repairs and restores essential structures, utilities, and streets. Removes debris; assists in heavy rescue operations; supports law enforcement and fire personnel in execution of access and perimeter control. Inspects damaged structures and posts structures for use.
5. Communications
- Manages all communication equipment related to the incident. Responsible for initial setup of the EOC.

C. Planning Section

The Planning Section provides the facts and projections that help others make informed decisions.

1. Planning Chief

(Planning Department Director or Fire Department Division Chief)

Collects, evaluates and disseminates information about the incident and prepares the demobilization plan to ensure an orderly transition from emergency to day-to-day.

2. Situation Status

Gathers information such as damage assessment and weather predictions, makes projections, and anticipates further problems. Posts information on the status boards.

3. Resources Status

Keeps current listings of what resources are available and tracks assigned resources.

4. Damage Assessment

Assesses damage and inspects buildings and other structures for damage (with Public Works in Operations Section).

5. Demobilization

Prepares the Demobilization Plan and assists Sections/Units return to normal status.

6. Documentation

Maintains accurate and complete disaster response files and provides duplication service for EOC staff.

D. Logistics Section

The Logistics Section provides facilities services and materials for incident support.

1. Logistics Chief

Coordinates the logistics units.

2. Care and Shelter

Provides food, shelter and associated items for disaster workers and victims.

Provides for the needs of disaster victims. Works with American Red Cross and their efforts in providing for shelter. Also coordinates with Public/Mental Health Directors.

3. Transportation

Coordinates resources required to move people, equipment and essential supplies.

4. Personnel

Manages City employees who are part of the staffing pool and those citizens who volunteer their services.

5. Supply

Procures and coordinates supplies and equipment.

6. Facilities

Responsible for establishing, setting up, maintaining and demobilizing all facilities used in support of incident operations.

E. Finance Section (Finance Director)

Manages the financial aspects of the emergency.

1. Finance Chief

Responsible for all financial and cost analysis aspects of the incident.

2. Cost

Tracks, summarizes and reports all costs associated with the disaster.

3. Time

Keeps personnel and equipment time records.

4. Claims Unit

Documents, investigates and resolves claims (other than workers compensation claims).

IV. COUNTY (OPERATIONAL AREA) EMERGENCY MANAGEMENT

The Napa County emergency management organization is also based on NIMS/SEMS/ICS. Titles of some functions will differ from those in the City.

A copy of the County Plan is on file in the Emergency Operations Center.

The County is also the Operational Area and will be the focal point for information transfer and support requests by cities within the County.

The County Administrative Officer (CAO) is in charge of the Operational Area. In the event of a major disaster, the County emergency organization will operate under a Unified Command Structure with the affected cities.

The County will submit information and requests for support to the appropriate State Office of Emergency Services Mutual Aid Region II.

V. MUTUAL AID REGION

The Office of Emergency Services Mutual Aid Region II emergency management staff is headed by a Regional Manager. The regional emergency management staff will coordinate and support local area coordinators. The regional staff will submit all requests for support that cannot be obtained within the Region and other relevant information to the State Emergency Management Staff.

VI. STATE

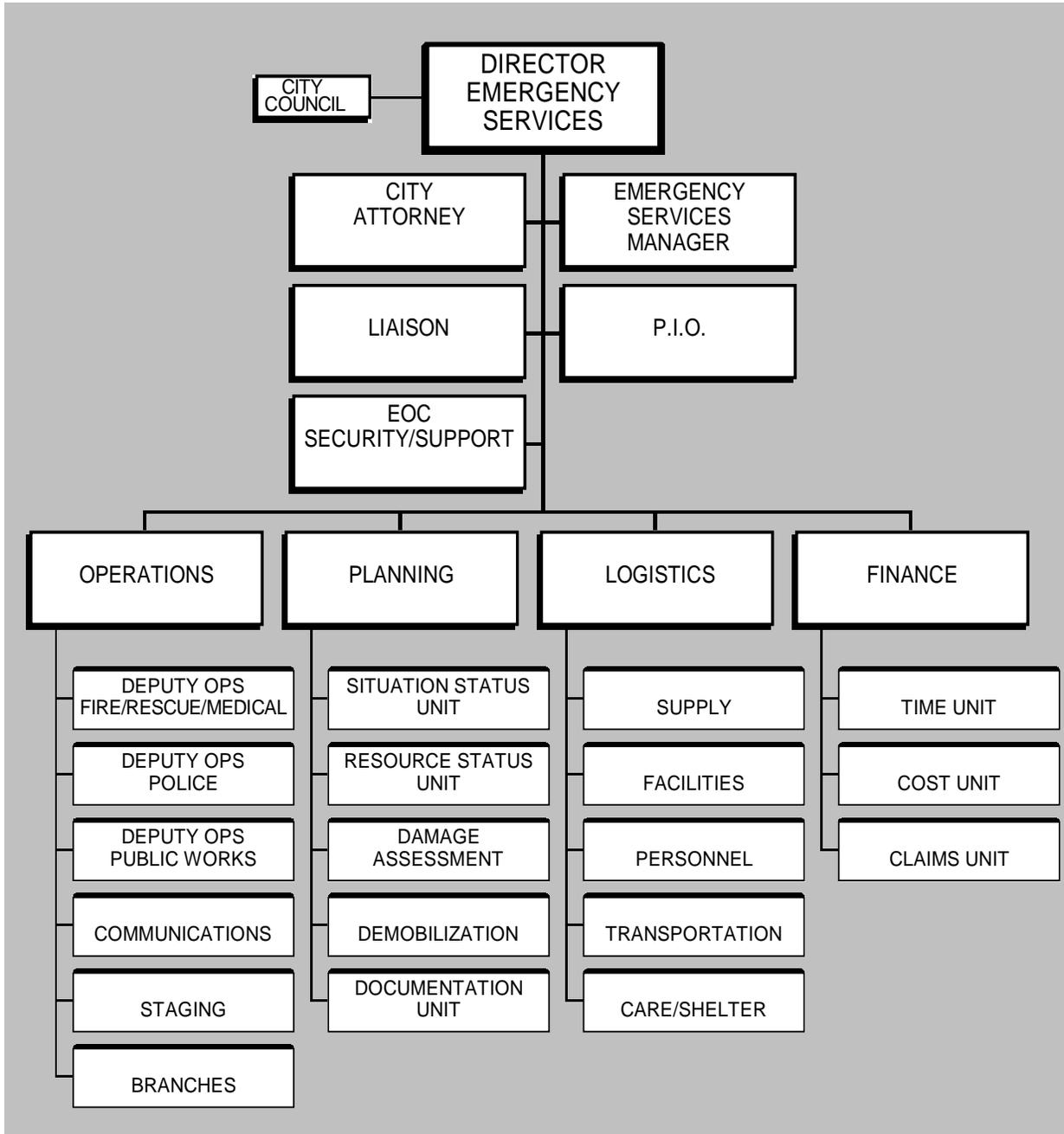
The State Emergency Management Staff is headed by the Director of the Office of Emergency Services (acting as a representative of the Governor), or his designated representative, and assisted by coordinators provided by State agencies. When activated, the State staff will be responsible for coordinating statewide emergency operations, to include the provision of mutual aid and other support and redirection of essential supplies and other resources to meet local requirements.

VII. FEDERAL

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during and after large scale disasters. Any request for aid from the Federal Government must come from the Office of the Governor.

Other federal government agencies that may be of assistance during emergencies include but are not limited to; The Department of Transportation, the Environmental Protection Agency, the Federal Bureau of Investigation and the National Response Center.

The City Emergency Organization



EMERGENCY FUNCTIONS OF COUNTY DEPARTMENTS

COUNTY DEPARTMENT	COMMAND OPERATIONS PLANNING										LOGISTICS					FINANCE									
	DIRECTOR EMERGENCY SERVICES	EMERGENCY SERVICES MANAGER	LIAISON	PUBLIC INFORMATION	LEGAL	E.O. SAFETY / SECURITY	OPERATIONS SECTION CHIEF	FIRE / RESCUE / MEDICAL	POLICE	PUBLIC WORKS	COMMUNICATIONS	PLANNING SECTION CHIEF	SITUATION STATUS	RESOURCE ASSESSMENT	DEMOBILIZATION	DOCUMENTATION	LOGISTICS SECTION CHIEF	FACILITIES	TRANSPORTATION	PERSONNEL	SUPPLY	CARE AND SHELTER	FINANCE SECTION CHIEF	COST	TIME
<i>P=PRINCIPAL DEPARTMENT S=SUPPORTIVE DEPARTMENT</i>																									
AG COMMISSIONER												S													
AIRPORT																S									
ANIMAL CONTROL						S																			
ASSESSOR											S	S	S	S											
AUDITOR																						S			
BUILDING INSPECTION						S					S			S											
CLERK OF THE BOARD				S																					
COMMUNICATIONS										S															
CORRECTIONS																S									
COUNTY ADMIN OFFICE	S			S							S					S									
COUNTY CLERK/RECORDER																S									
COUNTY COUNSEL					S																				
COUNTY FIRE (CDF)						S	S																		
COURTS								S																	
DISTRICT ATTORNEY								S																	
EMERGENCY SERVICES	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
ENVIROMENTAL MGMNT						S					S														
HEALTH & HUMAN SERVICES							S														S				
LIBRARY				S												S									
M.I.S.	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
PERSONNEL																			S						
PLANNING											S	S	S												
PROBATION								S																	
PUBLIC DEFENDER								S																	

EMERGENCY FUNCTIONS OF COUNTY DEPARTMENTS

	COMMAND	OPERATIONS					PLANNING					LOGISTICS					FINANCE								
COUNTY DEPARTMENT	DIRECTOR SERVICES	EMERGENCY SERVICES MANAGER	LIAISON INFORMATION	LEGAL SAFETY/SECURITY	OPERATIONS SECTION CHIEF	FIRE/RESCUE/MEDICAL	POLICE	PUBLIC WORKS	COMMUNICATIONS	PLANNING SECTION CHIEF	SITUATION STATUS	RESOURCE STATUS	DAMAGE ASSESSMENT	DEMOBILIZATION	DOCUMENTATION	LOGISTICS SECTION CHIEF	FACILITIES	TRANSPORTATION	PERSONNEL	SUPPLY	CARE AND SHELTER	FINANCE SECTION CHIEF	COST	TIME	CLAIMS
<i>P=PRINCIPAL DEPARTMENT S=SUPPORTIVE DEPARTMENT</i>																									
PUBLIC WORKS								S							S		S								
SHERIFF/CORONER					S		S/P																		
TREASURER/TAX COLLECTOR																					S				

EMERGENCY FUNCTIONS OF STATE AGENCIES

STATE AGENCY	COMMAND			OPERATIONS					PLANNING				LOGISTICS				FINANCE					
	DIRECTOR EMERGENCY SERVICES	EMERGENCY SERVICES MANAGER	LIAISON INFORMATION	PUBLICATION SAFETY/SECURITY	OPERATIONS SECTION CHIEF	FIRE/RESCUE/ MEDICAL	POLICE	PUBLIC WORKS	COMMUNICATIONS	PLANNING SECTION CHIEF	SITUATION STATUS	RESOURCE STATUS	DAMAGE ASSESSMENT	DOCUMENTATION	LOGISTICS SECTION CHIEF	FACILITIES	TRANSPORTATION	PERSONNEL	SUPPLY AND SHELTER	FINANCE SECTION CHIEF	COST	TIME
<i>P=PRINCIPAL DEPARTMENT S=SUPPORTIVE DEPARTMENT</i>																			S			
AGING																			S			
AIR RESOURCES BOARD					S																	
ALCOHOLIC BEV CONTROL BOARD						S																
BOATING AND WATERWAYS					S	S																
CALIF. CONSERVATION CORPS					S		S															
CALIF. HIGHWAY PATROL			S		S	S/ P			S													
CALIF. MARTIME ACADEMY					S														S			
CONSERVATION																		S				
CONSUMER AFFAIRS						S													S			
CORRECTIONS																	S		S			
EDUCATION					S												S					
EMER. MEDICAL SERV. AUTH.					S																	
EMERGENCY SERVICES	S		S		S	S	S	S	S	S	S											
EMPLOYMENT DEVELOP.					S												S					
ENERGY CONSERVATION							S											S				
FINANCE					S													S		S		
FIRE MARSHAL					S																	
FISH & GAME					S	S			S									S				

EMERGENCY FUNCTIONS OF STATE AGENCIES

	COMMAND										OPERATIONS					PLANNING					LOGISTICS					FINANCE				
	STATE AGENCY	D I R E C T O R	E M E R G E N C Y S E R V I C E S M A N A G E R	L I A I S O N	P U B L I C I N F O R M A T I O N	L E G A L	E O C S A F E T Y / S E C U R I T Y	O P E R A T I O N S S E C T I O N C H I E F	F I R E / R E S C U E / M E D I C A L	P O L I C E	P U B L I C W O R K S	C O M M U N I C A T I O N S	P L A N N I N G S E C T I O N C H I E F	S I T U A T I O N S T A T U S	R E S O U R C E S T A T U S	D A M A G E A S S E S S M E N T	D E M O B I L I Z A T I O N	D O C U M E N T A T I O N	L O G I S T I C S S E C T I O N C H I E F	F A C I L I T I E S	T R A N S P O R T A T I O N	P E R S O N N E L	S U P P L Y	C A R E A N D S H E L T E R	F I N A N C E S E C T I O N C H I E F	C O S T	T I M E	C L A I M S		
<i>P=PRINCIPAL DEPARTMENT S=SUPPORTIVE DEPARTMENT</i>																														
FOOD & AGRICULTURE								S	S														S							
FORESTRY (CDF)								S	S										S		S		S							
GENERAL SERVICES								S	S	S													S							
HEALTH SERVICES								S	S														S							
JUSTICE									S																					
MILITARY							S	S	S	S	S		S									S	S							
MOTOR VEHICLES									S																					
PERSONNEL BOARD																						S								
PUBLIC UTILITIES COMMISSION									S	S																				
REHABILITATION																								S						
SOCIAL SERVICES								S																S						
SOLID WASTE MGMT BOARD								S																						
TRANSPORTATION								S	S	S			S								S									
UNIVERSITY OF CALIFORNIA																						S								
VETERANS AFFAIRS																								S						
WATER RESOURCES								S		S																				
WATER RESOURCES CONTROL BOARD										S																				
YOUTH AUTHORITY								S														S	S							

EMERGENCY FUNCTIONS OF FEDERAL AGENCIES

FEDERAL AGENCIES	COMMAND OPERATIONS PLANNING										LOGISTICS				FINANCE										
	DIRECTOR SERVICES	EMERGENCY SERVICES MANAGER	LIASON INFORMATION	PUBLIC LEGAL SAFETY/SECURITY	OPERATIONS SECTION CHIEF	FIRE/RESCUE/MEDICAL	POLICE	PUBLIC WORKS	COMMUNICATIONS	PLANNING SECTION CHIEF	SITUATION STATUS	RESOURCE STATUS	DAMAGE ASSESSMENT	DEMOBILIZATION	DOCUMENTATION	LOGISTICS SECTION CHIEF	FACILITIES	TRANSPORTATION	PERSONNEL	SUPPLY	CARE AND SHELTER	FINANCE SECTION CHIEF	COST	TIME	CLAIMS
<i>P=PRINCIPAL DEPARTMENT S=SUPPORTIVE DEPARTMENT</i>																									
AGRICULTURE						S																			
ARMY CORPS OF ENGINEERS							S																		
BUREAU OF LAND MGMT						S	S																		
DEPT OF DEFENSE						S	S																		
FEDERAL AVIATION ADMINSTRATION				S		S	S																		
FED EMRGNCY MGMT AGENCY				S		S	S	S		S															
FOOD & DRUG ADMIN						S																			
HEALTH & HUMAN SERVICES						S																			
INTERIOR						S																			
INTERSTATE COMMERCE COMMISSION							S																		
JUSTICE						S	S																		
NATIONAL PARK SERVICE						S	S																		
NATIONAL WEATHER SERVICE				S		S				S															
TRANSPORTATION						S																			
TREASURY							S																		
U.S FOREST SERVICE						S	S																		
FEMA	S																					S	S	S	S
FBI							S																		
DEPT. OF TRANS.						S		S																	
ENVIRON. PROT. AGENCY						S																			
NATL RESPONSE CENTER						S																			

EMERGENCY OPERATIONS CENTER (EOC)

I. EOC DEFINITION

A centralized facility from which emergency operations can be directed and coordinated.

II. PRIMARY EOC

The Emergency Operations (EOC) is located in the classroom of the Police and Fire Administration Building at 1539 First Street. This is a secured building and requires knowledge of the key-pad lock number. If you do not know the number and you are part of the authorized EOC staff, contact the EOC security/support officer by phone for admission. The best access into the EOC is through the west entrance behind Fire Station #1.

The Operations section of the EOC is located within the Fire Chief's office immediately adjacent to the east end of the EOC.

A Floor plan showing the layout of the EOC and describing basic setup supply needs is mounted on the east wall of the EOC below the clock.

III. ALTERNATE EOC

There currently is no alternate to the EOC. In the event that the primary EOC is unusable an alternate EOC will have to be developed with available resources. The Las Flores recreation center has been identified as a possible alternative site. The EOC Support trailer must be towed to the new location.

IV. FACILITIES

The EOC has an emergency backup generator that is located in the south parking lot adjacent to the building.

The EOC phone system is part of the city system with the equipment located in the section supply boxes.

Amateur Radio is available in the Dispatch supervisor's office and may be staffed by volunteers.

Maintenance of the EOC is the responsibility of the Fire Department.

V. SUPPLIES

All set up supplies including maps, forms, EOC clerical supplies, white boards, and stocked section kits with phones are kept in the EOC Support trailer located behind Fire Station #1. During disaster operations the EOC can be set up by the first arriving staff. Tables should be placed according to the layout map and section kits should be placed at the workstations. Responsibility for re-supply during an incident belongs to the EOC Security/Support Officer. Each section Chief will be responsible for replacing all expended supplies before closure of the EOC and for conducting an annual inventory of their section kits.

VI. RECALL PROCEDURES

The activation of the Emergency plan or opening of the EOC will cause the recall of staff to fill the EOC functions. The number of personnel and functions activated will be driven by the incident or as directed by the DES. Staffing resources for the EOC are located in Part III of this plan.

EMERGENCY PROCLAMATIONS

A. Local Emergency

1. Who may proclaim:

The City Council or the City Manager may proclaim a Local Emergency in Napa in accordance with Napa Municipal Code chapter 2.89.

2. When to proclaim:

The City should proclaim a local emergency when a disaster or a possible disaster threatens the safety of persons and property within the City.

Potential causes include:

- Earthquake
- Fire
- Flood
- Hazard
- Drought
- Dam Failure
- Multi-Casualty Incident
- Civil Unrest/Terrorism
- War
- Other conditions

3. What does a proclamation do?

The proclamation of a Local Emergency provides legal authority to:

- a. If necessary, request that the Governor proclaim a State of Emergency.
- b. Put forth orders and regulations to protect persons and property, including orders or regulations imposing a curfew within designated boundaries.
- c. Provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- d. Request that county and state agencies provide mutual aid.

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

f. Requisition necessary personnel and material of any department or agency.

g. Obtain vital supplies, equipment, property, or services; and, if required immediately, to commandeer the same for public use.

h. Impose penalties for violation of lawful orders.

i. Conduct discretionary emergency operations under the protection of certain privileges and immunities from liability. (See California Emergency Services Act, Government Code section 8655.)

B. State of Emergency

1. Who may proclaim:

The Governor.

2. When may the Governor proclaim?

When a disaster or a situation of extreme peril threatens the safety of persons and property within the state and:

- When requested to do so by local authorities;

- or -

- When finding that local authority is inadequate to cope with the emergency.

3. What does the Governor's proclamation do?

Whenever the Governor proclaims a State of Emergency:

-
-
- a. Mutual aid shall be rendered in accordance with approved Emergency Plans whenever the need arises for outside aid in any county or city.
 - b. The Governor shall, to the extent deemed necessary, have the right to exercise within the area designated all police power vested in the state of the Constitution and the laws of the State of California.
 - c. Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
 - d. The Governor may suspend the provisions of any regulatory statute, or statute prescribing the procedure for conducting state business, or the orders, rules, or regulations of any state agency.
 - e. The Governor may commandeer or use any private property or personnel (other than the media) in carrying out his/her responsibilities.
 - f. The Governor may promulgate, issue and enforce orders and regulations as deemed necessary.

C. State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor made or given within the limits of his authority as provided for in the Emergency Services Act.

Part One: Basic Plan

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PROCLAMATION NO. R20__ __

**PROCLAMATION OF THE DIRECTOR OF EMERGENCY SERVICES
OF THE CITY OF NAPA, STATE OF CALIFORNIA, PROCLAIMING
THE EXISTENCE OF LOCAL EMERGENCY AND REQUESTING
THE GOVERNOR TO REQUEST A STATE OF EMERGENCY AND A
PRESIDENTIAL DECLARATION FOR DISASTER RELIEF**

WHEREAS, California Government Code Section 8630 and Napa Municipal Code Section 2.89.060 authorize the City Manager, acting as Director of Emergency Services, to proclaim the existence of a local emergency when the City Council is not in session; and

WHEREAS, Napa Municipal Code Section 2.89.020 defines "local emergency" as the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, an earthquake, or other conditions other than conditions resulting from labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City, requiring the combined forces of other political subdivisions to combat; and

NOW, THEREFORE, BE IT PROCLAIMED by the City Manager of the City of Napa, in the capacity of the Director of Emergency Services of the City of Napa, as follows:

1. The City Manager finds that, beginning on or about _____, 20__, at _____ [a.m./p.m.], there existed conditions of extreme peril to the safety of persons and property within the City caused by conditions of _____ (which may be more particularly described in a summary of conditions attached hereto and incorporated herein by reference as Exhibit "A").

2. The City Manager finds that the conditions described herein are likely to be beyond the control of the services, personnel, equipment, and facilities of the City, requiring the combined forces of other political subdivisions to combat.

3. The City Manager hereby proclaims that the existence of a "local emergency" as defined by Napa Municipal Code Section 2.89.020, based on the existence of the conditions identified herein.

4. During this local emergency, the City Manager shall exercise the authority identified by City law (including "Emergency and Disaster Preparedness," Napa Municipal Code chapter 2.89, City resolutions, the City's emergency plans, and City charter).

5. The City Manager shall work with appropriate local, state, and federal representatives in order to seek disaster relief assistance, including requests that the Governor of the State of California declare a State of Emergency, and that the Governor request a Presidential declaration of disaster relief (including federal aid for individual assistance and public assistance). The City Manager shall work with the Mayor in order to determine the appropriate method of requesting assistance from state and federal officials.

6. In connection with the local emergency identified in this proclamation, the City Manager hereby orders, for the protection of persons and property, the following actions:

a. [if a curfew is ordered, the hours, conditions, and designated boundaries shall be:]

b. _____

7. This proclamation shall be published and promulgated in as widespread a manner as reasonably feasible in light of the conditions prevailing during the local emergency.

8. This proclamation shall expire if not confirmed and ratified by the City Council within seven days of the proclamation.

9. The City Manager hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for this proclamation.

10. This Proclamation shall take effect immediately upon its execution.

This proclamation is hereby issued by the City Manager, Director of Emergency Services.

Name: _____

Title: City Manager/Director of Emergency Services

Date: _____

CITY OF NAPA

REQUEST TO THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

TO: _____, Governor of the State of California
_____, State Director of Emergency Services

FROM: _____, Mayor of the Napa City Council

DATE: _____, _____

1. On _____, _____, the Napa City Director of Emergency Services, confirmed on _____, _____, by the Napa City Council, found that due to **[fire, flood, storm, epidemic, riot, earthquake or other causes]**, a condition of extreme peril to life and property existed in the City of Napa and proclaimed a local emergency.
2. The Mayor has now determined that:
 - a. The conditions creating and/or impacts of the emergency have become such that local resources are no longer adequate to cope with the effects of the emergency;
 - b. Damages in the approximate amount of \$_____ are occurring or are expected to occur in the near future in consequence of the emergency.
 - c. The City Council will not be able to meet to direct the Mayor to request the Governor to proclaim a state of emergency until irrevocable damage will have occurred in the absence of the greater resources available under a state of emergency as opposed to a local emergency.
3. Pursuant to Government Code Section 8625(b)(2) [and on the recommendation of the Napa Director of Emergency Services under Napa Municipal Code Section 2.88.040,] the Mayor of the City of Napa hereby requests the Governor of the State of California or, if he/she is inaccessible, the State Director of Emergency Services, to declare and proclaim the City of Napa to be in a state of emergency.
4. _____ is hereby designated as the authorized representative for public assistance and _____ is hereby designated as the authorized representative for individual assistance of the City of Napa for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available State and Federal assistance.

/s/ _____
Mayor, City of Napa

RESOLUTION NO. R20__ __

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA,
STATE OF CALIFORNIA, PROCLAIMING THE TERMINATION OF
LOCAL EMERGENCY REGARDING _____**

WHEREAS, on _____, 20__, the City Council proclaimed the existence of a local emergency based on _____ conditions of extreme peril to the safety of persons and property, and pursuant to Napa Municipal Code chapter 2.89; and

WHEREAS, Napa Municipal Code Section 2.89.060 requires the City Council to proclaim the termination of the local emergency at the earliest possible date that conditions warrant; and

WHEREAS, it has been found that the conditions of local emergency described in proclamation of local emergency have abated so that the services, personnel, equipment, and facilities of the City are now sufficient to handle the conditions without the need for the combined forces of other political subdivisions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Napa, as follows:

1. The City Council hereby confirms proclaims the termination of the above referenced local emergency, and declares that any orders made by the City Council or the Director of Emergency Services based on the proclamation of the above referenced local emergency are of no further force or effect as of the effective date of this Resolution.
2. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the City Council's adoption of this resolution.
3. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of the City Council on the ____ day of _____, 20__ by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____
CITY CLERK OF THE CITY OF NAPA

RESOLUTION NO. R20__ __

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA,
STATE OF CALIFORNIA, CONFIRMING AND CONTINUING THE
PROCLAMATION OF LOCAL EMERGENCY AND REQUESTING
THE GOVERNOR TO REQUEST A PRESIDENTIAL DECLARATION
OF DISASTER RELIEF**

WHEREAS, California Government Code Section 8630 and Napa Municipal Code Section 2.89.060 authorize the City Manager, acting as Director of Emergency Services, to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by a public calamity and the Council is not in session; and

WHEREAS, on _____, ____ at ____ a.m./p.m., the City Manager proclaimed the existence of a local emergency based on the _____ conditions of extreme peril to the safety of persons and property (the City Manager's proclamation is attached hereto, and incorporated herein by reference as Exhibit "A"); and

WHEREAS, on _____, _____, the Governor of the State of California declared a State of Emergency in _____ counties, including Napa County, based on conditions of extreme peril to the safety of persons and property resulting from _____ in the area that commenced on _____, _____; and

WHEREAS, on _____, _____, at ____ a.m./p.m., during a noticed special meeting of the City Council, after hearing and considering information regarding the magnitude of the _____ conditions, and the efforts taken to mitigate the damage resulting from the _____, the City Council ratified the City Manager's proclamation of local emergency related to the _____ conditions; and

WHEREAS, the City Manager has informed the Council that there continues to exist within the City of Napa a condition of extreme peril to life and property due to the _____ conditions, and has requested that the Council proclaim that a local emergency continues to exist; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Napa, as follows:

1. The City Council hereby confirms and ratifies the previous proclamations of local emergency, as described in the City Manager's proclamation of _____, _____, and as described during the noticed special meeting of the City Council on _____, _____, related to the _____ conditions of extreme peril to the safety of persons and property.

2. The City Council hereby finds, due to the substantial damage caused to both public and private property (including structures) by the _____ conditions, that the local emergency conditions continue to exist, and that such conditions continue to warrant and necessitate a proclamation of local emergency.

3. The City Council hereby proclaims and orders that, until the local emergency described in this resolution is terminated, the powers, functions, and duties of the City Manager and the emergency organization of the City of Napa shall be those prescribed by

State law, City ordinances (including "Emergency and Disaster Preparedness," Napa Municipal Code chapter 2.89), City resolutions, the Emergency Plan of the City of Napa, and emergency plans developed by the City Manager pursuant to Napa Municipal Code section 2.89.060(B).

4. The City Council hereby ratifies the policy determination, and confirms the authority of the City Manager, to not charge Building Permit fees for permits needed to repair damages caused by the _____ conditions described in this resolution. This policy determination is reasonably related to the protection of life and property as it facilitates repair of _____ related damage. Unless otherwise extended by the City Council, this policy shall be terminated upon termination of the local emergency described in this resolution.

5. The City Manager is hereby ordered and directed to give this Resolution, and the proclamations and orders contained herein, widespread publicity and notice.

6. The City Manager is hereby directed to forward a copy of this Resolution to the Governor of the State of California, demonstrating the City's appreciation for the Governor's support of the City's emergency relief efforts (including the Governor's declaration of a State of Emergency for Napa County), and requesting that the Governor request a Presidential Declaration of Disaster related to the _____ conditions in the City of Napa (including federal aid for individual assistance and public assistance).

7. The City Manager is hereby directed to forward a copy of this Resolution to the State Director of the Office of Emergency Services.

8. _____, Public Works Director, is hereby designated as the local Hazard Mitigation Coordinator of the City of Napa for the purpose of assessing damage within said city and consulting with federal/state survey teams about hazard mitigation actions.

9. _____, Finance Director, is hereby designated as the authorized representative for public assistance and individual assistance of the City of Napa for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly adopted by the City Council of the City of Napa at a special meeting of said City Council on the ____ day of _____, 20__ by the following roll call vote:

AYES:

NOES:

ABSENT:

ATTEST: _____
CITY CLERK OF THE CITY OF NAPA

Part One: Basic Plan

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MUTUAL AID

I. INTRODUCTION

II. HOW MUTUAL AID IS ORGANIZED

III. RESPONSIBILITIES

IV. POLICIES AND PROCEDURES

V. AUTHORITIES AND REFERENCES

I. INTRODUCTION

When a city or county needs help, it may request mutual aid. The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support is given to jurisdictions whenever their own resources are exhausted.

II. HOW MUTUAL AID IS ORGANIZED

The State has been divided into six Office of Emergency Services Mutual Aid Regions. Napa County is part of Region II, headquartered in Oakland.

Through this mutual aid system, the State Office of Emergency Services can receive direct notification from a County official that a disaster exists or is imminent. In some cases, mutual aid can prevent a situation from developing into a disaster.

Certain documents govern the coordination of mutual aid - see "Authorities and References" listed below.

III RESPONSIBILITIES

A. Incorporated Cities (City of Napa)

1. Developing and maintaining current Emergency Plans which are compatible with the California Emergency Plan and the California Master Mutual Aid Agreement, and are designed to apply local resources in meeting the emergency requirements of the

immediate community or its neighbors, and coordinate such plans with those of neighboring jurisdictions to ensure mutual compatibility.

2. Maintain liaison with neighboring jurisdictions, County OES and State OES.
3. Designate Multipurpose Staging Areas (MSA) for the purpose of providing rally points for incoming mutual aid and staging areas for support and recovery operations.
4. Respond to requests for mutual aid.
5. Dispatching situation reports to the appropriate Operational Area Coordinator and/or Office of Emergency Services Mutual Aid Region as the emergency situation develops and as changes in the emergency situation dictate.
6. Requesting assistance from neighboring jurisdictions, and/or the Operational Area, as necessary and feasible.
7. Receiving and employing resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.
8. Carrying out emergency regulations issued by the Governor.

B. Napa County (Operational Area)

1. Coordinate intra-County mutual aid.
2. Maintain liaison with State OES personnel.
3. Designate MSAs.
4. Request mutual aid from the State OES Region II Manager.

C. State OES - Region II

1. Maintain liaison with State, Federal and local authorities.
2. Provide planning, guidance and assistance to County and local jurisdictions.
3. Respond to requests for mutual aid.
4. Provide a clearinghouse for emergency operation information.

D. State OES - Headquarters

1. Perform executive functions assigned by the Governor.
2. Coordinate response and recovery operations of State agencies.
3. Provide a statewide clearinghouse for emergency operations and information.
4. Prepare and disseminate proclamations for the Governor.
5. Receive and process requests for Federal disaster assistance.
6. Direct the allocation of Federal and out-of-state resources.

IV. POLICIES AND PROCEDURES

- A. Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
- B. During a proclaimed emergency, interjurisdictional mutual aid will be coordinated at the appropriate County (Operational Area) or Mutual Aid Regional level whenever the available resources are:
 1. Subject to State or Federal control
 2. Subject to military control
 3. Located outside the requesting jurisdiction

4. Allocated on a priority basis

C. Requests for and coordination of mutual aid support will normally be accomplished through established channels from cities to Operational Area (County), to Mutual Aid Regions and then to the State. Requests should include, as applicable:

1. Number of personnel needed
2. Type and amount of equipment
3. Reporting time and location
4. Authority to whom they are to report
5. Access routes
6. Estimated duration of operations

V. AUTHORITIES AND REFERENCES

The basis for the system in the California Disaster Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure within which each jurisdiction retains control of its own personnel and facilities but can give and receive help whenever it is needed. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.

Mutual aid assistance may be provided under one or more of the following authorities:

- A. California Disaster and Civil Defense Master Mutual Aid Agreement
- B. California Fire and Rescue Emergency Plan
- C. California Law Enforcement Mutual Aid Plan
- D. Federal Disaster Relief Act of 1974 (Public Law 93-288)
- E. South County Mutual Aid Plan

Threat Summaries

- I. INTRODUCTION**
- II. MAJOR EARTHQUAKE**
- III. FIRE**
- IV. FLOOD**
- V. HAZARDOUS MATERIALS INCIDENT**
- VI. DROUGHT**
- VII. DAM FAILURE**
- VIII. MULTI-CASUALTY INCIDENT**
- IX. CIVIL UNREST**
- X. WAR/TERRORISM**

I. INTRODUCTION

The City of Napa is located at the entrance to the wine growing region of the Napa Valley, 60 miles north of San Francisco. It is the largest city in Napa County with a population over 70,000 covering 17 square miles. Due to the geography, climate, demographics and impacts of tourism, the City of Napa is subject to a variety of disasters both natural and manmade.

Major surface transportation routes within the City limits include State Highways 12, 29, 121, 221, and the Silverado Trail. Additionally, the Napa Valley Wine Train originates and ends within the downtown district, and there is frequent passage through the City's airspace from small planes and jets on approach to Napa County Airport.

Scenic and serene throughout most of the year, the Napa River flows through the downtown area and south alongside the moderate industrial area of Corporate Park.

The City's economy is primarily based on retail revenues with major influences from tourism, agriculture and industry.

II. MAJOR EARTHQUAKE

Earthquake is considered to be one of the most potentially destructive threats to life and property in the City of Napa. A moderate to severe seismic incident on any of several fault zones in relative close proximity to the City is expected to cause:

- Extensive property damage, particularly to pre-1930's non-reinforced masonry structures.
- Significant numbers of fatalities and injuries.
- Damage to water and sewage systems
- Disruption of communications and electricity.
- Broken gas mains and petroleum pipelines resulting in numerous fires.
- Disruption of transportation arteries.
- Competing requests for scarce mutual aid response resources.

III. FIRE

The City of Napa is surrounded by open fields and rolling, oak dotted hillsides with varying densities of housing and commercial structures. Wildland fires are a significant and recurrent threat in the City, particularly in the "wildland/urban interface" areas where the potential for a major conflagration is present.

IV. FLOOD

Significant, damaging flooding has occurred in the City numerous times resulting in activation of the Emergency Operations Plan. Warnings are usually given several hours to a few days before such floods with resulting evacuation and preventative measures diminishing the flood's impact. Projected inundation areas and the severity of inundation are contained in the Flood Insurance Study and the Flood Insurance Rate Map (FIRM), compiled by FEMA and maintained in the Public Works-Engineering Department.

Additionally, 1986 Flood Inundation maps are kept in the Engineering Department. Copies of all flood maps may also be provided within the EOC.

V. HAZARDOUS MATERIALS INCIDENT

A wide variety of hazardous materials are present in Napa. These materials are stored, used in manufacturing and transported by surface routes. The materials may be poisonous, corrosive, explosive or flammable. The poison effect may be due to chemical, radioactive or biological properties of the materials. The physical state may be as a solid, fine powder, liquid or gas, perhaps under great pressure. Quantities range from a few grams in a test tube to large storage tanks. The size of the area affected will be determined by the chemical involved, the quantity, and the type of accident that caused the release. It is possible that a hazardous materials incident will cross City boundaries either from or into the County of Napa.

The Napa County Department of Environmental Management is the designated administering agency for the County Area Hazardous Material Monitoring Program. In the event of a spill or release, this agency should be notified immediately following emergency response from the Fire Department and/or Napa Interagency Hazardous Incident Team (NIHIT). Response actions are contained in the annexes to this plan.

VI. DROUGHT

Drought cycles appear to be every 7-11 years. During periods of drought, emergency response measures will consist of land use planning practices consistent with water conservation goals and various water conservation measures.

VII. DAM FAILURE

A dam failure will cause loss of life, damage to property and other ensuing hazards, as well as the displacement of persons residing in the inundation path. There could be loss of communications, damage to transportation

routes and the disruption of utilities and other essential services. Public health would be a major concern. The two dams within Napa County that would cause the most inundation and damage to the City of Napa, if they were breached at full capacity, are the Hennesey Dam and Rector Dam.

VIII. MULTI-CASUALTY INCIDENT

There is a potential within the Napa City limits for a large scale multi-casualty incident. Possible MCI'S include: commercial or military aircraft crash, a major highway accident involving multiple casualties, or the release of highly toxic hazardous materials. MCI'S within the City will be coordinated by the Fire Department with EOC support using the Napa County MCI Medical Response Plan as a guideline. A copy of that plan will be kept in the EOC.

IX. CIVIL UNREST

In cases of Civil unrest requiring enhanced Police response, the Napa Police Department will be the coordinating agency with EOC support as needed.

X. WAR/TERRORISM

Possibly the worst threat we face is that of war or terrorist attack. Modern weapons can produce a devastation such has not been seen in human history. Damage and casualties will depend on the scope and scale involved, but will most likely overwhelm available resources immediately.

A. Targets

Although precise targets remain classified, it is well known that the San Francisco Bay Region, even with base closures, is still home to a variety of facilities that play vital roles in our national defense. In addition, there are many economic and symbolic targets in the Bay Area that may be of interest to terrorists. In short, considering our City's proximity to the Bay Region, we can consider ourselves to be in a targeted area.

B. Fallout

Fallout from a nuclear explosion emits ionizing radiation which could cause numerous casualties, reduce the vigor of exposed persons, prevent or delay emergency response and prevent the use of vital facilities.

C. Nuclear terrorist attack

It is conceivable that a terrorist group could carry out a bomb threat involving a nuclear “dirty” bomb. Should the bomb actually explode, damage would be great, but not as great as nuclear war.

AUTHORITIES AND REFERENCES

I. INTRODUCTION

II. AUTHORITIES

III. REFERENCES

IV. ORDERS AND REGULATIONS

I. INTRODUCTION

The California Emergency Services Act (the Act) provides the basic authority for emergency operations during proclaimed State or local emergencies. Local emergency ordinances expand on the Act.

The California Emergency Plan (promulgated by the Governor) is published under the Act. The Plan provides statewide authorities and responsibilities and describes all levels of government during emergencies, including war. Section 8568 of the Act states that "the State Emergency Plan shall be in effect in each subdivision of the State and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof."

Local Emergency Plans are, therefore, extensions of the California Emergency Plan.

II. AUTHORITIES

The following provide emergency authority for conducting or supporting emergency operations:

A. Federal

1. Federal Disaster Relief Act of 1974(Public Law 93-288).
2. Federal Civil Defense Act of 1950 (Public Law 920), as amended.
3. Public Law 84-99 (U.S. Army Corps of Engineers-flood fighting).

B. State

1. California Emergency Services Act (Chapter 7 Division 1 of title 2 of the Government Code).
2. California Natural Disaster Assistance Act. Section 128, California Water Code (California Department of Water Resources - flood fighting).
3. Orders and regulations which may be selectively promulgated by the Governor during a state of emergency.
4. Orders and regulations promulgated by the Governor to take effect upon the existence of a state of war emergency.
5. *Disaster Service Workers* Government Code section 3100 declares that all public employees are declared to be "disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

C. County

1. Napa County Code Sections 2.80.010-2.80.160 (Emergency Services Council).
2. County of Napa Resolution (unnumbered) dated March 11, 1952 - Master Mutual Aid.
3. County of Napa Resolution No. 90-80 (Workers' Compensation, Disaster Service Workers).
4. Napa County Code Sections 2.040.060-2.04.140 (Continuity in Government).

D. City of Napa

1. City of Napa Municipal Code Chapters; 2.88 "Continuity of Government", 2.89 "Emergency and Disaster Preparedness" and 2.90 "Shelters".

III. REFERENCES

A. State

1. California Emergency Plan.
2. Disaster Assistance Procedural Manual (published by the California Office of Emergency Services).
3. California Emergency Resources Management Plan.
4. California Master Mutual Aid Agreement and supporting mutual aid agreements.
5. California Law Enforcement Mutual Aid Plan.
6. California Fire and Rescue Operations Plan.

IV. ORDERS AND REGULATIONS

These orders and regulations may be selectively promulgated by the Governor (extracted from the California Emergency Plan).

A. State of Emergency (other than war)

Order 1 (period of employment waived)

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment of such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 2 (control of medical supplies)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) but which is(are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical

supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Order 3 (personnel may be paid in cash)
It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular work week, at a rate not to exceed 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4 (contract bond requirement suspended)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is(are) essential to the relief aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to State contracting bonding requirement for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

Order 5 (housing laws suspended)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is(are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety or intrastate transportation laws, ordinances, regulations of codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (control of stored petroleum)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is(are) essential to the relief and aid of lives and property within the proclaimed area, distribution of intrastate petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use in a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

HAZARD MITIGATION

I. PURPOSE

II. THE CASE FOR HAZARD MITIGATION

III. HAZARD MITIGATION ACTIONS

IV. AFTER A DISASTER

I. PURPOSE

The purpose of hazard mitigation is to keep it from happening again.

It is also a requirement of Section 406 (minimum Standards for Public and Private Structures) of the Federal Disaster Relief Act of 1974 (public Law 93-288.)

II. THE CASE FOR HAZARD MITIGATION

Every disaster can teach us valuable lessons about building construction, land use and emergency response. Unfortunately, many of these lessons are soon forgotten and there is a tendency to return to the poor construction, unsafe land use and other shortsighted practices that caused the disaster in the first place. That's why the Federal Disaster Relief Act of 1974 requires safe land use and construction practices as a condition of receiving Federal disaster aid.

III. HAZARD MITIGATION ACTIONS

A. Avoid the hazard

1. Authority to Zone

Zoning is usually a function of local government, except where State or federally owned lands are exempt from local zoning laws. Other interests may propose zoning regulations but only local government can adopt them.

By mutual aid agreement, State or Federal restrictions may be locally adopted and enforced.

Limitations

Zoning can be useful but its powers are limited. Therefore, zoning usually

reflects, rather than dictates, current land use trends. Zoning is also particularly vulnerable to political pressure; this is especially true if an area is very attractive for development but rarely experiences major disasters.

Zoning is generally best suited to restrict the use of smaller areas (such as very steep slopes) within larger areas, as opposed to restricting large areas (such as areas of potential earthquake shaking).

2. Improve Building Standards

Buildings in hazardous areas can often be made safe. This can be as simple as adding a fireproof roof or it can mean tearing the building down and starting over.

Local Standards

Building codes are usually a function of local government, except where State or Federal buildings are exempt from local codes. Codes can be strengthened for hazardous areas. Usually stronger codes are enforced only for new construction or remodeling; but some recent laws require hazard related inspections for existing buildings that are considered at risk. The idea is that inspections will produce a knowledge of liability which will motivate the owners to improve their buildings.

State Standards

For State owned facilities outside the jurisdiction of local governments, construction standards are adopted and enforced by the responsible State agency. In some cases, these standards may serve as models for local governments.

a) Conditions for Assistance

As a condition for State approval of loan or grant assistance as a result of a major disaster or Emergency Declaration, the Governor's authorized representative may recommend to the Federal Emergency Management Agency Regional Director that the Associate Director prescribe certain construction standards for Federal Emergency Management Agency

assisted projects for hazard mitigation purposes.

Federal Standards

a) Scope of Authority

Federal agencies adopt and enforce Federal Standards for Federal buildings. In some cases, these Federal construction standards for State and local governments.

b) Conditions for Assistance

The Federal Emergency Management Agency Regional Director may suspend or refuse to approve any project application until he/she is satisfied that the work will result in a facility or structure that is safe for its intended use.

A Federal agency may require local or State governments to adopt and enforce certain hazard mitigation regulations as a condition for Federal assistance or participation in Federally assisted programs.

Section 406, Public Law (93-288 1-2-B)

As a condition of any disaster loan or grant made under the provisions of the Act, the recipient shall agree that any repair or construction to be financed therewith shall be in accordance with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards, and shall furnish such evidence of compliance with this section as may be required by regulation. As a further condition of any loan or grant made under the provisions of this Act, the state or local government shall agree that the natural hazards in the areas in which the proceeds of the grants or loans are to be used shall be evaluated and appropriate action taken to mitigate such hazards, including safe land use and construction practices, in accordance with the appropriate

elected officials of general purpose local governments, and the State shall furnish such evidence of compliance with this section as may be required by regulation.

c) Reduce the Hazard

The hazard itself can be reduced. of course, this depends on the type of hazard: double containment of a storage tank will reduce the hazard from the chemical inside but we cannot stop an earthquake or a storm. The Mitigation Team may make recommendations regarding hazard reduction. (See IVB)

d) Public Education

If the general public knows what to do before, during and after a disaster, the impact of the disaster can be greatly reduced. Public education is largely a local function, although the State and Federal governments do make a variety of educational materials available.

e) Insurance

Although insurance cannot reduce the impact of a disaster, it does spread the impact over a larger group of people over a longer period of time. Some insurance programs are private, and some, such as the Federal flood insurance program, are government funded. Insurance programs may have construction standards that must be met before insurance is sold.

IV. AFTER A DISASTER

A. Agreement to Work Together

Following each Presidentially declared emergency or major disaster, the Regional Director of the Federal Agency and the Governor execute a document called the Federal/State Agreement. This Agreement includes hazard mitigation.

B. The Mitigation Team

Federal, State and local Hazard Mitigation Coordinators will be appointed to work together to:

1. Look for Hazards

The Team will review land use laws, construction standards, mitigation measures, damage assessments, Damage Survey Reports and other information.

As a result of its findings, the Team may change the boundaries of high hazard areas and recommend mapping or re-mapping of these areas.

2. Review Emergency Plans

For each hazard prone area, the Team will review local and State emergency plans. Where plans for hazard mitigation are inadequate, the team will recommend improvements.

The Federal Emergency Management Agency Regional Director and the Governor's authorized representative may decide to require that these improvements be made. They will consider:

- If hazard mitigation could be effective.
- The size and composition of the jurisdiction.
- Local government's authority to regulate land use and construction practices.
- The local government's exercise of such authority.

They may also help governments write or update their plans.

3. Write a Mitigation Plan

The Mitigation Plan will make recommendations and include procedures for carrying out the recommendations. The Plan is due to the State within six months of a Presidential declaration.

4. Follow up contacts with the State or local government as appropriate.

5. Review Standards

The Team will inventory and evaluate the applicant's existing standards for the type of repairs, reconstruction or restore work for which Federal loan or grant assistance is being requested.

The Team may recommend upgrading existing construction standards or adopting new standards.

The Team will also encourage local adoption and enforcement of hazard mitigation standards for all projects, including non-Federally assisted projects.

6. Suggest Models

The Team will make model State or Federal standards available for new construction may be different from those for repairs or alternations to existing facilities or structures.

C. Roles and Responsibilities

1. Federal

The Director of the Federal Emergency Management Agency is responsible for hazard mitigation actions under the Federal/State Agreement. The Regional Director, in coordination with the Governor's authorized representative, shall:

- a) Provide for a Joint Federal-State/Local Hazard Mitigation Team to survey the affected area and plan for hazard mitigation.
- b) Appoint a Hazard Mitigation Coordinator to serve the team.
- c) Discuss hazard mitigation with local, State and Federal officials.
- d) Coordinate with the State Hazard Mitigation Coordinator.
- e) Administrate Section 406.

- f) Make sure hazard mitigation is actually done.
- g) Provide technical advice and assistance.
- h) Encourage State and local governments to adopt safe zoning and construction standards.
- i) Ensure that Federal efforts are in addition to local and State efforts.
- j) Encourage initiative by State and local governments.
- k) After floods, follow Federal Emergency Management Agency Floodplain Management Regulations.

2. State

a) Office of Emergency Services

The Governor will appoint a representative of the Office of Emergency Services to be the Governor's authorized representative. This person will be responsible for State hazard mitigation activities under the Federal/State Agreement. The Governor's authorized representative will also work with Federal agencies to ensure State and local participation in hazard mitigation planning.

b) State Hazard Mitigation Coordinator

The State Hazard Mitigation Coordinator, along with the Governor's authorized representative, shall:

- 1. Arrange for consultations on the findings and recommendations from the joint survey and shall follow up to ensure that timely and adequate local and State hazard mitigation actions are taken.
- 2. Provide funding or technical assistance to eligible applicants.
- 3. Arrange for State inspection or audit to verify compliance with approved hazard mitigation measures.

4. Final Report

Upon completion of approved hazard mitigation activities in accordance with the Federal/State Agreement, submit a final report of compliance with hazard mitigation requirements by State and local governments throughout the Governor's authorized representative to the Federal Emergency Management Agency Regional Director for review and acceptance.

5. Accomplish hazard mitigation planning in accordance with the Federal/State Agreement.

6. Provide Advice and assistance on hazard mitigation measures to applicants, private organizations and individuals.

7. Evaluate or have the applicant evaluate the natural hazards in the disaster area and make mitigation recommendations.

8. Follow up with applicants to ensure that, as condition for any grant or loan under the Act, hazard mitigation actions are indeed taken.

9. Follow up with applicants to ensure that hazard mitigation plans are submitted (not later than 180 days after the emergency declaration) to the Federal Emergency Management Agency Regional Director for concurrence.

10. Review and update disaster mitigation portions of emergency plans as needed.

3. Local

a) Applicant (Local Jurisdiction)

The applicant's authorized representative is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The applicant's authorized representative, in

coordination with the Governor's authorized representative shall:

1. Appoint a Local Hazard Mitigation Coordinator to work with the Federal/State Hazard Mitigation Team.
2. With respect to any project application, submit adequate assurance that required hazard mitigation measures have been taken or will be completed.
3. To extent of legal authority, implement and enforce land use regulations and such construction practices which are agreed upon as conditions for Federal Emergency Management Agency grants or local loans. Applicants may request State or Federal advice or assistance in taking these actions.
4. Provide evidence of compliance with conditions for any approved Federal Emergency Management Agency grants or loans as required by the Governor's Authorized Representative.

b) Local Hazard Mitigation Coordinator

Working with the Federal/State Hazard Mitigation Team, the Local Hazard Mitigation Coordinator shall:

1. Assess disaster damage within the local jurisdiction.
2. Arrange for local participation in the Federal/State Hazard Mitigation Team.
3. Inform local officials and citizens about significant team activities, collect any local comments on these matters and report them to the Hazard Mitigation Coordinator.
4. Work with the Federal/State Hazard Mitigation Team to review and update existing mitigation plans, or in developing new hazard mitigation plans.

POLICIES

I. GENERAL INFORMATION

II. EMERGENCY WORK SHUTDOWN POLICY

III. EMERGENCY FEEDING POLICY

IV. DISASTER ORGANIZATION RESOLUTION AND NAPA MUNICIPAL CODE EXCERPTS

I. GENERAL INFORMATION

The City of Napa has developed policies and resolutions that will assist and guide employees during an emergency. Portions of these documents are included in this section for reference. The original and complete documents are kept within the City Manager or City Clerks offices and should be referenced as needed.

II. EMERGENCY WORK SHUTDOWN POLICY

Purpose

This policy has been developed by the Napa City Council to establish guidelines for emergency work and/or shutdown of City facilities due to a disaster or local emergency. The City is committed to implementing this policy while operating in the best interest of the community. This may mean implementing any or all parts of the policy as the situation warrants.

This policy covers non-public safety personnel.

Background

A local emergency or disaster impacts lives and properties. It can disrupt normal work operations and schedules, destroy structures and facilities, impose suffering and hardships on individuals and cause many unusual conditions.

A local emergency or disaster can exist due to flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or any other conditions of extreme peril to the safety of persons and properties.

During a local emergency or disaster, the City of Napa officials and employees recognize the duty to serve and protect the needs of the citizens of this community, the prudent and effective use of the City's resources, and the need to protect the working conditions and compensation of its employees.

Definition of a Local Emergency

As used in this chapter, "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 the city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, earthquake or other conditions (other than conditions resulting from labor controversy), which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the city, requiring the combined forces of other political subdivisions to combat. (Ord. No. 097-026, Enacted 12/02/97)

The start and end of a local emergency will be declared by the City Manager or his/her designee.

A. Before a "Local Emergency"

1. A list of tasks or areas of responsibility during a local emergency should be developed.

Department Managers will pre-assign responsibilities for each regular employee. However, not everyone may be needed or utilized during a single event. This employee list will be submitted to the Disaster Coordinator for inclusion in the City's Emergency Plan, and should be updated on an annual basis.

Department Managers will attempt to enable each regular employee to understand his/her assignment and that a copy of the Emergency Plan will be available at main facilities and appropriate

sections of the Plan will be at the employee's work site. Each employee will receive pre-assignment information. The City will undertake to inform each regular employee that the assignment is subject to change based on the type and length of an emergency.

Each regular employee will receive SEMS training as may be required by the State, or as determined by the City, commensurate with their responsibilities. This training is intended to provide the employee with an understanding of the management system used during an emergency.

B. During a "Local Emergency"

1. Employees Responsibility

All regular employees have an obligation to physically report to work during a local emergency when requested by a supervisor or designee, or upon a general call-to-work media alert issued by City disaster officials. In any case, all employees shall report to work at the start of their next regular work day unless advised otherwise.

All employees so notified to report to work shall do so as soon as is reasonably possible. Exceptions from the duty to report to work during an emergency may be granted by a supervisor. Some examples of good cause to exempt or delay an employee from complying with this policy include but are not limited to:

- a) When reasonable attempts to report to work will put an employee or the employee's immediate family in danger.
- b) When leave is approved by the appropriate supervisor to enable the employee to respond to a personal emergency.
- c) When the employee is physically unable to work due to injury or illness.

d) When the employee is on approved leave and reporting to work would create an unreasonable hardship.

e) When the employee is a member of a U.S. Military or National Guard unit and has received actual orders to report for military duty.

2. City Responsibility

The City may assign employees to areas and duties outside their regular assignment with consideration for safety. This may include assignment outside the City of Napa. Section supervisors should review the task list and skills list to the extent feasible prior to assigning work. An attempt will be made to evenly distribute work assignments among employees.

As long as an employee makes himself/herself available to work, employee shall be paid for their regular workweek even if the City has no work for him/her to do, provided:

- a) Pay in the absence of work does not exceed 14 calendar days from the last date worked by the employee after the date of the "Local Emergency" declaration.

3. Workday Assignments

Length of workday during a "Local Emergency" declaration:

- a) For regular employees assigned 7 1/2 or 8 hour workdays. In general, no one will be required to work more than 12 consecutive hours. If possible, no one should be allowed to work more than 16 consecutive hours.

4. First Day of "Local Emergency" declaration

Any employee sent home will be paid for their full shift if the employee reports back at the next assigned shift.

5. Overtime assignments

An attempt will be made to evenly distribute overtime assignments among those qualified.

How selection is made.

- a) During the initial call back, the Section Chief may utilize any employee who has the appropriate skills.
- b) After the first operational period (twelve hours) those who in the City's judgment have the appropriate skills, knowledge, and abilities should be used on a rotational basis, in order of seniority.

6. Overtime compensation

- a) For the first day of a declared "Local Emergency".

Overtime for non-exempt (FLSA) employees shall begin after the employee's accrued hours worked exceeds the employee's normal work day hours.

- b) After the first day of the declared "Local Emergency".

Overtime will be compensated in compliance with existing memorandums of understanding.

7. Last day of "Local Emergency"

Employees will be guaranteed a minimum of a full day's pay for any time worked on the last day of the declared local emergency.

8. Management Leave

The City Manager shall have the discretion to award additional management leave hours to managers and mid-managers who worked excessive hours during the "Local Emergency" period.

C. After a Local Emergency

- 1. Upon the request of an employee or management, stress debriefing will be made available to all employees involved in the incident. Requests should be made through the Director of Emergency Services.
- 2. There will likewise be an "Operations" critique session where all involved personnel will be invited to participate at the end of the "Local Emergency".
- 3. Upon request, this policy will be reviewed by City and affected bargaining groups after a local emergency declared by the City Manager or his/her designee.

III. EMERGENCY FEEDING POLICY

It is the City of Napa's standard operating policy to provide food to City employees who are working during a declared or non-declared emergency situation. Examples of that would include Firefighters working a fire during an extended period of time without being able to leave the scene of the emergency. Likewise, during a declared emergency, such as a flood or earthquake event, City employees required to work during the event will be either provided food or have food made available to them at designated locations, which could include a food kitchen, local restaurant or other type of eating establishment.

This policy extends to all employees acting as emergency workers, including those working in the Emergency Operations Center.

IV. DISASTER ORGANIZATION RESOLUTION

"Resolution of the City Council of the City of Napa authorizing a Civil Defense and Disaster organization and providing for use of personnel and resources of the City during an emergency."

"WHEREAS, the City of Napa has authorized a Civil Defense and Disaster organization which provides for use of personnel and resources of the City during an emergency; and

WHEREAS, the City of Napa has entered into Mutual Aid Agreements whereby the resources of this City may be used to help other cities and communities during disasters or emergencies; and

WHEREAS, the State of California has organized the State into Mutual Aid Regions and Sectors for coordinating the marshaling of the resources of the entire State in the event of a State of Disaster, or an extreme emergency; and

WHEREAS, Mutual Aid Region 2 has designated the County of Napa to be a Unified Operational Area to expedite and coordinate emergency operations during a State of Disaster or extreme emergency.

NOW, THEREFORE, BE IT RESOLVED by the City of Napa that the County Director of Civil Defense for the County of Napa is hereby authorized to act as Operational Area Coordinator to coordinate the Civil Defense and Disaster operations of the County and cities within the Operational Area during a State of Disaster declared by the Governor, or during a State of Extreme Emergency.”

Part Two: Annexes

The Annexes are the working documents of this plan. Each Annex describes an emergency function. Most Annexes have two parts:

- 1) Text, that describes the function and gives background information.
- 2) Checklists, that you can use to guide your actions during an emergency.

The organizational chart on page 15 shows the placement of each annex in the City Emergency Organization.

To find the Annex you need by alphabetical listing:

Care and Shelter _____	411	Liaison _____	141
City Council _____	103	Logistics Section Chief _____	403
Claims _____	531	Medical _____	241
Communications _____	291	Operations Section Chief _____	203
Cost _____	511	Personnel _____	431
Damage Assessment _____	331	Planning Section Chief _____	303
Director of Emergency Services	111	Police _____	261
Demobilization _____	341	Public Information _____	151
Documentation _____	351	Public Works _____	281
Emergency Services Manager _____	121	Resource Status _____	321
EOC Security/Support _____	181	Situation Status _____	311
Facilities _____	451	Supply _____	441
Finance Section Chief _____	503	Time _____	521
Fire/Rescue _____	221	Transportation _____	421
Legal Advisor _____	131		

Part Two: Annexes

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Command Staff Annex

The Command Staff provides overall management and support for the emergency and includes:

- City Council

Provides direction to the Director of Emergency Services, as part of public meetings noticed in accordance with the Brown Act, for major decisions. Individual Council members will be regularly updated regarding the status of the City's response, and they will be in a position to individually serve as liaisons to the public and visiting dignitaries.

- Director of Emergency Services (DES)

Manages and coordinates the City's emergency response.

- Emergency Services Manager (ESM)

Provides advice and direction to the DES. Ensures that the Emergency Plan is followed and that the EOC functions efficiently.

- Legal Advisor

Prepares emergency documents and acts as legal advisor to the DES and City Council.

- Liaison

Serves as contact point for assisting agencies and for internal procedural or organizational issues. Manages rumor control within the EOC. Provides Liaison to the Operational Area and other agencies.

- Public Information

Gathers and confirms information before releasing it to the public through various media.

- EOC Security/Support

Restricts access to the EOC by authorized personnel only. Ensures that basic needs are met.

Command Staff Annex

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City Council Annex

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V. RESPONSE CHECKLISTS _____	105

City Council Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the City Council Unit within the Incident Command System (ICS). The positions of City Council are filled by the elected Council members or their replacements as authorized by state law.

II. OBJECTIVES

- A. Continue to act as the elected leadership of the City during a disaster.
- B. Activate the City Council element of the Action Plan.
- C. "Comply with all requirements of the Ralph M. Brown Act, including Government Code section 54956.5, regarding the conduct of emergency meetings."

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the Emergency Plan and checklist for this position. Any weakness in it shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood, or an international crisis which could lead to war. Ensure the City Clerk and DES are able to reach you at all times.

2. Impact phase

Use the checklist to guide your actions.

C. After (Recovery)

Continue to maintain contact with the City Clerk and DES until all Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within the ICS, the City Manager is the Director of Emergency Services and should work closely with the City Council.

When a disaster occurs the City Council will be responsible for:

1. Being available for contact by the DES at all times.
2. Being able to convene within 60 minutes at the request of the DES.
3. Maintaining communication with the public through the PIO office.
4. Serve as liaison to visiting state and federal representatives.

City Council Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Review Council responsibilities and the Emergency Plan.

During an Emergency

- Advise the Director of Emergency Services (DES) how and where to contact you.
- Obtain a briefing from the DES.
- Read this entire checklist.
- Participate in coordinated, periodic press conferences and news media interviews after briefings by the Public Information Officer (PIO).
- Convene within 60 minutes, as requested by the DES, to receive briefings, review and take action on emergency legislation or policy decisions.
- Maintain communication with the citizens by visiting various disaster sites, including shelters.
- Serve as liaison to visiting state and federal representatives.
- Maintain an Activity Log (ICS 214)**
- Review the Emergency Plan.

After an Emergency

- Write summary of activities, findings and suggestions from this event.
- Forward all reports and checklists to the Director Of Emergency Services through the City Clerk.
- Participate in an incident debriefing.
- Make suggestions for corrections or changes to the City Council Annex.

Completed by _____
Date __/__/__ Operational Period ____ - ____

City Council Annex

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Director of Emergency Services Annex

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Director of Emergency Services Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Director of Emergency Services (DES) within the Incident Command System (ICS). The position of DES is filled by the City Manager or alternate as specified in the Basic Plan within this Emergency Plan.

II. OBJECTIVES

- A. Manage and coordinate the City's emergency response.
- B. Officially place the Emergency Plan into effect.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the Emergency Plan and checklist for this position. Any weaknesses in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. During the warning phase, contact the Section Chiefs and ensure that they review their checklist and Emergency Plans.

2. Impact Phase

Mobilize staff and use the checklist to guide your actions.

C. After (Recovery)

Continue to coordinate the emergency activities until all Sections and Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Director of Emergency Services has overall command of the emergency response organization.

When a disaster occurs the Director of Emergency services will be responsible for:

1. Assuming over-all direction and responsibility.
2. Monitor and coordinate the situation.
3. Conducting debriefing sessions for EOC Staff and Council.

Director of Emergency Services Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Also refer to the specific Director of Emergency Services checklists for earthquakes and flood.

During an Emergency - warning phase

- Place Emergency Operations Center staff on standby.
- Place the City Council on standby.
- Place Department Heads on standby.
- If required, activate the Emergency Operations Center (see EOC activation checklist.)
- If staffing is available, consider appointing a recorder/aide to the DES.

During an Emergency - impact phase

- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Notify the City Council.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Obtain briefing from Section Chiefs already in the Emergency Operations Center.
- Appoint and brief additional Section Chiefs as needed.
- Brief City Council as needed.
- Make sure that the Section Chiefs have read their checklists.
- Have Section Chiefs place emergency services on standby.

Director of Emergency Services Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Have Section Chiefs move emergency vehicles from facilities in hazard areas.
- Meet with Section Chiefs to develop an Incident Action Plan that includes:
 - Priorities and Objectives
 - Overall strategy (offensive/defensive.)
 - Need for evacuation.
 - Estimate of incident duration.
 - "State of emergency" declaration.
 - Priorities for the procurement and allocation of available resources
- Schedule and hold follow-up briefing with Section Chiefs and EOC Staff to ascertain status of disaster and effectiveness of response effort.
- Post (or photocopy and distribute) the Incident Action Plan.
- Verify activation of on-scene Incident Command System.
- Ensure that State Office of Emergency Services is notified of incident.
- If required, declare a LOCAL EMERGENCY.
- If required, ask that the Governor request the President proclaim a FEDERAL DECLARATION.
- Make sure that all essential emergency services are activated.
- Have Section Chiefs establish contact with appropriate state agency coordinators and representatives from affected jurisdictions.
- Report situation (including any areas evacuated) and support requirements to the Operational Area Office of Emergency Services.
- Have Section Chiefs coordinate with appropriate segments of the private sector.
- Request assistance from the Office of Emergency Services Mutual Aid Region Office as required.
- Review Incident Action Plan with the Planning Section Chief and revise, as needed, to plan for demobilization.

Director of Emergency Services Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- Release personnel from Emergency Operations Center when crisis diminishes sufficiently.
- Re-check this checklist.
- Make sure that staff and volunteers receive debriefing and counseling as needed.
- Have unsightly debris cleaned up as soon as possible.
- Have staff go door to door in the hardest hit areas to check with residents who may have been affected by the emergency.
- When appropriate, issue a Proclamation of Termination of Local Emergency.
- Appoint someone to follow through with hazard mitigation.
- As soon as possible, while interest in emergency preparedness is still high:
 - Hold a critique of the emergency response effort.
 - Have someone follow through with public education programs.
 - Have someone recruit volunteers for longer term preparedness projects.
 - Hold a critique of the emergency recovery effort.
 - Review this Plan.
- Assemble and check financial records; forward to Finance.
- Make suggestions for corrections or changes to the Director of Emergency Services Annex.
- Collect checklists and summaries of activities, findings and suggestions from Section Chiefs. These documents are to be collected 2 weeks after the event and compiled by the Assistant City Manager with the PIO Office for reference in future events.

Completed by _____
Date ___/___/___ Operational Period ____-____

Director of Emergency Services Annex

CHECKLIST FOR FLOOD

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Director of Emergency Services checklist for all disasters.

- Make sure mobile and aerial survey units are dispatched to survey for flooding and damage.
- Have Section Chiefs verify reports and poll field units and key facilities to determine situation in their vicinity and ability to function.
- Have Section Chiefs move emergency equipment from facilities in areas subject to imminent flooding.
- Advise key personnel of results of damage and flooding surveys.
- Assess weather conditions and flooding projections. Monitor river height hourly.
- Have the PIO broadcast emergency self-help instructions to the public.
- Advise citizens in flood prone areas of the possible flooding and the need to prepare to evacuate.
- Assess flood related sources (i.e. rain gear, sandbags, etc.)
- Assess areas where sandbagging and levee reinforcement will be needed.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Director of Emergency Services Annex

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Director of Emergency Services checklist for all disasters.

- Make sure mobile and aerial survey units are dispatched to survey for damage, flooding, fires, or other hazards.
- Have Section Chiefs verify reports and poll field units and key facilities to determine situation in their vicinity and ability to function.
- Have Section Chiefs protect emergency equipment from possible aftershock.
- Advise key personnel of results of damage survey.

If little or no damage is reported, prepare to support more heavily damaged jurisdictions.

If extensive damage is reported, take the following actions as appropriate.

- Have Section Chiefs mobilize all emergency forces.
- Have the Public Information Officer broadcast emergency self-help instructions to the public.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Director of Emergency Services Annex

EOC Activation Checklist for DES

- Contact made with affected departments
- Determination of threat or actual local emergency
- Contact City Electrical Department and on call Communications technician for set up of EOC

Contact with EOC members

	<u>Contacted</u>
PIO _____	<input type="checkbox"/>
Liaison _____	<input type="checkbox"/>
City Attorney _____	<input type="checkbox"/>
Operations (Police, fire, Public Works) _____	<input type="checkbox"/>
Planning _____	<input type="checkbox"/>
Logistics _____	<input type="checkbox"/>
Safety _____	<input type="checkbox"/>
Finance _____	<input type="checkbox"/>

Emergency Services Manager Annex

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Emergency Services Manager Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Emergency Services Manager within the Incident Command System (ICS). The position of Emergency Services manager is filled by the Fire or Police Chief or alternate as specified in the Basic Plan within the Emergency Operations Plan.

II. OBJECTIVES

- A. Provide advice and direction to the DES on emergency operations.
- B. Ensure that the Emergency Operations Plan is followed.
- C. Ensure that the EOC functions efficiently.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the Emergency Plan and checklist for this position. Any weaknesses in them shall be corrected through the City Manager's Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood, or an international crisis that could lead to war. During the warning phase, make contact with the DES to discuss opening the EOC. Review checklist and emergency plan.

2. Impact phase

Assist with contacting Section Chiefs and opening the EOC. Use the checklist to guide your actions.

C. After (Recovery)

Continue to assist DES with coordination of the emergency activities until all Sections and Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

The Emergency Services Manager reports directly to the DES.

When a disaster occurs the Emergency Services Manager will be responsible for:

1. Providing advice and direction to the DES on all matters related to the overall emergency operations.
2. Ensuring that the Emergency operations Plan is followed and that the EOC functions in an efficient manner.
3. Consulting and collaborating with Section Chiefs.
4. Supervise EOC Security/Support personnel.

Emergency Services Manager Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Make sure that all Emergency Services Manager Checklists are up to date.
- Verify that the EOC is ready to go, including:
 - Supplies current and organized.
 - Necessary equipment.
 - Make sure equipment is secured.
- Verify that the alternate EOC is also ready to go.

During an Emergency

- Report to the EOC.
- Obtain a briefing from the DES.
- Identify yourself as the Emergency Services Manager by putting on the nametag with your title and placing your name on the organizational chart.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Assess the situation.
- Make sure the DES understands:
 - How to declare the emergency.
 - How to request mutual aid.
 - How to contact other emergency officials.
 - Emergency powers, policies and procedures.
 - What briefings to give and when.
- Help make sure that all overall priorities are being followed as closely as possible.
- Review this emergency plan.
- Consult and collaborate with Section Chiefs.
- Attend meetings as necessary.

Emergency Services Manager Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Consult with and supervise EOC Security/Support Unit.

After an Emergency

- Make sure the debriefing and counseling has been made available to staff.
- Write summary of activities, findings and suggestions from this event.
- Forward all activity reports and checklists to the DES.
- Review this checklist.

Completed by _____
Date ___/___/___ Operational Period ____ - ____

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Legal Advisor Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Legal Unit within the Incident Command System (ICS). The Legal position is filled by the City Attorney or designate.

II. OBJECTIVES

- A. Act as legal advisor to the DES and City Council.
- B. Activate the Legal element of the Action Plan.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the Emergency Plan and checklist. Any weakness in it shall be corrected through the City Manager Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. During the warning phase, contact those individuals who could be working in the Legal Unit and ensure that they review their checklist and Emergency Plans.

2. Impact phase

Mobilize staff and use the checklist to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Legal Unit until relieved by the DES.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Legal Unit reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Legal Unit will be responsible for:

1. Preparing proclamations, emergency ordinances and other legal documents required by the City Council and the DES.
2. Advising the City Council and the DES on the legality and or legal implications of contemplated emergency actions.
3. Develop the rules, regulations and laws required for the acquisition and or control of critical resources.
4. Keeping the Director of Emergency Services informed of Legal Unit activities.

Legal Advisor Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Identify sources of potential liability.
- Make sure all required legal documents are available in the EOC. (See copies in the Basic Plan section of this Emergency Plan)
- Make sure City emergency ordinances are up to date with regard to roles, titles, etc.

During an Emergency

- Obtain situation briefing from the Director of Emergency Services.
- Identify yourself as the Legal Advisor by putting on the name tag with your title and placing your name on the organizational chart.
- Read this checklist.
- Maintain an Activity Log (ICS 214).**
- Assess the situation.
- Appoint and brief staff, as needed.
- Ensure that a declaration of local emergency is made within 10 days of the disaster.
- Review City laws and this Emergency Plan.
- Consult and collaborate with Section Chiefs.
- Establish areas of legal responsibility and/or potential liabilities.
- Attend meetings as necessary.
- Perform other assistance as necessary as directed by the DES.

Legal Advisor Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- When ordered, secure operations and replenish supplies.
- Forward all reports to the Director of Emergency Services.
- Work with the Director of Emergency Services and the Public Information Officer to keep staff from releasing sensitive information to the media.
- Work with Situation Analysis and Finance to obtain needed records.
- Provide legal justification for mitigation measures.
- Defend the City against lawsuits.
- Make suggestions for corrections or changes to the Legal Annex.

Completed by _____
Date __/__/__ Operational Period ____ - ____

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Liaison Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Liaison Unit within the Incident Command System (ICS). The Liaison position is filled by the Fire Department Administrative Assistant or designate.

II. OBJECTIVES

- A. Serve as the point of contact for assisting agencies-arranging for workspace and required support.
- B. Serve as the point of contact when organizational and procedural questions arise within the Emergency Management Structure.
- C. Manage the Rumor Control operations during the disaster response and recovery.
- D. Provide Liaison to County EOC (Operational Area)

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weakness in them shall be corrected through the City Manager's office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. During the warning phase, contact staff and have them review their responsibilities.

2. Impact phase

Mobilize staff and use the checklist to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Liaison Section until all have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Liaison Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs, the Liaison Section Chief will be responsible for:

1. Serving as a contact point for requests to and from assisting agencies. This may be delegated to a specific Section by the Liaison Section Chief. (Ex. Shelters-Logistics)
2. Serving as an internal contact point when organizational and procedural questions arise, directing people to the correct Section Chief.
3. Staffing the Rumor control function within the EOC. Media questions will be referred to the PIO.
4. Obtain and direct response to complaints pertaining to matters such as: Lack of logistics, inadequate communications, and personnel problems.
5. Provide point of contact for City employees to and from their families.
6. Keeping the Director of Emergency Services informed of the Liaison Section activities.
7. Providing a Liaison to County EOC.
8. Provide point of contact for City business leaders (i.e. Downtown Merchants, Chamber of Commerce, etc).

Liaison Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Make sure the “before” checklist items are updated in the Liaison Annex.
- Ensure staff is trained in their responsibilities.
- Make sure call-up lists are up to date.

During an Emergency

- Obtain a briefing from the director of Emergency Services including summary of the disaster organizations.
- Identify yourself by putting on a nametag and placing your name on the organizational chart.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Obtain a list of agencies currently involved in the disaster.
- Provide a point of contact for assisting agencies.
- Proactively contact agencies (i.e. Piner’s Ambulance, public access television, businesses, etc.)
- Consult with DES and provide a Liaison to the County EOC (If established).
- Create lists of names, locations and communication channels of assisting agency representatives.
- Maintain periodic contact with City Liaison to County EOC.
- Respond to requests from within the Emergency Management structure on procedural and organizational issues.
- Monitor Incident Operations and suggest changes to the DES to offset procedural or organizational problems.
- Appoint and brief staff, as needed.
- Activate the Rumor Control operations in the EOC.
- Provide current and updated information to the Rumor Control staff.

Liaison Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Review this Emergency Plan.
- Consult and collaborate with Section chiefs.
- When available, obtain copy of Disaster Action Plan.
- Attend meetings as necessary.
- Keep the Director of Emergency Services advised of Liaison operations.

After an Emergency

- Request DES to authorize the deactivation of the sections.
- When deactivation is approved, contact agencies and/or persons worked with and advise them of:
 - When deactivation will take place.
 - Whom they should contact for the completion of ongoing actions.
- Ensure that each section has completed the following:
 - Filling out of final reports.
 - Close-out of section activity log.
 - Transfer of ongoing actions to appropriate full-time staff.
- Ensure copies of all documentation generated during the operation are submitted to the documentation unit.
- Ensure staff cleans up work areas and restocks section kits.
- Forward all activity reports to the DES.
- Participate in the debriefing.
- Re-check this checklist.
- Write a summary of all activities, findings and suggestions from this event and forward to the Director of Emergency Services.

Completed by _____
Date ___/___/___ Operational Period ____-____

Public Information Annex

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Public Information Annex

I. INTRODUCTION

DURING emergency situations, the public and the media will demand information and will need instructions on what to do.

Telephones may be out of service and radio and television stations may be off the air. The demand for information may be overwhelming. It is important to have enough trained staff available to handle this demand.

The local media, particularly radio, will perform an essential role in providing emergency instructions and information to the public. During a major disaster, regional and national media will also demand information and may play a role in reassuring (or alarming) distant relatives of disaster victims.

The position of PIO is filled by the City Clerk or alternate and reports to the Director of Emergency Services (DES).

II. OBJECTIVES

- The rapid dissemination of accurate instructions and information to the public during periods of emergency.
- Response to media inquiries and calls from the public. Names of casualties will not be released.
- Establishment of a Media Center near the Emergency Operations Center for use by reporters.
- Establishment of an On-Scene Public Information Team at the site of the incident.

III. PRIORITIES

- First priority: Information that could save lives or protect health.
- Second priority: Emergency status information (the emergency situation and response efforts; how to contact relatives, etc.)

- Third priority: Other useful information (stories, background, how to get monetary assistance, etc.)

IV. PHASES OF THE EMERGENCY

A. Before

During this phase, prepare and update the plans, response checklists, contact lists, sample news releases, radio/TV messages, emergency instructions, periodic status reports, forms, etc. that will guide the public information response to an emergency. Plans and procedures should provide for coordination and communication with other organizations.

Verify phone numbers and contact persons on resource list. Verify emergency operation phone numbers with other local jurisdictions.

Assign and train staff. Consider training extra staff in case the primary emergency public information staff, particularly the Public Information Officer, are injured or are unable to report to duty.

Coordinate with other community Public Information Officers and invite them to supplement emergency public information staff during emergencies, if possible. Coordinate with public information officers from responding law enforcement and fire agencies. Develop a rapid public information officer-to-public-information officer communication system.

Prepare a get-away kit for the on-scene public information team. Include the following items in the kit:

- Map of Napa County and major cities.
- Regional map (for multi-county emergencies)
- Acetate map covers
- Marking pens
- Easel for display of map
- Identification vest
- Battery powered public address system
- Ruled pads or steno notebooks

Public Information Annex

- Pens and pencils
- Masking tape and duct tape
- Scissors
- Easel with blank flip pad
- Response checklist and telephone contact list
- Sign "All Media-Please Report Here"
- Lighting for night operations
- Cassette recorder (battery operated) and blank tapes to record briefings to the media as well as data from the IC/Scene Manager.
- Sign-in sheets for media
- Blank press passes, if appropriate (coordinate with law authorities)
- Computer (word processor), typewriter
- Department of Transportation Emergency Response Guidebook, "Guidebook for Hazardous Materials Incidents"
- Staff time sheets

B. During the emergency

1. Warning phase

This phase could begin upon a receipt of a warning, such as the forecast of a flood. During the warning phase, mobilize staff and use the public information response checklist to guide your actions.

During all emergency operations (including the warning phase), the City of Napa Public Information Officer will serve as the dissemination point for all media releases. Other agencies wishing to release information to the public must coordinate through the Public Information Officer.

2. Impact phase

During this phase, mobilize the public information organization and provide information according to the above priorities. Use the public information response checklist to guide your actions.

Make sure that all information is clear, concise, confirmed and approved by the appropriate authority before being released to the media and public. Do

not release unconfirmed information or speculate on the extent of the emergency, despite repeated urging by reporters to do so.

C. After (Recovery)

During this phase, continue to release information on the restoration of essential services, travel restrictions, and assistance programs. Later, when time allows, review your actions and update this Emergency Plan as needed.

V. PUBLIC INFORMATION ORGANIZATIONS

Maintain working relationships with Public Information Officers in other cities, the county and at other governmental levels. Maintain telephone contact lists.

A. City

1. Organization

The emergency public information organization will be supervised by the Public Information Officer, or alternate. If needed, the organization will operate on a 24-hour basis. Public Information functions in three areas:

a) Public Information

To rapidly release emergency instructions and information to the public throughout all available means.

b) Visitor Control

Provide services for all visitors to the emergency operations center, including security badges, briefings, tours, spokespersons, escorts, accommodations and transportation.

Receive and handle non-emergency calls and maintain the situation board and maps in the media Information Center.

Public Information Annex

c) On-the-Scene-Team

Initially staffed by the first responding agency, the on-the-scene team usually takes the first public information actions. Public information staff at the Emergency Operations Center may then be mobilized depending on the extent of the hazard. This unit establishes a media control point in the vicinity of, but physically separated from, the incident site or field command post. The control point serves to satisfy the needs of the media in a safe and orderly manner without interfering with response operations.

The Team regularly gets the latest information from the Incident Commander, then relays this information to the media through briefings, interviews with key personnel, live camera shots, and organized tours. The Team also uses amateur radio to update the Emergency Operations Center staff.

The Team should be comprised of at least two persons from those departments most familiar with the activities underway at the scene. The Team leader is appointed by the City Public Information Officer. Alternates should be assigned to cover all shifts.

2. Staffing Responsibilities

The Public Information Center operates under the direction of the Public Information Officer and is located in an area easily accessible to the Emergency Operations Center.

The Public Information Office is staffed as follows:

- Public Information Officer
- Assistant Public Information Officer
- Supervisor
- Staff (Fax, Copying and White Board Coordinators)

The Public Information Officer, Assistant PIO and Supervisor all have designated alternates. These positions operate in two 12 hour operational periods.

PIO Center Staff are divided into three 8 1/2 hour shifts with a minimum of 5 persons per shift.

Responsibilities include:

a) Public Information Officer

Provides lead direction to Public Information staff under the direction of the Director of Emergency Services. Responsible for planning, organizing and directing functions of PIO. Directly establishes press conferences in coordination with the Director of Emergency Services.

b) Assistant Public Information Officer

Assists the PIO in the EOC and at incident site. Coordinates flow of information from PIO to PIO Supervisor. Conducts press briefings. Attends EOC briefings.

c) PIO Supervisor

Under the direction of the PIO, coordinates activities of the PIO Center including keeping up-to-date, accurate records, preparing press releases, answering phones for PIO and disseminating information.

- Alerts Dispatch immediately as new information is received
- Handles employees' time logs
- Attends EOC briefings
- Maintains unit event logs

d) Fax Coordinator

As the coordinator of incoming and outgoing faxes, is responsible for the timely dissemination of

Public Information Annex

important information. Also provides back-up coverage for those covering the telephones.

Faxes press releases and related information to a pre-designated list of press contacts and other agencies. The most important press contact will be Associated Press (AP) - many other news agencies gather information through the AP. Napa Dispatch Center also needs to be advised immediately of updated information.

Responsible for checking the fax machine for incoming faxes on a regular basis. Check with the Supervisor on the distribution of incoming faxes; it may vary depending upon the information.

e) Copying Coordinator

Responsible for the timely photocopying of important information and provides back-up coverage for those covering the telephones.

It is critical the information which is photocopied be reproduced so that it is clear and readable - check the copy quality. Also make sure that multiple paged documents are collated and stapled in order.

Original documents should be so marked; all originals and copies should go to the Supervisor for coordination of distribution.

f) White Board Coordinator

As the coordinator of information to be posted on the White Boards, is responsible for ensuring that accurate information is posted on both White Boards in a timely fashion. The White Boards will be used by the staff in the Public Information Center and by the Press and the general public for regular updates. While the format

used to post the information is not critical, the accuracy of the information is.

Sources of information will be the Press Releases issued by the Public Information Officer and verified information from the Emergency Operation Center. Questions about information to be posted should be directed to the Supervisor.

Typically, the information posted on the White Boards will include:

- Time of declared emergency
- Type of emergency (i.e., Flood, Earthquake, etc.)
- Location of Shelters (if applicable)
- Road Closures (if applicable)
- Incident-specific information (i.e., if flood: water levels, high tide, evacuation areas, sandbag locations, weather)
- Approximate time of next Press Release
- Time of next briefing

The White Board Coordinator is also responsible for maintaining a paper record of information posted on the White Boards. Note the information posted and the time of posting.

B. Napa County

The emergency public information organization will consist of a Public Information Officer, an Assistant Public Information Officer and staff as required by the situation. The Public Information Officer will be appointed by the Director of Emergency Services. The Public Information Officer will in turn appoint an assistant and staff, as needed. If necessary, the organization will operate on a 24 hour basis. The public information organization contains two units.

Public Information Annex

1. Media Center Unit

The Public Information officer will head this unit. This unit will be stationed at the MIS Conference Room, 1195 Third Street, First Floor, Napa. This unit releases emergency instructions and information to the public through all available means. It answers the public access lines and relays calls to the Emergency Operations Center, if needed.

The Public Information Officer will staff this unit with a unit leader and other personnel as he/she sees fit.

This unit receives and handles non-emergency calls and maintains the situation boards and maps in the Media Center. This unit also relays any pertinent information to the Emergency Operations Center.

2. Emergency Operations Center Unit

This unit will be headed by the Assistant Public Information Officer. He/she will be stationed at the Emergency Operations Center. He/she will staff the center to his/her needs.

The Assistant Public Information Officer disseminates the latest information from the Emergency Operations Center and the Incident Commander. He/she relays this information to the Media Center. All information sent out by the Public Information Officer should be cleared with the Assistant Public Information Officer at the Emergency Operations Center before any release is made.

C. State and Federal Public Information

The California Emergency Public Information System includes City, County, State Mutual Aid Regions, State, Federal and private agencies. The scope of the emergency will determine how many levels of the system are activated.

City and County Public Information Officers will release public information. The Federal Emergency Management Agency Public Information Officer will provide information on federal response efforts and federal assistance programs and may provide public information Staff support to the state on request. The federal government determines nationwide Emergency Broadcast System programming.

When possible, the State Office of Emergency Services Public Information Officer will coordinate news releases regarding Napa County with the County Public Information Officer PRIOR to release to the media. When this is not possible, the County will be informed as soon as possible.

D. Private Organizations

Government Public Information officers should coordinate with private response agency Public Information Officers (American Red Cross, Salvation Army) and utility companies so that mutual needs may be fulfilled during emergencies. Community Public Information Officers may be asked to supplement governmental public information staff if necessary.

VI. POLICIES AND PROCEDURES

A. Release of Information

Only the designated PIO, with approval from the DES has the authority to release any information regarding disaster operations, damage assessment and casualties when the Emergency Plan is activated. All requests shall be directed to the PIO and the identity of the calling party confirmed prior to releasing sensitive information. Day-to-day operations are the exception and are handled by the department PIO's.

1. General Telephone Coverage

As an individual assigned to provide telephone coverage during a declared

Public Information Annex

emergency, you will be responsible for conveying accurate information to citizens, representatives of the press, governmental officials, and to other agencies. It is critical that you do not give out information, which is sensitive, or which has not been verified. You may give out information which is either (a) contained in a Press Release which has been prepared by the Public Information Officer, or (b) which comes into the Public Information Center from the Emergency Operations Center and is posted on the White Board.

Please do:

- Remain calm
- Try to be patient, especially with citizens who are concerned about their safety or their property
- Convey a professional attitude, remember - you represent the City to all who call the Public Information Officer.
- Log all contacts with press and other agencies throughout the Supervisor

Please do NOT:

- Guess at answers to questions if you don't have information
- Release telephone numbers for the Emergency Operation Center
- Give an on-air interview or release information to the press without checking with the Supervisor

When answering telephones in the public Information Center, please use the following statement:

"City of Napa Public Information Center. My name is _____ May I help you?"

B. Media Relations

Maintain working relationships with local reporters and share with them the details of this plan and their responsibilities under this plan. Brief the media periodically throughout

the year on hazardous material incident response procedures and related emergency public information procedures. Maintain media contact lists.

C. Media Center

During emergency situations, a media center will be established near the EOC. The media center should be equipped with desks, chairs, PC, phones and a fax. White boards are utilized to update information. One board is located in the PIO center and one in the media center which is located in the lobby of the Police Department building. Maps of the disaster area and maps of local radio/TV broadcast coverage areas should also be on hand.

D. Visitors to the Emergency Operations Center

Visitors may enter the EOC after they have received approval from the DES.

The Public Information Officer will talk with reporters and hold press conferences in the media center. Arrangements may be made with the DES to allow media into the EOC

E. Ground Access Regulations

California Penal Code Section 409.5 permits access by accredited reporters to areas which are closed to the public during disasters. The California Peace Officers' Association suggests that "in general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or public safety functions." (Law Enforcement Media Relations Policy Manual, California Peace Officers' Educational Research and Training Foundation, 1982, p.8.)

If the Incident Commander decides that access restrictions for the media are unavoidable, a "pool" system may be established. Reporters at the scene should select one representative from each medium (radio, television,

Public Information Annex

newspaper, wire service) and from each level of coverage (local, regional, national, international) to be escorted into the area. These reporters will then share information, photographs, and video/audio tape with other accredited reporters.

If you must for any reason deny or restrict media access, give a complete explanation.

California Penal Code sections:

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

(a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.

(b) Officers of the California Highway State Police, police departments, or sheriff's office, or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3, may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any

and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

F. Air access regulations

Federal Aviation Administration Regulation 91.91 (see extract below) covers temporary flight restrictions during disasters and sets forth procedures which pilots of media and other aircraft must follow. Permission to fly over incident sites may be denied if such flights will pose a significant safety hazard to the general public.

Federal Aviation Regulations:

*Subpart B - Flight Rules
Section 91.91 Temporary Flight Restrictions*

(a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.

(b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless-

Public Information Annex

(1) *That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;*

(2) *That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;*

(3) *That operation is specifically authorized under an IFR ATC clearance;*

(4) *VFR flight around or above the area is impractical due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, an enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,*

(5) *That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:*

(i) Aircraft identification, type and color.

(ii) Radio communications frequencies to be used.

(iii) Proposed types of entry and exit of the designated area.

(iv) Name of news media or purpose of flight.

(v) Any other information deemed necessary by ATC.

Public Information Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Also refer to specific Public Information checklists for hazardous materials incidents and floods.

Before an Emergency

- Maintain an updated media contact list.
- Check Emergency Operations Center supplies.

During an Emergency - warning phase

- Review and update this plan.
- Alert emergency public information staff to the situation and make tentative shift assignments.
- Arrange for inspection and installation of communications equipment and other supplies/equipment necessary for emergency public information functions, including television, radio, maps, automatic telephone answering equipment (if available), display charts, and status boards.
- Respond to media and public calls.
- Review appropriate stock of emergency public information material, including Emergency Broadcast System messages.
- Make initial contact with Public Information Officers in other jurisdictions and at other governmental levels.
- Prepare public information for the hearing impaired and non-English speaking populations.
- Warn the public and provide instructions on how to avoid the hazard or reduce its impact.
- Prepare and distribute personnel time sheets for PIO staff and document all time spent.

Public Information Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

During an Emergency - impact phase

- Go to the Emergency Operations Center if activated.
- Identify yourself by putting on the nametag with your title and placing your name on the Organizational Chart.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214)** and personnel time sheets.
- Release instructions that could save lives (top priority):
 - Information for parents on the status and actions of schools (if in session)
 - Hazardous/contaminated/congested areas to avoid.
 - Curfews.
 - Road, bridge, freeway overpass, and dam conditions, and alternate routes to take.
 - Evacuation:
 - Routes
 - Instructions (including what to do if vehicle breaks down)
 - Arrangements for persons without transportation.
 - Location of shelter/medical/coroner facilities, food, safe water.
 - Status of hospitals.
 - First aid information.
 - Fire fighting instructions.
 - Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should NOT telephone into the area.
 - Instructions/precautions about utility use, sanitation, how to turn off utilities if necessary.
 - Essential services available-hospitals, grocery stores, banks, pharmacies, etc.
 - Weather hazards (if needed).
- See hazard-specific checklists for samples of releases to be made during specific emergencies.
- Coordinate with DES preparation of Proclamation declaring a local emergency.
- Obtain periodic situation updates from Emergency Operations Center Section Chiefs.
- Open Media Center if a number of reporters arrive in person at the Emergency Operation Center.

Public Information Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Maintain Media Center status boards and maps. Monitor Emergency Operations Center status boards and resolve conflicts.
- Make situation reports and provide hard copy of news releases to the Public Information Officer at the County Office of Emergency Services.
- Release emergency status information (second priority):
 - Media hotline number. Public hotline number
 - Description of the emergency situation, including number of deaths and injuries, property damage, persons displaced.
 - Description of government and private response efforts (shelter, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.).
 - Any of the top priority information in summary form on a "nice to know" rather than "vital to know and act upon" basis.
 - Status of local and Governor's Proclamation, Presidential Declaration.
 - Where people should report or call to volunteer.
 - How people in other areas can obtain information about relatives/friends in the disaster area, and how disaster victims can locate family members (work with Care & Shelter and the Red Cross).
 - Damage assessment figures when available.
- Monitor published and broadcast emergency public information for accuracy. Correct serious mistakes whenever possible.
- Provide enough staff and telephones to handle incoming media and public calls and to gather status information.
- Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency situation.
- Keep the Director of Emergency Services informed of all actions taken or planned.
- Keep Public Information Officers in other jurisdictions and at other government levels appraised of information released.
- Keep a file of all information, instructions, and advice released to the public.
- Fully mobilize the emergency public information organization, determine shift assignments, and brief emergency public information staff on the current situation.
- Request staff support, as needed, from the City staffing pool or the Operational area PIO.

Public Information Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Release general survival/self-help information as appropriate.
- Release "media only" telephone numbers and public number
- Respond to media/public calls.
- Record telephone messages for media and public hot lines and update as the situation changes.
- Release public information numbers.
- Arrange for installation of communications equipment and other supplies/equipment necessary for emergency public information functions, including television, radio, maps, automatic telephone answering equipment (if available), display charts, and status boards.
- Dispatch On-Scene Public Information Team, if appropriate, to:
 - Establish Media Control Point near incident site
 - Maintain liaison with Incident Commander
 - Keep public information staff in the Emergency Operations Center informed of situation (work with radio amateurs)
 - Arrange interviews and media tours of the disaster area if such action will not hinder response efforts.
- Determine the status of local media outlets and telephone service. If telephones are not in service, set up amateur radio (RACES) relay system for use by public information staff.
- Post hard copy of news releases.
- Attend periodic Emergency Operations center briefings and policy meetings.
- Consider additional methods of distributing emergency instructions as required.
- Arrange media briefings and press conferences on a regular or "as needed" basis. Arrange for official spokesperson. Announce briefing times. Arrange media tours/filming (one crew at a time) of Emergency Operations Center and interview with Emergency Operations Center spokesperson(s), if such action will not hinder response efforts.
- Produce news releases as required.
- Provide emergency public information in Spanish.

Public Information Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Greet and badge visitors. Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media as necessary.
- Release information about approved vantage points from which necessary persons may view the destruction. Consider safety, traffic flow, and parking.
- Periodically check the Public Information staff for signs of agitation or fatigue and reassign or relieve them if possible.

After an Emergency

- Coordinate press releases with Napa Chamber and Conference and Visitors Center to alleviate further impacts on tourism.
- Update media contact lists.
- Assemble and check financial records.
- Assemble and check operation reports; forward to DES.
- Continue to release status information on request.
- Release information on restoration of utilities and services (including local businesses) and any travel restrictions still in effect.
- Release other useful information:
 - State/Federal assistance available.
 - Disaster Application Center opening dates/times/location.
 - Historical events of this nature.
 - Charts/photographs/statistics from past events.
 - Human interest stories.
 - Acts of heroism.
 - Historical value of property damaged/destroyed.
 - Prominence of those killed/injured.
 - Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquiries made, and responses given. Collect newspaper clippings and TV videotapes, if available.

Public Information Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Survey staff and local media for suggestions on how to improve the public information response to future emergencies.
- Make suggestions for corrections or changes to the Public Information Officer Annex.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Public Information Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Public Information “checklist for all disasters.”

- All releases must be cleared through the Incident Commander/Scene Manager and technical adviser at the scene or the Director of Emergency Services at the Emergency Operations Center.

Unidentified material

- If incidents in a heavy traffic area, and alternate routes are available, notify media (radio) and request frequent announcements of instructions to avoid the area. (Coordinate announcements with Fire and Police.)
- Notify media with full explanation as soon as material has been identified. (Clear with Incident Commander/Scene Manager and technical advisor to avoid unduly alarming or confusing the public.)

Low Hazard - No General Evacuation

- Notify media (primarily radio) that an incident has occurred.
- Indicate alternate routes for traffic and request frequent announcements of instructions to avoid the area.
- Indicate nature of incident, precautions for public.
- Release hot line number for public inquiries (if available and staffed).
- Indicate response agencies involved (coordinate with response agency Public Information Officer), clean-up efforts underway, time frame for resumption of normal traffic patterns, if known.

High Hazard - General Evacuation

- Release all the above information.
- Release evacuation instructions to media (radio). Use established Emergency Broadcast System procedures as appropriate.
- Release shelter information when known (coordinate with Care & Shelter and Red Cross).

Public Information Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Have medical/technical spokesperson(s) available to describe the nature of the toxic substance, possible symptoms, precautions for the public to take.
- Hold media briefing(s) at scene where Incident Commander/Scene Manager and medical/technical spokesperson can answer media questions. Arrange for similar media briefings at the Emergency Operations Center if needed.
- Be prepared to answer questions similar to these:
 - How many deaths or injuries were there?
 - Any property damage?
 - What response agencies were involved?
 - Why was the evacuation ordered?
 - Why wasn't evacuation ordered?
 - Number of persons evacuated?
 - What are the long-term effects on people and the environment? (Long-term studies have not been done on most chemicals. Be careful not to speculate).
 - What chemicals are involved?
 - How toxic are they?
 - What symptoms are produced?
 - What are their normal uses?
 - What precautions should residents take?
 - What company/agency was involved?
 - Is legal action being considered? Unless a definite Yes or No answer is known, do not speculate.
 - Has the company been involved in any other incidents? If not, why? If so, how did it work? (Answer honestly).
 - What hazardous material incident training is required for your response personnel?
 - How can such incidents be avoided in the future? (Do not speculate. "This is a subject all the organizations involved will be exploring during the next few months. We all want to avoid incidents of this type.")

Completed by _____
Date ___/___/___ Operational Period ____-____

Public Information Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

SAMPLE RADIO MESSAGE: Unidentified spill/release in heavy traffic area

This is _____ at the _____. An unidentified substance which may be hazardous has been (spilled/released) at (specific location). Please avoid the area, if possible, while crews are responding. The best alternate routes are _____ If you are already in the area, please be patient and follow directions of emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

Thank you for your cooperation.

SAMPLE RADIO MESSAGE: Low hazard/confined spill/release (No general evacuation)

This is _____ at the _____. A small amount of _____, a hazardous substance, has been spilled/released at _____. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate block to evacuate. Please avoid the area.

The material is slightly/highly toxic to humans and can cause the following symptoms:

If you think you may have come in contact with this material, you should (give health instructions and hot line number, if available). For your safety, please avoid the area if at all possible. Alternate routes are identified and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response personnel. Cleanup crews are on the scene.

Thank you for your cooperation.

Public Information Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

SAMPLE RADIO MESSAGE: High hazard spill/release. General evacuation (requested/mandatory).

This is _____ at the _____. A large/small amount of _____, a highly hazardous substance, has been spilled/released at _____. Because of the potential health hazard, authorities are (requesting/requiring) all residents within _____ (blocks/miles) of the area to evacuate. If you are within (give evacuation zone boundaries), you and your family (should/must) leave (as soon as possible/now). Go immediately to the home of a friend or relative outside the evacuation area r to (indicate shelter). If you can drive a neighbor who has no transportation, please do so. If you need transportation, call _____. Children attending the following schools: (list) will be evacuated to _____. Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly toxic to humans and can cause the following symptoms: _____.

If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at _____.

To repeat, if you are in the area of _____ you should/must leave, for your own safety. Do not use your telephone unless you need help.

SUMMARY STATEMENT FOR MEDIA

(To be adapted to the situation)

At approximately _____ (a.m./p.m.) today a (spill/release) of a potentially hazardous substance was reported to this office by (a private citizen, city employee, etc.). (Police/fire) were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be _____ (describe), a (hazardous/harmless) (Chemical / substance /material/gas) which, upon contact, may produce symptoms of _____. Precautionary evacuation of the (immediate/ _____ block) area surrounding the spill was (requested/required) by (agency). Approximately _____ persons were evacuated. (number) clean-up crews from (agency/company) were dispatched to the scene, and normal traffic had resumed by (time), at which time residents were allowed to return to their homes. There were no injuries reported -OR- Persons, including (fire, police) personnel, were treated at area hospitals for (symptoms/injuries) and (all, number) were later released. Those remaining in the hospital are in _____ condition. Response agencies involved were _____.

Completed by _____
Date ___/___/___ Operational Period ____ - ____

Public Information Annex

CHECKLIST FOR FLOODS and DAM FAILURES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Public Information “checklist for all disasters.”

- All releases must be cleared through the Incident Commander/Scene manager and technical advisor at the scene or the Director of Emergency Operations Center.

Increased Readiness Phase

- Monitor dam authority and engineers' reports.
- Provide prepared map(s) and script to local television station(s) for broadcast when authorized.
- Provide prepared radio message(s) to local radio stations for broadcast when authorized.

Warning Phase - Evacuation ordered

- Monitor water levels and weather advisories.
- Monitor dam authority and engineers' reports.
- Provide prepared map(s) and script to local television station(s). Include release instructions.
- Provide prepared radio message(s) to local radio stations. Include release instructions.
- Release information on where to buy sandbags and sand.
- Authorize broadcast of radio message(s) or access the Emergency Broadcast System.
- Coordinate with Police to release evacuation instructions through patrol car and helicopter public address systems and door-to-door contact, as needed.
- Release information about school evacuation (in coordination with school authorities.)
- Authorize television broadcast of evacuation map(s) and script.
- Encourage people to visit, if possible, friends or relatives outside the potential hazard area.
- Release instructions for evacuating pets. (Animals will not be allowed in shelters.)
- Release instructions on closure of parks and trails adjacent to the Napa River.

Public Information Annex

CHECKLIST FOR FLOODS and DAM FAILURES, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Broadcast information on:
- Locations of shelters and emergency medical aid stations.
 - What to do if dam failure occurs during evacuation.
 - Gas stations remaining open.
 - Potential dangers and traffic controls or other restrictions.
 - The number of persons being housed and fed at shelters.
 - Curfews and travel restrictions in the evacuated area.

- Advise the public not to return to the evacuated area until told to do so.

Impact Phase - Sudden flooding occurs

- Activate the public information function at the Emergency Operations Center or other location as determined by the Director of Emergency Services.
- Request public information mutual aid if needed.
- Use surviving local radio stations (and other means as needed) to convey emergency instructions. Use regional stations if local ones are not broadcasting.

After the flood - Return home authorized

- Announce return home and any traffic controls in effect.
- Announce mass transportation pickup points for those without vehicles.
- Announce instructions for cleanup and telephone number for those (elderly or disabled) needing cleanup assistance.
- Announce procedures for reporting public and private damage (for damage assessment report).
- Announce sandbag disposal.
- Coordinate media release with Napa Chamber and Conference and Visitors Center.

Completed by _____
Date __/__/__ Operational Period ____-____

Public Information Annex

CHECKLIST FOR FLOODS and DAM FAILURES, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

SAMPLE RADIO/TV MESSAGE: ROADS CLOSED

This is _____ from the _____. The recent storm has caused (severe/moderate) flooding in (several/many) areas of the (city/county). As of _____ today, the following (roads/streets) have been closed by law enforcement officials:

Please avoid these (roads/streets). If you must travel, use alternate routes. Again, those roads/streets which have been closed are:

All parks and trails adjacent to the Napa River are closed to the public.

Please stay tuned to this station for more road closure information.

SAMPLE RADIO/TV MESSAGE: EVACUATION ORDERED DUE TO FLOOD DANGER

This is _____ (high-ranking official if possible). The flooding situation continues in parts of _____ (county/city) and may worsen. For your safety, I am asking that you leave the area as soon as possible (give boundaries or local area, evacuation routes).

Take items you may need, such as medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers --but do not overload your car. Lock your home before you leave. Turn off water and gas, and disconnect all electrical appliances except refrigerators and freezers. Be sure to check on any neighbors who may need help.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at:

Pets are not allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuated area to take care of your pet, (give instructions). Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions).

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you OR call _____. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the _____ area (give boundaries), you (may/must) leave for your own safety. Stay tuned to this station for more information and instructions.

Thank you for your cooperation.

(Repeat complete message).

Public Information Annex

CHECKLIST FOR FLOODS and DAM FAILURES, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

SAMPLE RADIO/TV MESSAGE: SMALL CRACK IN DAM

This is _____ at the _____. We have reports of a small crack in the _____ dam. At this time this information is unconfirmed. _____ units are responding to the area. We will keep you updated. Please do not use your telephone unless you need emergency help.

Stay tuned to this station for emergency instructions and information on the situation.

SAMPLE RADIO/TV MESSAGE: EVACUATION ORDERED DUE TO CRACKED DAM

(To be announced by Mayor, Director of Emergency Services or other local authority.)

This is _____. The crack in the _____ dam appears to be growing larger. _____ have warned that complete rupture could occur within the next few hours/ days /week. For your safety, I am asking that you leave the _____ area as soon as possible (give boundaries of threatened area and evacuation routes). The Red Cross is setting up shelters at _____. If you cannot stay with relatives or friends outside the evacuation area, go to one of these shelters.

Take only essential items: medicine, special foods, personal items, baby supplies, clothing, money and valuable papers. Do not overload your car. Secure your home before you leave. Lock windows and doors, turn off water and gas, and disconnect all electrical appliances except refrigerators and freezers. Be sure you have a full tank of gas.

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, (give instructions). Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions.)

If you have no means of transportation, ask help from a neighbor or friend, or walk to one of the following pickup points:

Bring only what you can carry. A bus will take you to a Red Cross shelter. If you are physically unable to go to one of the pickup points, call _____. Otherwise, please do not use your telephone. Lines must be kept free.

These instructions will continue to be repeated, along with additional information about the emergency situation. Stay tuned to this station.

Please remain calm. Your cooperation and courtesy to others will help us to evacuate the area safely and quickly.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Public Information Annex

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Public Information “checklist for all disasters.”

- Notify dispatch when EOC is activated and include in all press releases.
- Place public information personnel on standby and set up shifts.
- Issue immediate press release with situation status and necessary instructions. Advise of status of gas and electric service.
- Prepare evacuation radio message(s) leaving blanks which can be filled in when specific damaged areas are known.
- Coordinate with law enforcement agencies to release evacuation instructions through patrol car and helicopter public address systems and door-to-door contact as appropriate.
- Release information about school evacuation (in coordination with school authorities/PIO's).
- Authorize television broadcast of evacuation map(s) and script.
- Encourage people to visit friends or relatives outside the potential hazard area, if possible.
- Release special instructions for those evacuating pets. (Animals will not be allowed in mass care facilities).
- Broadcast information on:
 - Locations of emergency evacuation centers.
 - Gas stations remaining open.
 - Other facilities and services available.
- Release information about potential dangers and traffic controls or other restrictions in evacuation area.
- Release information on the number of persons being housed and fed at evacuation shelters.
- Indicate curfews and travel restrictions in effect within evacuation area.
- Advise the public not to return to the evacuation area until told to do so.
- Provide protective clothing for media and VIP's.

Public Information Annex

- Coordinate with school authorities on announcing school procedures during earthquakes.
- Notify public where evacuated pets and large animals can be taken.

CHECKLIST FOR EARTHQUAKES, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After return home authorized

- Announce return home and any traffic controls in effect.
- Announce instructions for cleanup and telephone number for those (elderly/disabled) needing cleanup assistance.

Completed by _____
Date ___/___/___ Operational Period ____ - ____

Public Information Annex

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EOC Security/Support Annex

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EOC Security/Support Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the E.O.C. Security/Support Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort.

II. OBJECTIVES

- A. Provide internal support to the EOC staff. (Food, Runner, Rest Areas, Supplies)
- B. Provide for EOC Safety and Security (Limit access, building safety.)

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weakness in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. Alert personnel, make sure the facilities and equipment are in a state of readiness, and take other measures as needed.

2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Assist the EOC staff to return to normal operations.

IV. ORGANIZATIONS AND RESPONSIBILITIES

Within ICS, the EOC Security/Support Unit reports to the Emergency Services Manager. When a disaster occurs the EOC Security/Support Unit will be responsible for:

1. Verifying that only appropriate EOC staff are allowed within the EOC.
2. Providing for safety of the EOC (General building safety, maintaining exit ways.)
3. Providing for safety of the EOC staff. (Ensuring basic needs are met and staff is relieved at appropriate intervals.)
4. Supplying meals and refreshments to the EOC staff. (Work with Logistics)
5. Maintaining personnel to serve as runners for Sections and Units operating in the EOC.
6. Making arrangements for sleeping accommodations for EOC personnel who are unable to return home.
7. Making arrangements for transportation of EOC staff to rest areas.
8. Maintaining a stock of supplies to keep the EOC staff equipped.
9. Assisting the Emergency Services Manager with miscellaneous requests.
10. Keeping the Emergency Services Manager informed of Security/Support Unit activities.
11. Request assistance from the Facilities unit to control problems with the building equipment and systems.

EOC Security/Support Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Check to make sure forms and supplies in the EOC are up to date and available.

During an Emergency

- Report to the Emergency Operations Center.
- Identify yourself by putting on the nametag with your title and placing your name on the organizational chart.
- Obtain a briefing from the Emergency Services Manager.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Verify that only appropriate EOC staff are within the EOC.
- Provide meals and refreshments to EOC staff (coordinate with logistics).
- Periodically check the EOC for safety concerns.
- Make arrangements for sleeping accommodations for EOC staff.
- Ensure that EOC staff are relieved at appropriate intervals.
- Maintain a stock of supplies to keep the EOC staff equipped.
- Make arrangements for transportation of EOC staff as needed.
- Assist the Emergency Services Manager as requested.
- Keep the Emergency Services Manager advised of Staff Support operations.
- Request assistance from Facilities Unit to control problems with building equipment and systems.

EOC Security/Support Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- Assemble and check financial records, forward copies to Finance Section Chief.
- Forward all activity reports to the Emergency Services Manager.
- Re-check this checklist.
- Make suggestions for corrections or changes to the EOC Security Support Annex and forward to the City Manager.

Completed by _____
Date ___/___/___ Operational Period ____-____

Operations Section Annex

The Operations comprises the “front lines” of the emergency response. The person filling this position is based on the type of incident. (Ex. FIRE: Earthquake, Hazmat, Fire, Plane Crash; POLICE: Civil Disorder, Demonstrations, Large Public Assemblies; PUBLIC WORKS: Major Storm, Major Utility Interruption.) The Operations Section includes the following annexes:

- Operations Section Chief:

Directs the Operations Section.

- Fire/Rescue/Medical (Deputy):

Fights fires, rescues trapped and injured persons, and manages hazardous materials response. Treats and arranges transport for injured and ill persons, manages medical supplies and resources.

- Police (Deputy):

Enforces laws, controls traffic, manages evacuations, and controls access to hazardous areas.

- Public Works (Deputy):

Restores and/or maintains essential facilities and structures; clears debris.

- Communications:

Manages communications equipment.

Operations Section Annex

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Operations Section Chief Annex

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Operations Section Chief Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Operations Section Chief within the Incident Command System (ICS).

The position of Operations Section Chief is usually filled based upon the type of incident involved. For example, a Fire Department Division Chief would fill the position for incidents of Fire, Earthquake, Flood, Hazmat, or Plane Crash; the Police Deputy Chief would be involved for Demonstrations, Civil Disorder or Large Public Assemblies; and the Public Works Director would handle Major Utility Interruptions. If the primary person were not available the first alternate would be a ranking member of the department involved according to the EOC staffing chart.

II. OBJECTIVES

- A. Coordinate the emergency operations of the Units in the Operations Section. (Fire/Rescue/Medical, Police, Public Works, Communications.)
- B. Activate the Operations element of the Action Plan.
- C. Keep the Director of Emergency Services informed of Operations Section activities.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position and those in the Operations Section. Any weakness in them shall be corrected through the City Managers office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood, or an approaching fire. During the warning phase, contact those individuals who could be managing the Operations

Section Units and ensure that they review their checklist and Emergency Plans.

2. Impact phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Operations Section until all Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within the ICS, the Operations Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Operations Section Chief will be responsible for:

1. Coordinating the Operations Section Units.
2. Assuming operational command.
3. Determining tactical operational policy.
4. Determine the need for and request additional resources.
5. Review the suggested list of resources to be released and initiate recommendation for release of resources.
6. Initiating site safety analysis groups from damage assessment personnel and determining priorities for inspection.
7. Keeping the Director of Emergency Services informed of Operations Section activities.

Operations Section Chief Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Also refer to specific Operations Section Chief checklists for earthquake, hazardous materials incident, flood/dam failure and fire.

Before an Emergency

- Estimate emergency staffing levels.
- Make sure the “before” checklist items are updated in all the Operations Section annexes.
- Make sure call-up lists are up to date.

During an Emergency

- Report to the Emergency Operations Center.
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Appoint and supervise Operations Section units as needed:
 - Fire/Rescue/Medical
 - Police
 - Public Works
 - Communications
 - Site Safety Analysis Groups (From Damage Assessment personnel).
- Determine the scope of the disaster.
- Determine inspection priorities for Site Safety Analysis Groups and supervise activity.
- Determine the need for and request additional resources.
- Have Law Enforcement warn and evacuate hazardous areas.
- Have Law enforcement establish access controls into damaged or hazardous areas.
- Have Law Enforcement control traffic.

Operations Section Chief Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Meet with the Director of Emergency Services to develop an Incident Action Plan that includes:
 - Overall strategy.
 - Need for evacuation.
 - Priorities.
- Implement the Action Plan.
- Request needed supplies, equipment and support services.
- Request assistance from the Information Technology Division as needed.
- Review the checklist for Fire/Rescue/Medical, Police, Public Works, and Communications. Ensure that they are handling their responsibilities.
- Conduct staff briefings with all Units in the Operations Section as necessary.
- Establish contact with appropriate city and county coordinators.
- Ensure that relief crews are provided as necessary.

After an Emergency

- Ensure an orderly de-escalation of the emergency and release of crews from the scene as soon as possible.
- Make sure each Function in the Operations Section completes their after checklists.
- Debrief the Functions in the Operations Section.
- Write a summary of all activities, findings and suggestions from this event.
- Forward all reports to the Director of Emergency Services.
- Make sure first responders participate in a debriefing.
- Identify response deficiencies.
- Assemble and check financial records, forward to the Finance Section Chief.
- Correct response deficiencies where possible.
- Re-check this checklist.

Operations Section Chief Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Make suggestions for corrections or changes to the Operations Chief Annex.

- Make sure all unit chiefs under Operations complete "after" checklists.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Operations Section Chief Annex

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Operations Section Chief “checklist for all disasters.”

- Ensure that Units take action to protect personnel and emergency equipment from possible aftershock.
- Have Public Works evaluate the possibility of dam failures.
- Verify reports; poll field units and key facilities to determine situation in their area and their ability to function.
- Have Public Works clear routes as needed.
- If little or no damage is reported, prepare to support more heavily damaged jurisdictions.
- Review the “Earthquake” checklist for Fire/Rescue/Medical, Police, Public Works and Communications. Ensure that they are handling their responsibilities.
- Have Public Works evaluate the structural stability/safety of damaged structures.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Operations Section Chief Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENT

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Operations Section Chief “checklist for all disasters.”

- Ensure that Units take action to protect personnel and emergency equipment from possible contamination or exposure.
- Review the Napa County Hazardous Materials Area Plan.
- Make sure that the Hazardous Materials Response Unit(s) are dispatched to scene.
- Verify reports and obtain estimates of the area that may be affected by the release of the hazardous material.
- Determine if evacuation is necessary.
- Review the “Hazardous Materials” checklists for Fire/Rescue/Medical, Police and Public Works. Ensure that they are handling their responsibilities.
- Coordinate activities of private hazardous material clean-up companies.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Operations Section Chief Annex

CHECKLIST FOR FLOODS AND DAM FAILURE

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Operations section Chief "checklist for all disasters."

Warning phase: Flooding expected

- Establish communication with Public Works Field Supervisor and situation status personnel for report on weather and field conditions.
- Ensure that Units and Sections take action to protect personnel and equipment from possible damage by flood waters.
- Review the "Flood Insurance Study", prepared by FEMA, on file in the Public Works - Engineering Department. (Adjunct to 3 phase flood evacuation plan)
- Verify reports and obtain estimates of the area that may be affected.
- Review the "Flood" checklists for Fire/Rescue/Medical, Police, Public Works and Communications. Ensure that they are handling their responsibilities.
- Notify emergency services.
- If flood appears imminent, have Police warn and evacuate potential inundation area.
- Have Public Works initiate sandbagging.
- Have Public Works direct agencies to stockpile additional sandbags, shovels and other needed resources.

Impact phase: flooding occurs

- Have Police activate evacuation procedures. Utilizing 3 phase flood evacuation plan.
- Ensure that Fire/Rescue/Medical, Police, Public Works and Communications are handling their responsibilities per their "Flood" checklists.
- Assess need for and availability of boats and water rescue personnel.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Operations Section Chief Annex

CHECKLIST FOR FIRES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Operations Section Chief “checklist for all disasters.”

- Ensure that Units and Sections take action to protect personnel and emergency equipment from possible contamination or exposure.
- Verify reports and obtain estimates of the area that may be affected and projected containment, control, and extinguishment.
- Review the “Fire” checklists for Fire/Rescue/Medical and Police. Ensure that they are handling their responsibilities.
- Review the State and County Fire Mutual Aid Plans.
- Initiate Mutual Aid as needed.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Operations Section Chief Annex

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Fire/Rescue/Medical Annexes

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Fire & Rescue Annex

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Fire & Rescue Annex

I. INTRODUCTION

The duties of the Fire Department have evolved to include much more than just putting out fires. Therefore, this annex includes fire suppression, rescue operations and hazardous materials response. Medical response is covered in the Medical Annex. Deputy Operations Chief for Fire/Rescue is filled by a Fire Battalion Chief or designate.

Since rescue may include evacuation, debris tunneling, shoring, and stabilization of structures, a variety of other workers such as police officers and engineers may be involved. Therefore, this annex describes the fire and rescue functions, not just the tasks of a fire engine company.

II. OBJECTIVES

- A. Extinguish and prevent fires.
- B. Protect the public from hazardous materials incidents.
- C. Rescue endangered, trapped, disabled, or isolated persons.
- D. Coordinate with other response functions and agencies regarding medical response, evacuation, public information, law enforcement, heavy rescue and coroner.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, prepare plans, procedures, and checklists that will guide fire and rescue resources in an emergency. Plans and procedures should provide for coordination and communication with other agencies and individuals that normally operate independently.

Provide a system for monitoring, reporting, processing and analyzing hazardous materials data.

Provide a system for gathering and communicating information that will aid hazardous materials response and recovery efforts.

If a situation such as approaching storm or worsening Civil Unrest warrants an increase in readiness, review and update documents, accelerate training programs and check supplies. Mobilize available resources.

Prepare and maintain resource and alert lists.

B. During the emergency

1. Warning phase

This phase could begin with a warning, such as the forecast of a flood, or an approaching fire.

During the warning phase, assist law enforcement personnel with alerting, notification and evacuation operations, and help them, as needed, to control access for vacated or threatened areas. Prepare to conduct rescue operations in areas that may be affected.

2. Impact phase

Extinguish fires, rescue people, contain or clean up hazardous materials, and help with traffic or access control operations.

As the emergency continues, provide fire support to shelters and help with detailed damage assessment activities. Make sure all searched areas have been definitely cleared and that all persons are safe and accounted for.

Use the Fire & Rescue checklist to guide your actions.

Fire & Rescue Annex

C. After (Recovery)

Continue to provide essential fire and rescue services, and help recovery operations.

When an area has been contaminated by hazardous material measure the degree of contamination and determine when (or if) the area will be safe to reoccupy.

Later, when time allows, review your actions and update this Emergency Plan as needed.

IV. ORGANIZATIONS AND RESPONSIBILITIES

Each city is responsible for their fire protection by utilizing their own resources. The unincorporated areas are the responsibility of the Napa County Fire Department.

A. City

The Fire Chief or designate will be responsible for:

1. Planning:

- a) Preparing a deployment plan for local resources.
- b) Identifying hazards.
- c) Maintaining current alert lists.
- d) Maintaining inventories of fire and rescue resources within the jurisdictions.
- e) Organize volunteers.
- f) Coordinate response planning with the County.
- g) Coordinate resources with the County.

2. Training

- a) Provide training for department employees.

- b) Organize and train volunteers.

- c) Help businesses by training employees to develop evacuation plans.

3. Responding:

- a) Coordinating fire and rescue operations.
- b) Designating and operating staging areas.
- c) Staffing for fire and rescue at the Emergency Operations Center.
- d) Coordinating hazardous materials response and mutual aid requests for the County.
- e) Deciding whether or not the city needs mutual aid and submitting requests to the Operational Area Coordinator.

B. County (Operational Area)

County Fire or California Department of Forestry are the primary fire agencies for Napa County. A County Fire staff member acts as the fire and rescue coordinator in the County EOC.

Any mutual aid requests will be handled by the County Fire Liaison in the County EOC. He will be responsible for:

1. Planning:

- a) Inventory rescue resources within the area.
- b) Develop resource allocation criteria.
- c) Plan for mutual aid requests and resources.

2. Responding:

- a) Staff the Fire & Rescue function at the County Emergency Operation Center.

Fire & Rescue Annex

- b) Coordinate countywide fire suppression and rescue activities.
- c) Mobilize and deploy fire fighting mutual aid resources.
- d) Maintain communications with field units and on-scene incident commander.
- e) Coordinate mutual aid requests.
- f) Advise decision makers of the risks associated with fire and hazardous materials.

C. State Mutual Aid Region

The County Fire and Rescue Coordinators in each State mutual aid region select a Regional Fire and Rescue Coordinator. The Regional Coordinator serves on the staff of the Office of Emergency Services Regional Manager during emergencies.

The Mutual Aid Region Fire and Rescue Coordinator is responsible for:

1. Developing region wide Fire and Search and Rescue Mutual Aid Plans.
2. Developing a Staffing Plan for a Regional Multi-Agency Coordination Center.
3. Keeping a regional inventory of public and private rescue resources.
4. Locating and listing sites suitable for Mutual Aid Mobilization Center operations.
5. Organizing and dispatching mutual aid resources.
6. Telling the Chief of the Office of Emergency Services Fire and Rescue Division which regional resources are committed.
7. Providing support for Regional Mutual Aid Mobilization Center operations.

D. State

1. Office of Emergency Services

The Office of Emergency Services coordinates state resources during the emergency. The State Fire and Rescue Coordinator is the Chief of the Fire and Rescue Division of Office of Emergency Services and is a staff member of the Director of the Office of Emergency Services.

The State Fire and Rescue and Law Enforcement Coordinators are responsible for:

- a) Maintaining the California Law Enforcement Search and Rescue Plan and the California Fire and Rescue Emergency Plan.
- b) Maintaining a statewide consolidated inventory of rescue resources.
- c) Coordinating mutual aid resources.
- d) Jointly staffing the rescue function at established Disaster Support Area(s), or at the State Coordination Center.
- e) Requesting federal aid.

2. Department of Forestry:

Helps with personnel and equipment, including conservation camp crews in fire suppression, rescue and cleanup, communications and personnel care.

3. State Fire Marshal:

Helps coordinate mutual aid fire and rescue operations.

4. Department of Fish and Game:

Helps with search and rescue

Fire & Rescue Annex

5. Military Department:

- a) Conducts fire support operations (communications, transportation, evacuation and engineering.)
- b) Provides personnel and equipment for rescue operations.

6. Employment Development Department:

- a) Recruits personnel and determines personnel shortages and surplus.

7. Department of Boating and Waterways:

- a) Arranges for emergency small craft transportation services.
- b) Conducts coastal and inland water reconnaissance, damage assessment, and search operations.
- c) Provides communications.

8. California Conservation Corps:

- a) Helps with rescue operations.
- b) Moves injured persons in conjunction with rescue operations.

9. California Highway Patrol:

- a) Conducts highway routing and provides information and traffic control.

10. California Maritime Academy:

- a) Helps the Department of Boating and Waterways by providing small boats.
- b) Assists with marine damage assessment.

11. Department of Transportation:

- a) Helps the California Highway Patrol and local agencies with hazardous

material exposure and contamination control.

12. Department of Industrial Relations, Division of Industrial Safety:

- a) Assigns personnel to the Office of Emergency Services to process and analyze radiological information.

13. Department of Health Services:

- a) The Radiological Health Branch will identify and control any contaminated food and water.

E. Federal

1. Department of Agriculture (U.S. Forest Service):

- a) Provides fire protection within the National Forest System and, under existing agreements, provides assistance to state and local fire suppression agencies upon request.
- b) If available, provides search and rescue and fire fighting apparatus on lands administered by the U.S. Forest Service and may assist in operation in adjacent jurisdictions.

2. Department of the Interior (National Park Service and Bureau of Land Management):

- a) The National Park Service may provide fire protection and certain services in the National Park System while the Bureau of Land Management may provide for fire protection on federal reservations.
- b) If available, provides search and rescue and fire fighting apparatus on lands and waters administered by the Department and may assist in operations in adjacent jurisdictions.

Fire & Rescue Annex

3. Department of Defense:

- a) If help is needed urgently, military commanders have the authority to commit military resources without awaiting instructions from higher authority. Such support might include fire fighting, vehicles, equipment, supplies, personnel, aircraft and crews, and other related manpower and material that will not interfere with military missions.
- b) After a Presidential Declaration of an Emergency or Major Disaster under the provisions of Public Law 93-288, the Federal search and rescue response will be under the leadership of the Defense Department.
- c) The Army will be the Defense Department lead agency. The Corps of Engineers provides personnel and equipment to assist in search and rescue operations, particularly those involved with buildings and facilities and with the evacuation of survivors.
- d) The Air Force will coordinate inland search and rescue.
- e) The Coast Guard will coordinate Maritime search and rescue.
- f) If there is military transportation accident that might include weapons or military secrets, the nearest military base will dispatch security forces to condone off the area and declare it a National Defense Zone. This zone will then be under the control of the federal government until the sensitive material is removed.

4. Department of Transportation:

- a) Provides available search and rescue personnel and facilities.

- b) The Federal Aviation Administration has air traffic control and flight service facilities available to assist in search and rescue operations.

5. Federal Emergency Management Agency:

- a) Coordinates the federal response system following a Presidential Declaration.

F. Supporting organizations

1. Associated General Contractors:

- a) They have produced "Plan Bulldozer"-a plan for the sharing of private heavy rescue equipment.

2. Civil Air Patrol:

- a) Helps with aerial searches.

3. Ham Radio Operators (ARES/RACES)

- a) Provide backup communications, and provide radio data transmission.

4. Other fire districts and volunteer departments:

- a) Provide equipment and personnel for fire fighting.

V. POLICIES AND PROCEDURES

A. Mutual Aid

Requests for resources during emergencies ascend as follows:

1. City
2. County (Operational Area)
3. Mutual Aid Region
4. State
5. Federal

Fire & Rescue Annex

When requesting resources, include:

- Why you need the resources.
- What number and type of resources you need.
- When you need them.
- Where the resources are to be dispatched.
- Who the resources should report to.

Use established channels to get and coordinate mutual aid resources.

When you no longer need a mutual aid resource, return it to the Operational Area or Regional Mobilization Center.

- B. Fire departments should ask law enforcement agencies to help them with rescues outside normal fire service light rescues.
- C. Fire and rescue personnel will help with evacuations and warnings as needed.
- D. Organize a fire watch for shelters. Conduct fire inspections and training at shelters as needed.
- E. Due to different radio frequencies, give incoming mutual aid forces portable radios that use local frequencies.
- F. Honor mutual aid agreements whenever possible.
- G. Direct supervision of rescue team members will be the responsibility of the team leader designated by the providing organization.

Fire & Rescue Annex

CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to specific Fire and Rescue checklists for earthquakes, hazardous materials and floods.

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Keep training (including heavy rescue training) current.
- Provide for prevention of flat tires during emergency response in debris-strewn areas.

During an Emergency - warning phase

- Place available public and private search and rescue resources on standby.
- Work with Law Enforcement to warn and evacuate the public.
- Relocate fire equipment to a safe area.
- Establish communications links with law enforcement to warn and evacuate the public.
- Assist in evacuating non-ambulatory persons.
- Coordinate with facility operators to prevent any hazardous materials release.
- Determine personnel requirements.
- Recruit additional personnel as needed.
- Establish resource assembly points/staging areas.
- Coordinate with Logistics for emergency generators and other needed items.

During an Emergency - impact phase

- Place appropriate personnel in the Emergency Operations Center if activated.
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart in the EOC.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**

Fire & Rescue Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Help with initial triage of injured persons.
- Help with evacuation.
- Help Police with perimeter and traffic control.
- Help alert and notify the public.
- Check with field personnel to determine existing or potential rescue requirements.
- Ensure that adequate resources are on scene.
- Tag injured and deceased as required.
- Report conditions, needs, observations, resource status, and progress to Operations Chief.
- Order evacuation of any family or area if necessary.
- Mark premises which have been searched.
- Determine condition of critical facilities (such as schools, public assembly buildings, high rise buildings, etc.) where life safety is a primary concern.
- Determine condition of pre-designated locations where hazardous chemicals, flammable substances, and explosives are stored, or used.
- Check communications to ensure dispatching and reporting system is operating.
- Dispatch units to provide alternate communications links if necessary.
- Determine if the fire fighting water system is working.
- Extinguish fires when possible.
- Keep other emergency forces informed of areas threatened by fire.
- Work with Public Works to clear debris from roads.

Fire & Rescue Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Check with Planning for a weather forecast.
- Organize rescue teams.
- Organize and direct rescue of trapped persons.
- Protect or save lives; protect property if practical.
- Work with Supply to obtain needed tools, equipment, fuel, food, clothing, and personal items.
- Work with Personnel to ensure that relief crews and mechanics are provided as necessary.
- Keep Planning updated.
- Coordinate with Police to keep the public as far from the scene as reasonably possible.
- Call for equipment as needed for debris clearance and heavy duty rescue operations.
- Work with Care & Shelter regarding shelter locations.
- Work with Police to establish access controls to damaged areas.
- Help people get to safe areas.
- Assign mutual aid resources arriving from other jurisdictions.
- Coordinate with Medical on the care of the injured.
- Coordinate with the Police/Coroner on the collection of bodies.
- Request heavy rescue mutual aid assistance as needed and available.
- Request assistance from the Area Coordinator, County Office of Emergency Services, as required.
- Ensure that fire companies are released from the scene as soon as possible.
- Ensure an orderly de-escalation of the emergency after the situation is controlled.

Fire & Rescue Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- Assemble all records for transmittal to appropriate Finance or Planning Chiefs.
- Determine response deficiencies.
- Make sure first responders under your authority participate in a debriefing and counseling before going home.
- Re-check this checklist.
- Make suggestions for corrections or changes to the Fire and Rescue Annex.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Fire & Rescue Annex

CHECKLIST FOR EARTHQUAKES

NOTE: Use this checklist as a supplement to the basic Fire & Rescue “checklist for all disasters.”

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Move all emergency equipment to open areas to prevent damage in the event of aftershocks.
- Check to make sure there is minimal risk of aftershocks before moving equipment back inside.
- Coordinate with Public Works for evaluation of structural damage to vital facilities.
- Ensure that rescue operations of trapped people is underway.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Fire & Rescue Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS

NOTE: Use this checklist as a supplement to the basic Fire & Rescue “checklist for all disasters.”

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Mobilize Napa Interagency Hazardous Incident Team as needed.
- Secure services of the designated governmental or private hazardous materials cleanup agency.
- Identify responsible party.
- Make sure that responding units do not drive through hazardous material.
- Make sure that operations are conducted from an upwind position, if incident involves fire or toxic cloud.
- Identify spilled or leaked substance. This would include locating shipping papers and placards and contacting, as required:
 - Shipper Phone # _____
 - Manufacturer phone # _____
 - Caltrans phone # _____
 - County Health Department phone # _____
 - Local chemical cleanup company phone # _____
 - CHEMTREC phone # _____
- Make sure that those working in hazardous areas have adequate protective clothing and breathing apparatus.
- Re-evaluate perimeters as the hazardous material is identified and/or environmental conditions change.
- Help medical personnel isolate and remove contaminated or injured persons from the scene.
- Take action to contain and/or prevent the spread of the material.
- Identify radiological situations.
- Make sure notifications to the State Office of Emergency Services have been made in regards to the incident. This is especially important if the incident might involve military weapons.
- Avoid attempts to neutralize large volumes of chemical spills (except for contaminated personnel.)

Fire & Rescue Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Avoid diluting or washing away spills.
- Identify the clean up crew.
- Order clean up.

Completed by _____
Date ___/___/___ Operational Period ____-____

Medical Annex

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Medical Annex

I. INTRODUCTION

An effective medical response, especially during the first hours of an emergency, may save more lives than any other emergency response function. This annex describes the responsibilities and operations of the medical function. It describes the basic concepts, policies and procedures for providing disaster medical care to persons during major natural disasters or technological incidents.

This annex applies primarily to major area-wide disasters creating sufficient casualties to overwhelm local disaster medical response capabilities. Medical response to single site emergencies, such as transportation accidents involving major casualties, is covered by local procedures and the Napa County Multi-Casualty Incident Plan.

The Medical Annex and response is the responsibility of the Fire Department and the Fire/Rescue Deputy Operations Chief.

II. OBJECTIVES

- A. Minimize loss of life, disability and human suffering by ensuring timely and coordinated medical assistance or evacuation.
- B. Coordinate medical facilities, personnel, supplies, communications, and other medical resources.
- C. Provide information required for effective response to and recovery from a major disaster.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, prepare plans, procedures, and checklists that will guide the disposition of public and private medical resources in an emergency. Plans and procedures should provide for coordination and communication with other agencies and individuals that

normally operate independently. Prepare and maintain resource lists.

If a situation such as approaching storm warrants an increase in readiness, review and update documents, check medical facilities and supplies, and alert resource suppliers and emergency medical personnel.

B. During the emergency

1. Warning phase

This phase could begin upon the receipt of a warning such as the forecast of a flood. During the warning phase, mobilize staff and use the medical checklists to guide your actions.

2. Impact phase

Mobilize staff and provide medical care according to the above priorities. Use the medical checklists to guide your actions.

As you take action to protect life and property in the event the emergency occurs, continue to provide patient care and respond to day to day medical emergencies.

C. After (Recovery)

Continue to provide essential medical care services and assist in recovery operations and restoring the City's medical care delivery capacity. Later, when time allows, review your actions and update this Emergency Plan as needed.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. City

The management of City disaster/medical operations is the responsibility of the Fire Department. City disaster medical care operations should be centered around the concept of local first aid stations being

Medical Annex

established in fire stations and community centers, and providing emergency medical support and assistance to hospitals in caring for disaster victims during and after an emergency.

1. Medical is responsible for:

- a) Coordinating resources required to support disaster medical care operations.
- b) Coordinating the non-emergency transportation of casualties and medical resources to first aid stations, shelters, and other designated areas as required.
- c) Coordinating the relocation of patients from damaged or untenable health care facilities.
- d) Maintaining liaison with the Napa Chapter of the American Red Cross and other volunteer services agencies within the jurisdiction of the City.
- e) Maintaining liaison with other city emergency functions.
- f) Communicating with the Operational Area Disaster Medical Coordinator on matters requiring assistance from other jurisdictions, state or federal governments.
- g) Developing and maintaining a capability for identifying medical resources, auxiliary transportation, and communication services within the city.

2. Disaster medical response will be supported by the following organizations:

- a) American Red Cross: Under its charter, the Red Cross provides supplementary medical and nursing care in Red Cross shelters and other health services upon request and within limited capabilities.
- b) Other organizations, listed below under "Supporting organizations in

the County" will also support cities and :

Provide first aid, and pre-emergency disaster medical care training.

Provide, in coordination with county health officials, manpower to establish and staff emergency first aid stations.

Provide first aid treatment, litter bearers, and other medical assistance, including, but not limited to, transportation and essential supplies according to local plans and under local direction.

Provide for feeding of responding medical personnel.

B. County (Operational Area)

1. The Emergency Medical Services Coordinator coordinates the countywide disaster emergency care program. The County EMS Coordinator will:

- a) Maintain the status of all hospitals located in the County.
- b) Respond to requests for re-supply of first aid stations, medical transportation to hospitals or Casualty Collection Points and other resources as available.
- c) Coordinate hospital services within the County.
- d) Coordinate with the disaster Resources function for the procurement and allocation of critical public and private resources required to support disaster medical care operations.
- e) Communicate with the Regional Disaster Medical/Health Coordinator on matters requiring assistance from other counties, state or federal governments.

Medical Annex

f) When requested, provide a liaison to city emergency staff to provide assistance in needs assessment and coordination with the Operational Area Public Health Coordinator.

2. Supporting organizations in the County.

a) Office of Coroner/Medical Examiner: Care of deceased persons.

b) Animal Control: Care and custody of small and large animals.

c) Salvation Army, First aid and medical transportation.

d) American Red Cross: First aid, medical supplies, blood services.

e) Local Hospitals: Care of injured, medical supplies and personnel.

f) Ambulance Service Companies: Care and transportation of injured.

g) Skilled Nursing Facilities: Care of injured.

C. State Mutual Aid Region

If city or county medical resources are unable to meet the medical needs of disaster victims, the Operational Area Coordinator may request assistance from neighboring jurisdictions through the Regional Disaster Medical/Health Coordinator or Office of Emergency Services Regional Office.

The Regional Disaster Medical/Health Coordinator will coordinate the provision of medical resources to the affected areas as conditions permit. If a state response is needed, the functions of the affected region's Regional Disaster Medical/Health Coordinator will be part of the overall state medical response.

The Regional Disaster Medical/Health Coordinator will:

1. Coordinate the acquisition and allocation of public and private resources required to support medical operations in affected areas. This includes coordinating intercounty hospital services.

2. Coordinate the transfer of casualties to unaffected counties in the Region.

3. Request assistance from the State Emergency Medical Services Authority and/or State Department of Health Services as needed.

D. State

The following state agencies will be responsible for providing the disaster medical care services:

1. Emergency Medical Services Authority

The Director (State Disaster Medical Coordinator) will, in coordination with the State Department of Health Services and the Office of Emergency Services:

a) Coordinate state emergency medical response.

b) Allocate medical resources, public and private, from outside the affected area.

c) Authorize emergency travel and related expenditures and allied personnel, both public and private.

d) Respond to requests for emergency medical assistance from Regional Disaster/ Medical/ Health Coordinators and/or County Health Officers.

e) Coordinate the evacuation of injured persons to medical facilities statewide using all available ground and air transportation resources.

f) Help local government develop disaster response plans.

Medical Annex

- g) Help local government restore essential emergency medical services.

2. Department of Health Services

- a) Provides staff support to the Emergency Medical Services Authority in disasters resulting in mass casualties.
- b) Provides staff support to the Joint Medical/Health Emergency Operations Center in Sacramento including: medical personnel unit; patient deployment unit; facilities liaison unit; and medical supplies unit.
- c) Assists County Health Official in arranging special medical care and service for persons exposed to radiation.
- d) Coordinates emergency medical health and sanitation to mitigate the effects of radiation.
- e) Provides assessment of the effects of fallout on medical health and welfare facilities.
- f) Staffs various administrative functions including: record keeping, finance, transportation liaison, communications, and medical personnel.

3. Military Department

Provides, as directed by the Governor at the request of Office of emergency Services:

- a) Medical support for the emergency field treatment of casualties.
- b) Evacuation of casualties to appropriate disaster medical facilities as required.

- c) Emergency medical care and treatment.

- d) Communication and logistics support for medical response.

4. Other State Agencies:

- Department of Finance
- Department of Forestry
- Department of General Services
- Department of Youth Authority
- Department of Conservation Corps
- Department of Social Services

E. Federal

Federal agencies operating under their own statutory authority may help directly. However, following a Presidential Declaration, the Federal Emergency Management Agency will coordinate the federal response system supporting emergency medical needs resulting from disasters. The Federal Emergency Management Agency will be supported by the Sixth U.S. Army Headquarters, the Department of Health And Human Services, and Department of Defense.

As state shortfalls occur, federal agencies will make their resources available to support state and local medical response efforts.

V. POLICIES AND PROCEDURES

A. Reconnaissance and Information

The flow of information should be as follows:

1. City
2. County (Operational Area)
3. Regional Disaster Medical/Health Coordinator
4. Emergency Medical Authority at the State Operations Center

Medical Annex

You will need the following information to manage disaster medical operations:

- The number, by triage category, and location of casualties.
- The location and helicopter accessibility of Casualty Collection Points.
- Land route information to determine which Casualty Collection Points may be evacuated by ground transportation.
- The resource needs of affected areas.
- Location, capabilities, and patient evacuation needs of operational medical facilities in and around the affected area.

B. Transportation of casualties

The transportation of the injured within the affected area will be the responsibility of the Medical Coordinator. Treat and transport casualties in accordance with procedures in the Napa County Multi-Casualty Incident Plan.

Treat casualties at local facilities if possible; transport medical personnel and supplies to the affected area. If local facilities are full or damaged, move patients to suitable facilities elsewhere.

Ambulances will be in great demand. If there are not enough ambulances, use buses, trucks, and cars for the less seriously injured. Use mutual aid channels to request more ambulances.

C. Disaster triage procedures

Disaster triage procedures are in the Napa County Multi-Casualty Incident Plan.

Medical Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Also refer to specific Medical checklists for earthquakes, hazardous materials incidents, and floods.

Before an Emergency

- Make sure you and your staff understand disaster emergency medical procedures.
- Make sure you and your staff understand County, State and Federal disaster medical plans and procedures.
- Identify sources of disaster medical supplies. (Napa County Emergency Medical Supply Caches)
- Identify communications links between paramedic units, hospitals, the Emergency Operations Center, and the County Office of Emergency Services.

During an Emergency - warning phase

- If there is time, review and update plans and resource information.
- Review status of the hospital, clinics, medical personnel, and other operating elements.
- Review planned assignment of medical personnel.
- Prepare to disseminate medical self help information to the general public. (Coordinate with the Public Information Officer)
- Alert ambulance companies for the possible need of their resources for medical transportation.
- Advise Napa Central Dispatch of additional available ambulance resources.

During an Emergency - impact phase

- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart in the EOC.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Determine capacity and status of the hospitals, request hospitals to activate Disaster Plans.

Medical Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- If requested, direct the establishment of a Casualty Collection Point and set up field care, including triage.
- Activate the Multiple Casualty Incident Plan if appropriate.
- Ensure that adequate medical resources have been dispatched to scene.
- Identify sources of medical supplies. (Napa County Emergency Medical Supply Caches)
- Transport non-ambulatory injured to Casualty Collection Points or medical care facilities.
- Periodically, poll the hospitals and clinics to determine patient census, patient evacuation plans, capacity and capabilities.
- Locate and coordinate supplemental field medical care and triage personnel, near or in affected areas.
- Inform Public Information Officer of current information for dissemination to the Public.
- Determine medical transportation needs and capabilities; relay information to County EOC.
- If necessary, request assistance from Area Disaster Medical/Health Coordinator.

After an Emergency

- Assemble all records for transmittal to Finance and Planning Chiefs.
- Determine response deficiencies.
- Re-check this checklist.
- Make sure first responders under your authority participate in a debriefing and/or counseling before going home.
- Make suggestions for corrections or changes to the Medical Annex.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Medical Annex

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Medical “checklist for all disasters.”

- Determine condition and capacity of the hospital and clinics.
- Check with Planning regarding road conditions and alternate routes.
- Determine the condition of communication systems.
- Coordinate distribution of specialized medical supplies from supply points.
- Inform the Public Information Officer of current status and other information for public dissemination.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Medical Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Medical “checklist for all disasters.”

- Alert the hospital of the nature of the hazardous/toxic materials and to prepare for contaminated patients.
- Locate specialized medical supplies.
- Coordinate distribution of specialized medical supplies from supply points.
- Inform the Public Information Officer of current status and other information for public dissemination.

Completed by _____
Date ___/___/___ Operational Period ____-____

Medical Annex

CHECKLIST FOR FLOODS and DAM FAILURES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the basic Medical “checklist for all disasters.”

- Alert ambulance services to move from flood prone areas and contact County Communications when in a new location.
- Coordinate evacuation of flood prone acute care health facilities.

Completed by _____
Date ___/___/___ Operational Period ____-____

Medical Annex

CHECKLIST FOR PRIORITY PROPHYLAXIS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Receive the order for County Public Health Division as to who will be treated. Communication with Napa County HHSA EOC will be ongoing. (Details of agent and transmission mediums will be outlined in order.)
- Ensure that 12 UHF radios begin charging early in event.** The radios are kept at Station #1 in the radio closet. The radios will be needed later at the Priority Prophylaxis site.
- Ensure that the Priority Prophylaxis Branch Box arrives at the Point of Distribution. The Box is located in the Command Support Trailer.
- Review the detailed Priority Prophylaxis Plan. This plan will be kept in The Priority Prophylaxis Branch Box. The plan will be kept in the binder marked **General Information.**
- Assign a qualified Priority Prophylaxis Branch Director. The Director will be assigned to the Priority Prophylaxis Branch at the Napa Valley College gym. The secondary site is the Las Flores Center.
- Determine if more resources will be needed to assist with a possible increased call volume.
- Recall of off duty personnel.** This will be done via medium available at the time (i.e., Telestaffing, Reverse 911, pager, or phone call). Clear text shall be used informing personnel of details (where to go, what to bring, family or not). Details will be disseminated to on-duty personnel through BC. **This will also include Reserves.**
- A follow up phone call may need to be done to assure all personnel are contacted.**
- Contact with Piner's, Napa College Police, Napa PD and Dispatch shall be done. Event information shall be disseminated. Contact can be done through Dispatch.

Priority Prophylaxis Site Set up

- Ensure that security of facility is done prior to set up of site.** This will be done via Napa College Police and NPD. Number of officers necessary to secure site will be left up to the discretion of the Law Enforcement Group Leader.
- Personnel shall be assigned to set up facility at Napa College. This may be done using recall personnel or Reserves. **Anticipate Prophylaxis Delivered by the County within 12-18 hrs.**
- Ensure that current roster for the Fire Dept. personnel is delivered to Prophylaxis Branch (Check in Group).
- Ensure that UHF radios arrive at facility. A full charge of radios will take 6-10 hrs.
- Following site set up, on duty crews will need to be cycled through site for treatment. Crews can access the gym via west road next to gym.
- Inform the PIO of current status and other information for public info.

Police Annex

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Police Annex

I. INTRODUCTION

During a disaster, instincts for protecting home and family are very strong. But the area may be dangerous, and people may have to leave home or stay away against their will.

Law enforcement personnel must guide people toward those difficult actions which, although in their own best interests, are very hard to take. Law Enforcement personnel must then take over the tasks of protecting life and property that the general public is no longer equipped to perform.

This annex covers evacuation, the maintenance of law and order, and the preservation of life and property during natural disasters, civil unrest or technological incidents. Deputy Operations Chief for Police is filled by a Patrol Commander or designate.

II. OBJECTIVES

- A. Enforce laws and control crowds.
- B. Coordinate evacuations.
- C. Control evacuation traffic.
- D. Help alert and notify the public.
- E. Control access to areas closed to the public (but provide for access by emergency responders.)
- F. Protect critical facilities and supplies.
- G. Provide information (such as bridge failures and casualty estimates) as needed.
- H. Help establish staging areas for incoming resources.
- I. Help the Coroner identify the dead and protect personnel effects of victims.
- J. Support search and rescue operations.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, prepare plans, procedures, and checklists that will guide you in an emergency. Prepare and maintain resource lists. Conduct exercises to improve the coordination of your staff.

Evacuation plans should include information about population size, special facilities, transportation resources, and persons requiring transportation assistance.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood.

In addition to continuing law enforcement activities, assist with medical emergencies and rescue situations. Evacuate persons from threatened areas.

Close areas and control as needed. Use the law enforcement checklist to guide your actions.

2. Impact phase

Your activities may include giving warnings, evacuating areas and helping with rescues. Establishing pass and entry controls.

Special procedures may be required to limit exposure if the area has been contaminated.

As the emergency continues, provide security for dangerous areas.

Use the law enforcement checklists to guide your actions.

Police Annex

C. After (Recovery)

After the initial shock of the disaster has passed, the mind of a criminal turns once again to crime. Since a damaged and evacuated area provides opportunities for looting, law enforcement priorities during the recovery phase will shift from evacuation to protection.

Continue traffic and access controls as needed to allow evacuees to orderly and safely return to their property or residence as conditions permit.

Later, when time allows, review your actions and update this Emergency Plan as needed.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. City

The Law Enforcement Unit under the Operations Section will be responsible for:

1. Enforcing laws and controlling traffic in the city.
2. Directing evacuation areas.
3. Securing evacuated areas.
4. Determining the need for help and submitting to the Operational Area Law Enforcement Coordinator.

B. County (Operational Area)

The next higher level of mutual aid responsibility is the county and its political subdivisions. The Napa County Sheriff is the Operational Area Law Enforcement Coordinator.

1. The Area Coordinator helps the city police departments and in turn receives assistance from the Mutual

Aid Region and the California Highway Patrol. The Sheriff is directly responsible for all unincorporated areas.

2. The County Coroner/Medical Examiner has statutory responsibility and authority; under the State Health and Safety Code, for identifying dead persons and human tissue; determining and recording the cause, circumstance and manner of death; and disposing of unclaimed and/or indignant deceased persons. However, a disaster may so overwhelm the Coroner that police, fire, and medical personnel will have to assist with coroner type services.
3. Animal Control will handle referrals regarding injured and dangerous animals.
4. Department of Corrections will handle evacuation of prisoners.

C. Mutual Aid Region

Each Office of Emergency Services Mutual Aid Region has a Regional Law Enforcement Coordinator who is elected by the Sheriffs within the region. The Regional Law Enforcement Coordinator coordinates resources from the state.

During a large scale evacuation, a member of the California Highway Patrol will function as the Mutual Aid Region Movement Coordinator and will coordinate traffic control operations on a region wide basis.

The Mutual Aid Region Transportation Coordinator (from CalTrans) will also help with regional evacuations.

D. State

During a major evacuation, the State Movement Operations Group will be formed. This Group will be chaired by the State Office of Emergency Services and will include a Traffic Control Coordinator (California Highway Patrol

Police Annex

representative) and Transportation Coordinator (CalTrans representative.) State agencies which may be involved in a major effort are as follows:

1. Office of Emergency Services:

Supplies state resources to local jurisdictions during an emergency.

The State Law Enforcement Coordinator (a member of the Office of Emergency Services Staff), has the responsibility for law enforcement mutual aid coordination at the state level.

2. California Highway Patrol:

- a) Helps with evacuation.
- b) Helps establish evacuation routes.
- c) Controls traffic on state freeways and highways within unincorporated areas of the state.
- d) Helps local jurisdictions restore and maintain law and order.
- e) The Area Commander may commit half of the Area's on-duty forces. Highway Patrol Officers remain under the command and control of their department, but they may help local authorities.

3. Military Department:

- a) Helps with evacuation.
- b) Helps control access to restricted or evacuated areas.
- c) State Military Forces in support of local law enforcement will help local authorities, but will remain under military command. (Section 365 of the Military and Veteran's Code)

4. Department of Justice:

- a) Provides intelligence and support information.
- b) Provides communications assistance through the California Law Enforcement Telecommunications System.
- c) May also furnish law enforcement personnel.
- d) Analyzes nuclear terrorist threats.
- e) Works with the Federal Bureau of Investigations and the Department of Energy (Nuclear Emergency Search Team) to locate terrorists and potential weapons.

5. Department of Alcoholic Beverage Control:

- a) Provides vehicles and peace officers.

6. Department of Corrections:

- a) Provides peace officers.

7. Department of Forestry:

- a) Provides peace officers.

8. Department of Fish and Game:

- a) Provides peace officers.

9. Department of Transportation (CalTrans):

- a) Helps the Highway Patrol evacuate persons and control traffic.
- b) Stockpiles and pre-positions barricades at designated location on state roads.
- c) Supports local public works agencies.

Police Annex

- d) Staffs roadblocks as requested by California Highway Patrol.

10. Public Utilities Commission:

- a) Provides listings of commercial and private vehicles that could be used for evacuation.

E. Federal

1. Department of Defense:

The Army may provide defense equipment in support of state and local law enforcement operations; and, when ordered by the President, may provide military personnel and offensive weapons.

Federal troops can only help with law enforcement when:

- the State has committed all of its available forces, including State Military Forces -and-
- they still cannot control the emergency -and-
- the Governor asks the President.

2. Department of the Treasury:

- a) Provides available peace officers.

3. Department of Justice (U.S. Marshal's Service):

- a) Helps federal agencies enforce laws on federal land.

4. Department of Transportation:

- a) Helps with transportation.

5. Federal Aviation Administration:

- a) Helps with communication and with coordinating of search and rescue operations.

6. Interstate Commerce Commission:

- a) Helps with transportation.

7. Forest Service, Bureau of Land Management, and National Park Service:

- a) Evacuates persons from and controls access to federal land.

V. POLICIES AND PROCEDURES

- A. The Sheriff and Police Departments will coordinate their efforts.

- B. Use auxiliary personnel for low risk duties, such as security and traffic control.

- C. Due to different radio frequencies, if possible, give incoming mutual aid forces portable radios that use local frequencies.

- D. Request mutual aid from the Mutual Aid Region. Requests should include, as applicable:

- Number of personnel needed.
- Type and amount of equipment.
- Reporting time and location.
- Authority to whom they are to report.
- Access routes.
- Estimated duration of operations.

- E. All law enforcement mutual aid support will, to the maximum extent possible, be provided in accordance with the California Law Enforcement Mutual Aid Plan.

VI. ACCESS CONTROL

To protect the public and maintain law and order, you may have to control access to evacuated areas. Areas may need to remain closed for several weeks.

- A. Punishment for entering a closed area

Any unauthorized person who willfully and knowingly enters an area closed by

Police Annex

a peace officer and who willfully remains within such area, after receiving notice to evacuate or leave, shall be guilty of a misdemeanor. (Penal Code Section 409.5-Authority of Peace Officers to Close Areas in Emergencies)

B. Media access

Nothing in Penal Code Section 409.5 prevents a reporter from entering a closed area. See the Public Information Annex for the full text of the law and for suggestions on how to handle persistent reporters.

C. Keep a record of all persons and cars that enter the closed area.

D. Tell people entering the closed area what to do to protect themselves from hazards.

VII. EVACUATION

A. Small evacuations

These can be handled by on-scene public safety personnel.

B. Larger evacuations

Set up traffic and access control points, evacuation routes and evacuation assembly points. Select shelters accordingly.

Police Annex

CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to specific Police checklists for earthquakes, hazardous materials, floods, and fires.

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Estimate emergency staffing levels.
- Provide for prevention of flat tires during emergency response in debris-strewn areas.
- Develop access control policies, procedures and forms.

During an Emergency - warning phase

- Dispatch appropriate Police representative to the Emergency Operations Center if activated.
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**

Mobilize resources:

- Alert personnel.
- Recall off-duty personnel.
- Deputize additional personnel as required.
- Protect facilities that will be used during evacuation.
- Place tow trucks on standby to assist disabled cars on evacuation routes.
- Prepare personnel assignments.
- Test equipment, including warning systems.
- Tell alerting units that when they deliver the evacuation message, they should stop and deliver the whole message over the loudspeaker before proceeding.
- Alert local jurisdictions and State agencies prior to public announcement of evacuation.

Police Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Plan for evacuation

- Set the boundaries of the evacuation area.
- Estimate the number of people in the evacuation area.
- Estimate number of persons needing transportation.
- Select the best evacuation routes.
- Survey status of major evacuation routes; identify alternate routes where necessary.
- Establish traffic control points.
- Establish evacuation assembly points.
- Prepare to provide traffic control and security for shelters and other essential facilities.
- Warn special facilities of the possibility of evacuation. (Find out if they need transportation; if so, for how many?)
 - River Point
 - hospitals
 - jails
 - institutions for the disabled
 - Nursing homes
 - schools – Oxbow (Residential)
- Prepare to establish a temporary jail if needed.
- Prepare to relocate personnel and equipment from stations in hazard areas.
- Prepare to receive evacuees (work with the Care and Shelter Unit.)

Begin Evacuation

- Dispatch units to public assembly points.
- Control traffic, especially on designated evacuation routes.
- Request regular updates on road conditions and change evacuation routes if necessary.

Police Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Coordinate with other agencies.
- Monitor traffic flow on evacuation routes.
- Maintain communications with traffic control personnel.
- Dispatch units to warn people in areas to be evacuated.
- Tell the public where to go to obtain transportation.
- Provide a telephone number for elderly and disabled persons who need help.
- Encourage evacuees to stay with friends or relatives.
- Search evacuated areas to make sure that all people have received warnings.
- Mark all evacuated buildings with standard search "X" and the word "EVACUATED" in a highly visible location.
- Coordinate with Public Works to obtain barricades and signs.
- Ask Public Information Officer to have radio and TV stations broadcast evacuation instructions.
- If you change an evacuation route, tell the Public Information Officer and the Transportation Unit, Shelter Unit and traffic control personnel.
- Monitor the status of warning and evacuation process.
- Help evacuate institutionalized persons, the disabled and the elderly, as necessary.
- Dispatch buses to designated pickup routes and assembly points.
- Move prisoners to nearby jails.
- Provide crowd control to assembly points.
- Establish security patrols and access control procedures.
- Dispatch units to access control points.
- Control access to vacated areas when feasible.

Police Annex

- Shift patrol areas to increase security for potential high crime areas and essential facilities.

CHECKLISTS FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Provide security to protect people remaining in area.

During an Emergency - impact phase

- Protect personnel from potential hazards.
- Periodically patrol any unmanned barricades.
- Help with search and rescue operations.
- Assist fire units and heavy equipment operators in entering or leaving vacated area.
- Impose curfew, when directed.

After an Emergency

- Establish traffic and other controls to permit re-entry when safe.
- Ensure an orderly de-escalation and timely release of off-duty personnel.
- Assemble all records for transmittal to appropriate Finance officers.
- Request mutual aid assistance from the Operational Law Enforcement Coordinator, as required.
- Meet with other agencies to determine response deficiencies.
- Re-check this checklist.
- Make sure first responders under your authority participate in a debriefing before going home.
- Make sure first responders under your authority receive counseling if needed.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Police Annex

CHECKLIST FOR EARTHQUAKES

NOTE: Use this checklist as a supplement to the basic Police "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Dispatch units to survey damage, particularly predesignated key facilities.
- Drive vehicles out from under cover to prevent damage from aftershocks.
- IF LITTLE OR NO DAMAGE IS REPORTED PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS NEEDED:
- Provide alternate communications, if telephones or radios are unusable.
- Call in regular personnel, assign responsibilities according to plan.
- Provide public safety information to the Public Information Officer.
- Continue surveys for further damage and advise the Operations Section Chief of hazards observed.
- Impose curfew, as directed.
- Request mutual aid assistance from the Operational Area Law Enforcement Coordinator, as required.
- Make sure that searched buildings are adequately marked.
- Provide traffic control.
- Supervise and monitor patrol traffic and assign units as requires.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Police Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENT

NOTE: Use this checklist as a supplement to the basic Police "checklist for all disasters."

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Ensure that all personnel remain upwind or upstream of the incident site. Reposition personnel and equipment if conditions change.
- Check with Planning regarding wind direction and weather forecast.
- Provide representative to field unified command post.
- Assist Fire Department and Hazardous Materials Team with evacuations as outlined in the checklist for all disasters.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Police Annex

CHECKLIST FOR FLOODS and DAM FAILURES

NOTE: Use this checklist as a supplement to the basic Police :checklist for all disasters.”

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Warning phase

- Check the Dam Inundation Maps to verify evacuation needs and transportation routes inundated.
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as safety permits.
- Arrange for emergency electrical power for law enforcement facilities.
- Alter patrol areas to accommodate flood conditions.
- Notify high-risk areas (Oxbow School, River Pointe, etc.).

Impact phase

- Notify all units in and near inundated area of projected flood/wave arrival time.
- Survey extent and severity of damage.
- Coordinate with Public Works for debris clearance and heavy rescue operations.
- Provide alternate mobile communications, if necessary.

Completed by _____
Date __/__/__ Operational Period ____-____

Police Annex

CHECKLIST FOR FIRES

NOTE: Use this checklist as a supplement to the basic Police “checklist for all disasters.”

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Provide representative to field Unified Command Post.
- Request projected containment, control and extinguishment from fire representative.
- Determine projected completion time of rescue operations if not part of a fire event.
- Ensure that adequate resources are on the scene.
- Ensure call-back of sufficient off-duty officers is initiated if needed.
- Determine if mutual aid from within County is needed and available.
- Provide information to the Public Information Officer as appropriate.
- Request assistance from amateur radio operators as needed.
- Ensure that relief crews are provided as needed.

Completed by _____
Date __/__/__ Operational Period ____ - ____

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Public Works Annex

I. INTRODUCTION

The Public Works Section of the emergency response has the critical task of repairing and restoring essential structures. This is not an easy task, especially since conditions during the disaster make work especially difficult.

This annex will guide the Public Works response from preparedness activities such as compiling resources through the recovery activities of debris clearing and rebuilding. Deputy Operations Chief for Public Works is filled by the Public Works Director or Designate.

II. OBJECTIVES

- A. Assess the usability/safety of structures after the event (With Site Safety/Damage Assessment Groups).
- B. Repair essential roads, bridges, overpasses and tunnels.
- C. Clear debris and open roads.
- D. Support damage assessment activities.
- E. Fight floods and mudslides.
- F. Build or improve shelters.

III. PHASES OF THE EMERGENCY

Depending on the nature of the disaster, activities may be in full swing before, during and long after the event. Use the checklist to guide your response actions.

A. Before

During this phase, prepare plans, procedures and checklists that will guide the disposition of public and private resources in an emergency. Plans and procedures should provide for coordination and communication with government agencies and private sector construction and engineering firms.

Prepare and maintain resource lists.

Identify facilities (such as debris disposal sites) and structures required to support emergency operations, and prioritize post-event inspection.

If a situation such as an approaching storm warrants an increase in readiness, review and update documents, check facilities, supplies and equipment and alert resource suppliers and emergency personnel.

B. During

1. Warning Phase

This phase could begin with a warning such as the forecast of a flood. During the warning phase, mobilize staff and prepare to compile resources.

2. Impact Phase

Survey structures for safety/usability, open roads, restore essential services, assess damage and clear debris.

C. After (Recovery)

Restore roads, bridges and essential services and work on long-term reconstruction. This phase could stretch into several months or even years.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. The City of Napa Public Works will perform the following functions:

1. Oversee inspections and clear debris.
2. Provide public information about unsafe structures and road closures.
3. Maintain water facilities and distribution.
4. Maintain telephone systems within City Government buildings.

Public Works Annex

5. Coordinate with the County (Operational Area) regarding resources and information.
- B. County (Operational Area)
1. Coordinate countywide construction and engineering operations.
 2. Coordinate resources required for debris clearance, route recovery and other engineering operations.
 3. Provide inspectors for facilities and buildings.
 4. Inspect roads and bridges.
- C. Mutual Aid Region
- The Mutual Aid Region Construction and Engineering Coordinator has responsibility for:
1. Coordinating construction and engineering operations within the region.
 2. Giving information and requests for help to the State Construction and Engineering Coordinator.
- D. State
1. The State Construction and Engineering Coordinator will coordinate statewide construction and engineering operations and requirements.
 2. California Conservation Corps
 - a) Provides personnel and equipment to support emergency debris clearance.
 - b) Provide work crews for flood fighting and other related support.
 3. California Highway Patrol
 - a) Assesses damage to streets and highways.
 - b) Closes dangerous roads.
 - c) Removes obstructing vehicles.
 - d) Controls traffic into and around impacted areas.
 - e) Helps CalTrans with route recovery priorities.
 4. Department of General Services (Office of the State Architect) clears debris from State-owned buildings, sewers and water systems.
 5. Department of Transportation (CalTrans)
 - a) Assesses damage to State highways.
 - b) Establishes route recovery
 - c) Removes debris.
 - d) Makes repairs and establishes detours to restore highway transportation on selected routes.
 - e) Helps local agencies, as required.
 - f) Helps the California Highway Patrol control traffic.
 6. Department of Water Resources
 - a) Provides flood protection, flood control, flood fighting services and related support.
 - b) Removes debris from and continues to operate the State's flood control works and the State Water Project.
 7. Military Department
 - a) When directed by the Governor, provides assistance in emergency clearance of debris and rubble from roadways, bridges and other essential facilities.
 8. Office of Emergency Services

Public Works Annex

- a) Coordinates debris clearance performed by State agencies.
- b) Provides guidance to local jurisdictions and State agencies in the preparation and submission of applications for Federal grants for emergency debris clearance.
- c) Receives, processes and forwards applications for Federal grants for cost of debris clearance.

E. Federal-U.S. Army Corps of Engineers

1. Helps with flood emergency preparation, flood fighting and rescue operations and flood control.
2. Helps with emergency debris clearance, demolition and emergency repair or replacement roads.

F. Supporting organizations (see resource list)

1. Pacific Gas and Electric Company

The City of Napa will rely on the emergency response efforts of PG&E for electrical and gas emergencies. PG&E will provide a representative to the County Emergency Operations Center.

2. Engineering Contractors Association

Could provide volunteers for damage assessment building inspectors. Types of engineers (civil, mechanical, electrical) and equipment may be obtained through Plan Bulldozer, a mutual aid plan.

3. Private Engineers

Provide facility and structural inspectors.

4. Utility Industries

The utility companies of California, in mutual support for each other and the State and local governments, have provided a representative to the State

Office of Emergency Services to manage the Utilities Division. The division has developed the State of California Utilities Emergency Plans which provide for Electric, Gas and Water Coordinators, who are selected representatives of the various utility organizations, provide a channel for mutual aid and other support as required.

V. POLICIES AND PROCEDURES

A. Post-Event Inspection of Facilities and Structures

See the Damage Assessment Plan for Volunteer Engineers and the Damage Assessment Plan for California Building Officials (published and issued separately by the State Office of Emergency Services.)

Give top priority to inspecting structure that support emergency operations.

B. Emergency Debris Clearance

Individuals and private organizations who clear debris from their own private property cannot be reimbursed.

To apply for a Federal debris removal grant, see Section 3 (Recovery/Rehabilitation) of the California Emergency Plan and the State Disaster Assistance Procedural Manual.

C. Road priorities

1. A quick assessment of road damage and immediate access/egress needs.
2. Opening alternate routes.
3. Reopening essential roads.
4. Full recovery as soon as possible.

Public Works Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Also refer to specific Public Works checklist for earthquakes and floods.

Before an Emergency

- Identify vulnerable facilities and road systems.
- Establish priorities for renovating or relocating vulnerable facilities.
- Identify sources of structural engineers and heavy equipment.
- Store a supply of "Dangerous-Keep Out" signs in English and Spanish.

During an Emergency - Warning Phase

- Place Public Works crews on standby.
- Place damage assessment teams on standby.
- Establish and test communications network.

During an Emergency - Impact Phase

- Report to the Emergency Operations Center, if activated.
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Read this entire checklist.
- Obtain briefing from Operations Section Chief.
- Maintain an Activity Log (ICS 214).**
- Verify that ICS 204 (Assignment) and 214 (Activity Log) forms are filled out by field personnel.
- Dispatch units to survey for damage, fires, landslides and other effects.
- Determine heavy rescue needs (Consult with Fire/Rescue)
- Activate public, contractual and volunteer forces. (Engineering Contractors Association)
- Work with the Supply Coordinator to obtain and allocate material required to support emergency operations.

Public Works Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Mobilize personnel, heavy equipment and vehicles at designated Multipurpose Staging Areas.
- Determine priorities for Public Works activities.
- Allocate personnel and equipment according to established priorities.
- Advise the Operations Chief regarding the evacuation of hazardous structures.
- Organize heavy equipment crews to help rescue trapped persons. (Fire/Rescue)
- Provide barricades for traffic and access controls.
- Cordon off areas around hazardous structures (Coordinate with Law Enforcement)
- Construct detours and alternate routes according to plans.
- Repair damage to essential routes.
- Identify debris storage locations.
- Begin debris clearance as situation permits.
- Get and coordinate vehicles for hauling of emergency water.
- Provide information to the Public Information Officer.
- Request help from the Mutual Aid Region Construction and Engineering Coordinator, if needed.
- Keep the Operations Section Chief informed about activities in the Public Works Section.

After an Emergency

- Repair damage.
- Clean up debris and restore neighborhoods to their original appearance as soon as possible.
- Invite citizen involvement if substantial changes or historic buildings are involved in rebuilding process.

Public Works Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Relocate facilities that proved to be in a bad location.
- Take other mitigation measures as needed.
- Document and photograph all aspects of your work.
- Assemble and check financial records; forward to finance.
- Make suggestions for corrections or changes to the Public Works Annex.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Public Works Annex

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the Public Works "Checklist for All Disasters."

- Dispatch team to check dams.
- Check key facilities, public works yards and other facilities to determine the extent of damage and ability to operate.
- Assign engineering teams to determine capacity and safety of bridges, underpasses and roadways. (Engineers)
- Assign teams to inspect buildings and structures critical to emergency operations and public safety. (Building Inspectors)
- Coordinate the controlled release of water from reservoirs to avoid dam failure.

Completed by _____
Date ___/___/___ Operational Period ____ - ____

Public Works Annex

CHECKLIST FOR FLOODS AND DAM FAILURE

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

NOTE: Use this checklist as a supplement to the Public Works "Checklist for All Disasters."

Warning Phase

- Coordinate efforts to reinforce dam as feasible.
- Monitor status of dam and report any changes.
- Move construction equipment and support equipment to high ground.

Impact Phase

- Continue sandbagging efforts as feasible.
- Clear debris from waterways to prevent flooding.
- Request personnel, if needed.
- Request mutual aid support when needed.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Public Works Annex

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Communications Annex

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Communications Annex

I. INTRODUCTION

During a disaster, communications will often be difficult. Extreme demands will be placed on systems that may be damaged or overloaded. It is the responsibility of the communications unit to establish and maintain vital communications systems during a disaster. The communications functions will be supervised by the telecommunications specialist or designate.

II. OBJECTIVES

Manage and coordinate communication systems to:

- A. Direct and coordinate emergency operations.
- B. Alert and warn government forces and the general public.
- C. Provide advice and instructions to the general public.

III. PHASES OF THE EMERGENCY

A. Before

During the warning phase, the systems used daily by most agencies, particularly public safety agencies, will be used for intrajurisdictional communications. Also, such agencies will probably operate, at least initially, from their day to day offices and headquarters.

B. During

During larger disasters, the Emergency Operations Center will play a greater role in centralizing communications.

IV. FACILITIES AND SYSTEMS

A. Emergency Broadcast System

Originally designed for the President of the United States to address the public in the event of enemy attack, the

Emergency Broadcast System consists of radio stations that use specific procedures to provide emergency information to the public. The station for Napa County is KCBS, 740 Am. The system is activated by designated local, State and Federal officials.

To activate the Emergency Broadcast System, the Public Information Officer will initiate the process.

Priority for use is:

1. Presidential messages
2. Local area programming
3. State programming
4. National programming and news

B. State Radio Systems

The California Law Enforcement Mutual Aid Radio System.

This system serves all State Office of Emergency Services Facilities and interconnects law enforcement agencies of all counties and numerous cities. This system uses microwaves to provide statewide coverage and is the State's radio backup to the national Weather System, discussed below.

1. California Emergency Services Radio System

This is a Local Government System which services all Office of emergency Services facilities, a number of State agencies and county level defense agencies participate in the system. It is microwave-interconnected for statewide coverage.

2. Office of Emergency Services Fire Network

This network serves all of Office of Emergency Services facilities and fire equipment. Radio equipment on this network is located with fire service agencies in 52 countries. The network employ mountaintop mobile relays and

Communications Annex

interconnects to the State Microwave System to provide statewide coverage.

3. Mobile Command Complexes

The Office of Emergency Services has two mobile command complexes, each consisting of a communications van, an operations van, a command van, and a generator to provide power. One complex is stored at Los Alamitos and the other at the Office of Emergency Services Headquarters in Sacramento. Their primary purpose is to provide initial communications from the disaster area to Office of Emergency Services Headquarters and act as a collection point for damage assessment information until more sophisticated communications are established and/or restored.

These complexes are equipped for operation on each of the major State radio communications systems, the satellite systems, various mutual aid radio systems and ham radio operators. Radio operators must be provided by the responsible agency.

4. California National Guard

The California National guard has an assortment of communication capabilities, with limited day to day in place systems. Most communications serve their own operating forces. It has some reserve capability.

C. City/County Radio Systems

The Napa Central Dispatch Center provides dispatch services for both the City and County of Napa utilizing the following frequencies:

1. City fire (Napa 4-Napa Central Dispatch)
Operated for response activities of Napa
City Fire Department
2. City Police (Napa 1-Napa Central Dispatch)
Operated for Napa City
Police activities

3. Napa Sheriff's Department (Napa 1-Napa Central Dispatch)
Operated for Napa County
Sheriffs
Department activities

4. Napa County Fire/California Department of Forestry (St. Helena Dispatch Center)
Operated for Response activities of Napa County
Fire Department and CDF

5. City Local Government
Public Works activities for the City of Napa

6. County Local Government
Public Works activities for the City of Napa

7. County Emergency Medical (MEDNET)
Medical communication net for hospitals and emergency responders

8. County Paramedic Net
Medical communication and telemetry for Napa County Paramedics and Base Stations

D. Emergency Operations Dispatch Center

- a) The Emergency Operations Dispatch Center (EODC) is an additional area that is established in the Operations Section of the EOC.

- b) When activated, the EODC handles all radio traffic for City Fire, Police, Public Works and Med Net that has been designated to the disaster Operations Section.

- c) During the event, the Napa Central Dispatch Center will continue to handle all City and County emergency telephone traffic.

E. Other Radio Systems

1. RACES

Communications Annex

Must be requested by the County licensed Amateur Radio Operations who use amateur radio frequencies and networks. The system provides communications between the Emergency Operations Center and other agencies throughout the County and State.

2. KVON/KVYN Radio Stations

KVON/KVYN is a local station in Napa County that has agreed to act as a local source for information during a disaster. The call numbers are 1440 AM/99.3 FM. This station will work closely with the Public Information Officer during a disaster.

F. Telephone

1. Common carrier telephone service is available to support all emergency systems.
2. City telephone system is maintained by the Public Works Electrical department.
3. The National Warning System.

This is a nationwide attack warning dedicated landline system which provides two-way voice communications between Federal, State and Local Warning Points.

4. Cellular phone use may be limited due to system damage and/or overuse.
5. OASIS (Operational Area Satellite Information System)
 - a) OASIS is a dedicated satellite communication system providing contact between operational areas for exchange of information and resources.
 - b) OASIS access for the City of Napa is available throughout the dispatch center.

G. Teletype

California Law Enforcement Telecommunications System (CLETS)

Has 900 terminals in California and serves all cities and counties.

V. POTENTIAL PROBLEMS

A. During peacetime emergencies

1. Weak Links

Telecommunications are composed of many subsystems, each interconnected and interdependent. A radio network, for example, may use telephone lines, microwave circuits, satellite interfaces, underground and overhead cables and secondary radio paths.

The failure of any one link in this electronic "chain" can effectively disable a large portion of the system.

2. Overloading

Communication systems may be overloaded or even rendered inoperable in an emergency. Telephone communications may be overloaded by calls within or into affected areas. The situation may be further complicated by physical damage to equipment, loss of electrical power and subsequent failure of some auxiliary sources.

3. Loss of Power

Loss of emergency power has been the primary cause of communications failure in past disasters. Poor installations and poor generator maintenance contribute to a high failure rate. Scarcity of diesel and gasoline, which are primary fuels for backup generators, any limit the viability of surviving communication sites.

B. During Wars: The electromagnetic pulse

Communications Annex

In the event of a nuclear attack, the destructive effects of blast, heat and electromagnetic pulse may cause numerous electronic components to fail.

All communications equipment is susceptible to such damage, including broadcast stations, radios, television, car radios and battery-operated portable transistor radios.

VI. POLICIES AND PROCEDURES

A. Reserve Equipment Not Available

Since there are few uncommitted communication resources, consider existing day to day systems as all that will be available in an emergency.

B. Emergency Operations Center Systems

Communications systems installed at or controlled from the Emergency Operations center will support field activities.

C. Emergency Broadcast System

The Emergency Broadcast System will be used to the maximum extent possible, for the dissemination of emergency information, advice and action instructions to the general public.

D. Amateur Radio

Radio Amateur Civil Emergency Services (hams will be assigned to backup several agencies through the County.) The agencies they will back up as follows:

1. Schools (district offices)
2. Hospitals (Queen of the Valley, St. Helena Hospital, Holderman hospital, Napa State Hospital)
3. Radio Stations (KVON/KVYN)
4. Media center
5. Napa County Emergency Operations Center

6. Central Dispatch (Napa Police Dept.)
7. California Division of Forestry (St. Helena)
8. Shelters
9. Red Cross

In the event of a disaster, RACES will respond top the designated areas. The RACES staff person at the County EOC will work with the Communications Director in the County EOC to determine other areas where assistance is needed.

VII. ALERTING AND WARNING

Warning is the process of alerting government and warning the general public to the threat of imminent extraordinary danger. Depending on the nature of the threat and the population group at risk, any level of government can originate a warning. The saving of lives and property often depends on the timely warning of persons in threatened areas.

A. Attack Warning Systems

1. National Warning System

The National Warning System is a nationwide attack warning system. For major peacetime emergencies, portions of the system can be used, augmented by State and local systems, as needed.

The National Warning System is a dedicated wire-line system which provides two-way voice communications between Federal Warning Center, State Warning Points and Local Warning Points. The system in California consists of four elements:

- National Warning System, Federal-California link
- National Warning System, State-County Warning Points circuits

Communications Annex

- County-City Warning Systems
- Local community attack warning devices, such as sirens, horns or whistles

2. Dissemination of Attack Warnings

The Federal Warning Centers disseminate warning information to State Warning Points over National Warning System. State Warning Points disseminate the information over National Warning System to the Local Warning Points. In addition, State agency radio systems, teletype and telephone circuits are used to ensure maximum dissemination. Each Local Warning Point further disseminates the warning over the local Public Safety communication channels.

B. Peacetime Warning System

1. Flood

A flood emergency is normally preceded by a buildup period which permits marshaling of forces that are required to combat the emergency. During the buildup period, Office of Emergency Services cooperates with the National Weather Service and the State Department of Water Resources by relaying pertinent weather information over selected circuits and relays it to Office of Emergency Services private line teletype system and to local governments via the California Law enforcement Telecommunication System.

2. Earthquake

Earthquakes occur without warning. The Office of Emergency Services could receive notification of an earthquake, as well as subsequent

information, including damage reports from various sources, such as:

- Office of Emergency Services Regional Offices
- Parkfield (earthquake monitoring site)
- University of California, Seismological Observatory, Berkeley
- Federal/State agencies
- Honolulu Observatory

This information may be received and transmitted via National Warning System, radio, teletype or telephone. The State Warning Center has a seismic alarm system that activates during earthquakes, prompting duty personnel to investigate the disturbance.

3. Other emergencies

Warning and/or information concerning emergencies other than those cited above is disseminated using any appropriate system or systems.

C. Warning Devices

Local government is responsible for warning the populace of the jurisdiction. This is accomplished through the use of local radio stations.

D. Local Warning System

Napa City/County Dispatch will be responsible for alerting and initial notification of emergency personnel. Depending on the incident, the Dispatch supervisor will initiate the notification of personnel as necessary following call out procedures already established.

NAPA CITY CALL OUT PROCEDURES

In the event of a disaster that significantly impacts the lifelines, utilities or communication guidelines in the City or generates significant numbers of calls of

Communications Annex

damage or injuries, the following procedures will be implemented:

ALL CITY EMPLOYEES WILL BECOME DISASTER SERVICE WORKERS

If Communications are working:

Dispatchers will initiate the Disaster Call Out Procedures.

- The City/County Dispatch will notify the City Manager (DES) and the Emergency Services Manager.
- The Emergency Services Manager will notify City Department Heads via pager and/or telephone to report to the EOC or respective stations.
- The Department Heads will notify their staff to report to their stations.

If Communications are not working:

- All Department Heads and personnel outlined in the matrix of this Plan will report immediately to the EOC for status update and possible EOC activation.
- All other Department Heads and personnel will report to their respective stations.
- The Director of Emergency Services will direct Public Information Officer to notify Radio KVON 1440 AM/KVYN 99.3 FM and alert all City personnel who have not reported to their stations.

Communications Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Test all communications equipment regularly.
- Make sure radio batteries are in good shape. (will hold charge)
- Make sure equipment will survive impacts of a disaster:
 - All equipment securely anchored.
 - Emergency power for base stations and repeaters.
- Make sure back up generators are being maintained.
- Make sure you have the latest version of the call-up list.

During an Emergency

- Contact the Operations Chief in the EOC and obtain a briefing.
- Report to the EOC if necessary/requested by Operations Chief, put on the name tag with your title and place your name on the organizational chart.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Advise on Emergency Operations Center communication capabilities/standby features.
- Test primary and alternate communications.
- Review and update warning procedures.
- Notify Amateur Radio (RACES) coordinator.
- Work with the Public Information Officer to prepare and issue a bulletin for the Emergency Broadcast System.
- Activate Emergency Operations Center as soon as possible.
- Notify utilities (Pacific Bell and PG&E)
- Route all incoming messages to the Emergency Operations Center staff.

Communications Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Routine information calls should be directed to the Media Center.
- Activate the public warning system if directed by Operations.
- Forward all reports to Operations.

After an Emergency

- Evaluate effectiveness of communications systems
- Repair damaged systems and components
- Forward suggestions for improvements to Operations.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Communications Annex

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Planning Section Annex

The Planning Section helps plan the response to the emergency and is comprised of the following annexes:

- Planning Section Chief:

Directs the Planning Section.

- Situation Status:

Gathers information and provides it to the Emergency Operation Center.

Makes predictions and provides other information; works with the other Sections to set priorities and plan strategy.

- Resources Status:

Tracks personnel, equipment and supplies, but does not actually provide these items. (The Personnel, Supply, and Transportation units of the Logistics Section provide these resources.)

- Damage Assessment:

Assesses damage and inspects buildings and other structures for damage.

- Demobilization:

Prepares the Demobilization Plan and assists Sections, Units and assisting agencies to return to normal operating status.

- Documentation:

Maintains and compiles accurate and complete disaster response files and provides duplication services to the EOC staff.

Planning Section Annex

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Planning Section Chief Annex

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Planning Section Chief Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Planning Section Chief within the Incident Command System (ICS). The Planning Section Chief position is filled by the Planning Director, Fire Department Division Chief, Fire Department Battalion Chief, or alternate.

II. OBJECTIVES

- A. Collect, evaluate and disseminate information on the status of the disaster and resources.
- B. Coordinate the emergency operations of the 5 Units in the Planning Section. (Situation Status, Resource Status, Damage Assessment, Demobilization, and Documentation.)
- C. Activate the Planning element of the Action Plan.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position and those in the Planning Section. Any weakness in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of flood. During the warning phase, contact those individuals who could be managing the Planning Section Units and ensure that they review their checklist and emergency Plans.

2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Planning Section until all Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Planning Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Planning Section Chief will be responsible for:

1. Coordinating the Planning Section Units.
2. Managing information for collection and display.
3. Supervise preparation of Incident Action Plan and coordinating planning meetings.
4. Evaluating situation information and damage assessments.
5. Providing periodic predictions on disaster potential.
6. Disseminating situation intelligence to the Director of Emergency Services, Section Chiefs and PIO.
7. Preparing summary reports of the situation for transmission to the County and State.
8. Developing post disaster plans.
9. Keeping the Director of Emergency Services informed of Planning Section activities.

Planning Section Chief Annex

CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to specific Planning Section Chief checklists for earthquakes

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Make sure the “before” checklist items are updated in all the Planning Section annexes.
- Make sure call-up lists are up to date.

During an Emergency

- Report to the Emergency Operations Center.
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Report to the Director of Emergency Services for a briefing.
- Read this entire checklist.
- Appoint and supervise Planning Section units as needed:
 - Situation Status
 - Resource Status
 - Damage Assessment (Coordinate with Site Safety Analysis Groups under Operations).
 - Demobilization
 - Documentation
- Maintain an Activity Log (ICS 214).
- Establish information requirements and reporting schedules.
- Conduct a Planning meeting with the Director of Emergency Services and Section Chiefs to develop an Incident Action Plan for each operational period including:
 - Priorities and Objectives
 - Information requirements.
 - Overall strategy (offensive/defensive.)
 - Need for evacuation.
 - Estimate of incident duration.
 - Priorities for the procurement and allocation of available resources.
 - Utilization of appropriate I.C.S. forms.

Planning Section Chief Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Compile and distribute incident status summary information.
- Coordinate with segments of the private and the volunteer sector who can provide damage assessment information. (Red Cross, Amateur Radio, Business and Industry.)
- Request technical assistance from the Information Technology Division as needed.
- Develop a plan for demobilization via the demobilization unit checklists.
- Review Incident Action Plan and revise, as needed, to plan for demobilization.

After an Emergency

- Work with the Director of Emergency Services to develop a recovery plan.
- Consider speeding up the permit process to allow for faster reconstruction.
- Take mitigation measures, including zoning changes, to prevent similar emergencies in the future.
- If extensive reconstruction is necessary, take steps to preserve the character of neighborhoods.
- Assemble and check financial records; forward to Finance Section Chief.
- Write a summary of activities, findings and suggestions from this event and forward to the City Managers office.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Planning Section Chief Annex

CHECKLISTS FOR EARTHQUAKES

NOTE: Use this checklist as a supplement to the basic Planning “checklist for all disasters.”

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Ensure that survey units are dispatched to survey for damage, flooding, fires, or other hazards. Document “who”, “what”, “where”, and “when.”
- Verify reports; poll field units and key facilities through the other Section Chief’s to determine situation in their vicinity and ability to function.
- Protect emergency equipment from possible aftershock.
- Evaluate the possibility of dam failures.
- Work with Public Works to plan for the inspection of buildings and other structures. Plan for:
 - Priorities for inspection.
 - Who will inspect what.
 - Timetable for inspections.
 - Re-entry policy.

Completed by _____
Date ___/___/___ Operational Period ____-____

Planning Section Chief Annex

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Situation Status Unit Annex

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Situation Status Unit Annex

I. INTRODUCTION

This narrative describes the operation of the Situation Status Unit during a disaster. The response checklists that follow will serve as reminders during an actual response effort.

II. OBJECTIVES

During a disaster, the objectives of the Situation Status Unit are to:

- A. Gather and analyze information on the nature, severity, and extent of the disaster.
- B. Report this information clearly and correctly. These reports will guide response decisions.

III. INFORMATION PRIORITIES

A. Top priority:

Information needed to determine operational problems and immediate needs of victims. In the Immediate Impact Phase this overrides other informational priorities.

B. Second priority:

Specific information on damage assessment, including estimates of dollar amount, economic impact, etc. This is the basis for State and Federal action regarding declaration of a disaster.

C. Third priority:

Information needed to plan for short and long range recovery. This has low initial priority, but becomes very important during the recovery phase.

IV. EMERGENCY OPERATIONS

A. Before the emergency

1. Review the Situation Status portion of the Emergency Plan periodically to

add or revise checklists as needed to fully complete and maintain the Situation Status portion of the Emergency Plan.

2. Assign Situation Status staff and conduct training as needed.

B. During the emergency

1. Warning Phase

This phase could begin upon the receipt of a warning, such as the forecast of a flood. During the warning phase, review and update plans and procedures.

2. Impact Phase

Actions during this phase center around helping people impacted by an event such as an earthquake, a flood, or toxic spill. Use the response checklists to guide response efforts, and if you need more detail, refer to this narrative and to other supporting documents.

C. After (Recovery)

This period can begin before response actions are complete, and can continue long after the impact phase is over.

V. GATHERING INFORMATION

A. Ground Surveys

Ground surveys are the usual means of gathering damage information. Such surveys should observe and report damage, casualties, the status of risk areas and key facilities, and any other facts that will help guide response decisions.

Where possible, supplement visual surveys with photographs or video recordings. If possible, broadcast live video to the Emergency Operations Center.

Situation Status Unit Annex

B. Aerial Surveys

Aerial surveys are primarily conducted by the County. They are a great help to the emergency response effort and are particularly important if no one has heard from an area where damage is suspected.

C. From other agencies

Work with other Sections and Communications to get information from other agencies, both private and volunteer.

D. In the Emergency Operations Center

Remind Section Chiefs to prepare phone message forms for all phone messages (in and out) since you will need this information for Situation Status and for reports.

Review copies of message forms for information on conditions and damage assessment. Look for information which may impact a number of services, activities, or geological areas. You will use this information to prepare Flash Reports, situation reports and damage assessments.

Periodically, poll the Section Chiefs in the Emergency Operations Center for this information regarding the current situation. This is an important source of information for the situation report. If conditions require, the poll may be as frequent as every fifteen minutes.

VI. COMMUNICATING INFORMATION

A. Displays

1. Wall map

The Situation Status staff will coordinate the wall map. The map should present, in a coordinated manner, information needed by the

Section Chiefs in the Emergency Operations Center.

2. Bulletin Board

Maintain a bulletin board of significant events. Post information that the Section Chiefs in the Emergency Operations Center will use. Include significant events, conditions, and major problems which have been solved, and significant events noted in Flash Reports.

B. Reports

Important information should be relayed as soon as it is obtained. If possible, give a verbal report quickly and then follow up in writing. Reports can take a variety of forms.

1. Flash Reports

Flash Reports are verbal reports, directed to the Director of Emergency Services. This information may then be announced to the emergency Operations Center and/or the County Office of Emergency Services.

The Flash Report should summarize information which would impact a number of services or activities or which part would impact impending decisions. This could include events and the areas potentially affected by those events. Include events such as toxic spills, gas leaks, downed power lines, loss of water pressure, fires, damaged transportation facilities, condition of communications, areas requiring evacuation or medical response, significant events or actions regarding the cities, etc.

The Flash Report may also summarize an overview of conditions and indicate trends of events.

Situation Status Unit Annex

2. Briefings

The initial situation briefing by the Director of Emergency Services is probably the most important. If requested, gather information for this briefing and answer questions during the briefing.

3. Situation Reports

Situation Reports are the first written reports. Situation Status staff prepares these reports, which define affected areas, identify closed roads and highways, estimate number of casualties and include other essential information.

The report is prepared for the Director of Emergency Services who relays it to the County Office of Emergency Services. The Public Information Officer should also receive a copy of the report.

The Situation Status staff uses the Situation report form (attached to the checklists) to generate a report every two hours, or as requested.

4. Detailed Reports

Following the Situation Report or as required, the Situation Status staff prepares a detailed report that includes damage assessment, field reconnaissance reports, and other information needed.

During the impact phase, the detailed report is based on information received from the Damage Assessment Unit and other sources in the community. Later, detailed reports can be based on field reconnaissance reports. (See damage assessment summary form, attached)

Detailed reports are needed, along with the Director of Emergency Service's proclamation of a local emergency, to request that the

Governor proclaim a State of Emergency

Therefore, transmit the report to the County Office of Emergency Services as directed by the Director of Emergency Services.

The Public Information Officer should also receive a copy of the report.

Situation Status Unit Annex

Situation Report Form

Reporting Jurisdiction _____ Date/Time _____

1. Type of occurrence _____

2. Where it occurred _____

3. When it occurred _____

4. Jurisdiction/Area/Facility affected _____

5. Estimated number of persons:

Dead _____, Injured _____, Evacuated _____, Homeless _____
(1) (2) (3) (4)

6. Major highways/roads closed _____

7. Open adjacent airfields _____

8. Actions by Local Officials:

a. Proclamation of Local Emergency? Yes___ No___

b. Will Governor's Proclamation be requested? Yes___ No___

When (estimated)? _____

c. EOC staffed? Yes___ No___ Location _____

d. Communications available:

Telephone _____

CLETS _____ Radio _____ Other _____

9. Mutual aid assistance requested? Yes___ No___

a. Personnel: Type___ No. ___ From Where _____

b. Equipment/Supplies: Type___ From Where _____

10. Special problems (such as fuel shortages, etc.)

Situation Status Unit Annex

Preliminary Damage Assessment Summary

City: _____

Date: _____

Time: _____

PRIVATE SECTOR DAMAGE

1.	NUMBER OF DEAD _____	INJURED _____	
2.	HOMES: DAMAGED _____	DESTROYED _____	\$ _____
3.	BUSINESSES: DAMAGED _____	DESTROYED _____	\$ _____
4.	AGRICULTURE _____		\$ _____
5.	RAILROADS _____		\$ _____
6.	PRIVATE HOSPITALS _____		\$ _____
7.	PRIVATE SCHOOLS _____		\$ _____
8.	PRIVATE UTILITIES _____		\$ _____
	TOTAL PRIVATE DAMAGE		\$ _____

PUBLIC SECTOR DAMAGE:

1.	FEDERAL AID SYSTEM ROADS		\$ _____
2.	ELEMENTARY AND SECONDARY SCHOOLS		\$ _____
3.	FEDERAL FACILITIES		\$ _____
4.	PUBLIC FACILITIES		\$ _____
5.	AIR AND RAIL		\$ _____
	TOTAL PUBLIC DAMAGE		\$ _____

Situation Status Unit Annex

Estimated Assistance Needed for Disaster Recovery

City: _____

DATE: _____

TIME: _____

INDIVIDUAL ASSISTANCE

NUMBER

1. TEMPORARY HOUSING	_____	\$ _____
2. DISASTER UNEMPLOYMENT	_____	\$ _____
3. SMALL BUSINESS ADMINISTRATION LOANS		\$ _____
4. FARMERS HOME ADMINISTRATION LOANS		\$ _____
5. FOOD STAMPS		\$ _____
6. FOOD STORES OPERATIONAL	_____	\$ _____
7. CRISIS COUNSELING		\$ _____
8. LEGAL SERVICES		\$ _____
9. INDIVIDUAL FAMILY GRANTS		\$ _____
TOTAL INDIVIDUAL ASSISTANCE		\$ _____

PUBLIC ASSISTANCE

CATEGORY:

A. DEBRIS CLEARANCE		\$ _____
B. PROTECTIVE MEASURES (CONSTRUCTION SHORING)		\$ _____
C. ROAD SYSTEMS (CITY MAINTAINED)		\$ _____
D. PUBLIC BUILDINGS AND RELATED EQUIPMENT		\$ _____
E. PUBLIC UTILITIES		\$ _____
F. PRIVATE NONPROFIT FACILITIES		\$ _____
G. OTHER (NOT IN ABOVE CATEGORIES)		\$ _____
TOTAL PUBLIC ASSISTANCE		\$ _____

Situation Status Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Buy or arrange for disposable cameras and a tape recorder (with tapes) to document damage and to record status board changes.
- Check to make sure maps and status boards in EOC are up to date and available.
- Make sure you understand the reporting forms and requirements.
- Verify that adequate supplies are maintained in the EOC support trailer (i.e. White boards, forms, documentation and display materials).

During an Emergency

- Report to the Emergency Operation Center.
- Activate the work station.
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Obtain a briefing from the Planning Section chief.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Set up working materials (Note forms attached to these checklists.)
- Participate in the initial situation briefing by the Director of Emergency Services.
- Contact National Weather Service for pertinent weather information.
- If necessary, review flood inundation maps or shaking intensity maps and plans to determine potential impact.
- Monitor messages: Review copies of message forms for information on conditions and damage assessment.
- Periodically poll the Section Chiefs in the Emergency Operations Center for information regarding the current situation.
- Prepare verbal Flash Reports (spot announcements) for the Director of Emergency Services.

Situation Status Unit Annex

CHECKLISTS FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Keep the status boards in the emergency Operation Center updated.
- Maintain a bulletin board of significant events.
- Coordinate Ground Surveys.
- Collect and evaluate incoming damage assessment reports.
- Maintain a current log of damage, including casualties and property damage.
- Develop preliminary estimate of homeless persons and inform the Planning Section Chief and/or the Care Shelter Section Chief. Update the estimate periodically.
- Prepare a written Situation Report every two hours, or as requested.
- Prepare detailed reports.
- Make sure the Planning Section Chief relays the necessary reports and requests to the County Office of Emergency Services.
- Request assistance from the Information Technology Division as needed.

After an Emergency

- If needed, modify status boards.
- Write a chronology on the situation as it unfolded.
- Prepare a Post-Incident Summary and Analysis report and forward to the DES and Documentation Unit.
- Assemble and check financial records; forward to Finance.
- Make suggestions for corrections or changes to the Situation Status Annex.
- Forward reports to Planning Section Chief.
- Determine condition of designated mass care facilities.
- If, after a reasonable amount of time, you have not received any reports from a particular area major facility, send a survey team there.

Completed by _____
Date __/__/__ Operational Period ____-____

Situation Status Unit Annex

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Resource Status Unit Annex

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V. RESPONSE CHECKLISTS	323

Resource Status Unit Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Resource Status Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort.

II. OBJECTIVES

- A. Track disaster resources.
- B. Process resources status changes.
- C. Prepare and maintain resource charts and lists.
- D. Maintain a master list of resources assigned to the disaster.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weakness in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This could begin with a warning such as the forecast of a flood. Alert personnel, make sure that facilities and equipment are in a state of readiness, and take other measures as needed.

2. Impact phase

Mobilize staff and use checklists to guide your actions.

C. After (Recovery)

Assist the Demobilization Unit with releasing resources to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Resource Unit reports to the Planning Section Chief.

When a disaster occurs the Resource Status Unit will be responsible for:

1. Establishing check-in procedures for resources (With Staging).
2. Confirming dispatch and estimated arrival time of requested resources.
3. Maintaining and posting disaster resource status.
4. Maintaining a master roster of all disaster resources.
5. Keeping the Planning Section Chief informed of Resource Unit activities.

Resource Status Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Check to make sure forms in EOC are up to date and available; familiarize yourself with them.

During an Emergency

- Report to the Emergency Operations Center.
- Activate the work station.
- Identify yourself by putting on the name tag with your title and placing your name on the Organizational Chart.
- Obtain a briefing from Planning Section Chief.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).
- Review incident action plan.
- Establish an inventory of resources.
 - Operations
 - Personnel
 - Equipment
 - Food
 - Logistics
- Provide inventory to the Planning Section Chief.
- Post resources in the Emergency Operations Center.
- Maintain an incident resources status log.
- Provide resources summary to Situation Status Unit.
- Maintain contact with Staging Manager.
- Update the Organizational Chart in the EOC at the beginning of each operational period and as changes occur.

Resource Status Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- Review forms and procedures; revise as necessary.
- Forward all reports to the Planning Section Chief.
- Make suggestions for corrections or changes to the Resources Annex.

Completed by _____
Date __/__/__ Operational Period ____-____

Damage Assessment Unit Annex

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V. RESPONSE CHECKLISTS	333

Damage Assessment Unit Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Damage Assessment Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort.

II. OBJECTIVES

- A. Survey and report structural damage in the City.
- B. Record and report damage to County OES.
- C. Inspect and post structures as to being safe or unsafe to enter.
- D. Maintain a master list and map of damage in the City.
- E. Manage demolition of designated structures.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weaknesses in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. Alert personnel, train and assign more personnel, make sure the facilities and equipment are in state of readiness, and take other measures as needed.

2. Impact Phase

Mobilize staff and use the checklist to guide your actions.

C. After (recovery)

Assist the Building Department with identification of damaged areas and interpretation of disaster records.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Damage assessment Unit reports to the Planning Section Chief.

When a disaster occurs the Damage Assessment Unit will be responsible for:

1. Functioning as Site Safety Analysis Groups as needed under the direction of the Operations Chief.
2. Surveying and reporting structural damage within the City.
3. Recording and reporting damage to County OES.
4. Updating damage estimates as requested.
5. Maintaining a master map and list of damage in the City.
6. Managing the demolition of designated structures.
7. Keeping the Planning Section Chief informed of Damage Assessment Unit activities.

Damage Assessment Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Buy or arrange for disposable cameras and a tape recorder (with tapes) to document damage.
- Make sure you and your staff understand the reporting forms and requirements.
- Make sure the Damage Assessment Kits are checked and maintained for immediate use by the survey teams.
- Make sure you and your building inspectors understand how you will work with the other Departments regarding the inspection of structures.
- Make sure you and your staff understand how you will work with other agencies to survey damage.
- Prepare basic training guidelines for training other employees and mutual aid personnel in the correct forms and the process of recording and documenting damage assessment.

During an Emergency

- Report to the Emergency Operations center.
- Activate the work area assigned.
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Obtain a briefing from the Planning Section Chief.
- Read this entire checklist.
- Participate as Site Safety Analysis Groups as needed (Report to Operations Chief).
- Maintain an Activity Log (ICS 214).**
- Set up working materials (Note forms attached to these checklists.)
- If necessary, review flood inundation or shaking intensity maps and plans to determine potential impact.
- Coordinate Ground Surveys.

Damage Assessment Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Make contact with Red Cross and other agencies to coordinate damage assessment activities.
- Maintain time cards for Survey Teams.
- Collect and evaluate incoming structural safety assessment reports.
- Maintain a current log of damage, including casualties and property damage.
- Prepare a written Structural Safety Assessment Report every two hours, or as requested.
- Determine condition of designated mass care facilities.
- If, after a reasonable amount of time, you have not received any reports from a particular area or major facility, send a survey team there.
- Prepare detailed reports.

After an Emergency

- If needed, modify status boards.
- Assemble logs and non-financial records.
- Prepare a final written Damage Assessment Report.
- Assemble and check financial records; forward to Planning Section Chief.
- Make suggestions for corrections or changes to the damage Assessment Annex and forward to Planning Section Chief.

Completed by _____
Date ___/___/___ Operational Period ____-____

Damage Assessment Unit Annex

CHECKLIST FOR EARTHQUAKES

NOTE: Use this checklist as a supplement to the basic Damage Assessment “checklist for all disasters.”

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Determine condition of designated mass care facilities.
- If, after a reasonable amount of time, you have not received any reports from a particular area or major facility, send a survey team there.

Completed by _____
Date __/__/__ Operational Period ____-____

Damage Assessment Unit Annex

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Demobilization Unit Annex

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Demobilization Unit Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Demobilization Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort. The responsibility for preparing the demobilization plan belongs to the Planning Chief or designate.

II. OBJECTIVES

- A. Preparation of the Demobilization Plan.
- B. Assist Sections/Units in an orderly return to normal status.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weaknesses in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. Alert personnel, train and assign more personnel, make sure that facilities and equipment are in a state of readiness, and take other measures as needed.

2. Impact phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Coordinate the return to normal operations of activated Sections and Units.

IV. ORGANIZATIONS AND RESPONSIBILITIES

Within ICS, the Demobilization Unit reports to the Planning Section Chief.

When a disaster occurs the Demobilization Unit will be responsible for:

1. Meeting with Section Chiefs and assisting agencies to determine what demobilization help they will need.
2. Determining identification and description of surplus resources and probable release times.
3. Preparing a Demobilization Plan to include the following sections:
 - a) Demobilization procedures.
 - b) Implementation responsibility.
 - c) Release priority, by agency and type.
 - d) Release procedure.
4. Obtaining Demobilization Plan approval from the DES.
5. Distribution of the Demobilization Plan.
6. Monitoring the implementation of the Demobilization Plan.
7. Keeping the Planning Section Chief informed of Demobilization Unit activities.
8. Coordinating the demobilization inspection process with the Transportation Unit.

Demobilization Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Check to make sure forms and supplies in the EOC are up to date and available.

During an Emergency

- Report to the Emergency Operations Center/Planning Chief
- Activate the work station.
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Obtain a briefing from the Planning Section Chief.
- Read this entire checklist.
- Maintain an Activity Log.
- Review disaster resource records to determine the demobilization effort.
- Obtain identification and description of surplus resources and determine a probable release time.
- Meet with Section Chiefs and assisting agencies to determine what demobilization help they may need.
- Prepare a Demobilization Plan to include the following sections:
 - Demobilization procedure.
 - Responsibilities.
 - Release priority and procedures.
 - Directories, maps, telephone numbers, instructions.
- Obtain approval of Demobilization Plan.
- Distribute the Demobilization Plan to each Section Chief and assisting agency.
- Coordinate the implementation of the Demobilization Plan.
- Obtain assistance from the Operational Area as necessary.

Demobilization Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- Continue coordination of the Demobilization Plan until all Sections and agencies have returned to normal operations.
- Forward all reports to the Planning Section Chief.
- Assemble and check financial records; forward to Planning Section Chief.
- Make suggestions for corrections or changes to the Demobilization Annex.

Completed by _____
Date __/__/__ Operational Period ____-____

Documentation Unit Annex

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Documentation Unit Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Documentation Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort.

II. OBJECTIVES

- A. Maintain accurate and complete disaster response files.
- B. Provide duplication services to EOC staff.
- C. Compile files for legal, analytical and historical purposes.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weaknesses in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of flood. Alert personnel, train and assign more personnel, make sure that facilities and equipment are in a state of readiness, and take other measures as needed.

2. Impact phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Coordination of documents may continue long after the disaster is over.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Documentation Unit reports to the Planning Section Chief.

When a disaster occurs the Documentation Unit will be responsible for:

1. Establishing and organizing disaster files.
2. Establishing a duplication service for EOC staff.
3. Retaining and filing duplicate copies of official forms and reports.
4. Accepting and filing reports and forms submitted by Section Chiefs.
5. Checking on accuracy and completeness of records and forms submitted.
6. Correcting errors or omissions by contacting appropriate Section Chiefs.
7. Providing duplicates of forms and reports to authorized requesters.
8. Preparing disaster documentation for the Planning Section Chief when requested.
9. Keeping the Planning Section Chief informed of Documentation Unit activities.

Documentation Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Check to make sure forms and supplies in the EOC are up to date and available.

During an Emergency

- Report to the Emergency Operations Center.
- Activate the work station.
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Obtain a briefing from the Planning Section Chief.
- Read this entire checklist.

Maintain an Activity Log (ICS 214).

- Establish and organize disaster files.
- Establish a duplication service and respond to requests.
- Check accuracy and completeness of records and forms submitted.
- Contact Section Chiefs to correct errors or omissions in reports and forms.
- Accept and file duplicate copies of official forms and reports.
- Provide duplicate of forms and reports to authorized requesters.
- Prepare disaster documentation for the Planning Section Chief when requested.

After an Emergency

- Maintain, retain and store disaster files for after disaster reports and use.
- Prepare and maintain follow-up documentation and After Action Report (RIMS).
- Forward all reports to the Planning Section Chief.
- Assemble and check financial records; forward to Planning Section Chief.
- Make suggestions for corrections or changes to the Documentation Annex.

Completed by _____
Date __/__/__ Operational Period ____-____

Documentation Unit Annex

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Logistics Section Annex

The logistics Section supports emergency operations by providing needed equipment, supplies and personnel. This Section includes the following annexes:

- Logistics Section Chief:

Directs the Logistics Section.

- Care and Shelter:

Provides food, shelter and associated items for disaster victims and workers.

- Transportation:

Provides vehicles and drivers for moving supplies, equipment, and personnel.

- Personnel:

Supplies City employees, and coordinates volunteers through the County EOC.

- Supply:

Procures and coordinates supplies and equipment.

- Facilities:

Responsible for establishing, setting up, maintaining and demobilizing all facilities used in support of Incident Operations.

Logistics Section Annex

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Logistics Section Chief Annex

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Logistics Section Chief Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Logistics Section Chief within the Incident Command System (ICS). The position of Logistics Section Chief is filled by the Community Resources Director or designate.

II. OBJECTIVES

- A. Provide facilities, services and material in support of the disaster response.
- B. Coordinate the emergency operations of the 5 Units in the Logistics Section. (Care and Shelter, Transportation, Personnel, Supply and Facilities)
- C. Activate the Logistics element of the Action Plan.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position and those in the Logistics Section. Any weakness in them shall be corrected through the City Managers Office.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of flood, or worsening civil unrest. During the warning phase, contact those individuals who could be managing the Logistic Section Units and ensure that they review their checklist and Emergency Plans.

2. Impact phase

Mobilize staff and use the checklist to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Logistics Section until all Units have returned to normal operations.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Logistics Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Logistics Section Chief will be responsible for:

1. Coordinating the Logistics Section Units.
2. Identifying service and support requirements for planned and expected disaster operations.
3. Coordinating and processing requests for additional resources.
4. Advising the DES on current service and support capabilities.
5. Estimating future service and support requirements.
6. Keeping the Director of Emergency Services informed of Logistics Section activities.

Logistics Section Chief Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Make sure the “before” checklist items are updated in all Logistics Section annexes.
- Make sure call-up lists are up to date.
- Develop list of suppliers of essential materials.

During an Emergency

- Report to the Emergency Operations Center if activated.
- Obtain a briefing from the Director of Emergency Services.
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Activate Logistics Units as needed:
 - Care and Shelter
 - Transportation
 - Personnel
 - Supply
 - Facilities
- Coordinate with appropriate segments of the private sector.
- Establish contact with appropriate State agency coordinators.
- Monitor communications to determine situation in other areas.
- Determine availability of:
 - Personnel
 - Relief personnel
 - Special equipment

Logistics Section Chief Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Ensure call-back of off-duty and/or volunteer personnel if needed.
- Coordinate and process requests for needed supplies, equipment and support services.
- Request communications assistance from Communications Unit.
- Request technical assistance from the Information Technology Division as needed.
- Verify reports; poll field units and key facilities to determine situation in their vicinity and ability to function.
- Periodically check with other sections to track materials/equipment ordered outside of Logistics.
- Request copies of all orders be forwarded to Logistics.
- Maintain contact with Operational Area Logistics to coordinate ordering of shared or limited quantity resources.
- Assist with development of Incident Action Plan to include priorities for the procurement and allocation of available resources.
- Obtain transportation, supplies, personnel, and equipment needed by emergency forces.
- Estimate future service and support requirements.

After an Emergency

- Assemble and check financial records; forward to Finance Section Chief.
- Make sure the checklist items are updated in all Logistics Section annexes.
- Solicit suggestions on how to improve emergency operations.
- Write a summary of activities, findings and suggestions from this event.
- Forward all reports to the Director of Emergency Services.

Completed by _____
Date __/__/__ Operational Period ____-____

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Care & Shelter Unit Annex

I. INTRODUCTION

Many disasters force people to flee their homes. If alternate housing is not available, these people would be out on the streets, without water, food, shelter or toilets. This annex describes the policies and procedures for meeting these basic human needs during disasters. In the City of Napa, the Care and Shelter Coordinator is the Community Resource Administrative Assistant or Housing Department Representative.

II. OBJECTIVES

- A. To provide food and clothing for persons in emergency shelters.
- B. To provide food and shelter (if needed) for disaster workers.
- C. To help locate missing family and friends.
- D. Maintain a current list of available shelters at the Care and Shelter workstation in the EOC.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, prepare plans, procedures, staff call out lists, and resource lists that will guide the Care and Shelter response to an emergency. Plans and procedures should provide for coordination and communication between organizations, especially between schools, government, and the Red Cross.

Train staff and exercise disaster plans. Pre-select possible sites for shelter and mass feeding, and include listings in Part Three, Resource Lists, of this Plan.

If a situation warrants an increase in readiness, review and update plans and procedures, accelerate training, and alert staff and volunteers.

B. During

1. Warning phase

If needed, open mass care shelters and feeding facilities. The Care and Shelter Unit Coordinator, alternate or other designee, will coordinate the opening of shelters and feeding facilities with the Red Cross.

Work with the Public Information Officer to provide information to the public on shelter and feeding facilities.

2. Impact phase

If there has been ample warning; shelter, feeding, and other care services will have begun outside the threatened area. However, should an open shelter be impacted, evacuees and shelters may not be moved.

If the disaster occurs without warning, use the action checklists to guide your actions.

C. After

In the Post-Emergency Period, most of the basic needs of the population will have been provided, and, if the disaster was large, the federal and state governments will have become heavily involved in providing financial aid to victims. Disaster Application Centers will be set up to coordinate the delivery of these services. City officials and private agencies still have responsibility for phasing out the mass care facilities and assisting displaced persons in obtaining temporary housing and other aid.

IV. ORGANIZATION AND RESPONSIBILITIES

A. City

The City Care and Shelter Coordinator is responsible for:

1. Coordinating local government resources.
2. Requesting mutual aid resources.
3. Providing support to the Red Cross.

Care & Shelter Unit Annex

4. Forward offers of donated goods to the Salvation Army and the Red Cross.

The Care and Shelter coordinator should ensure that there is a current Memorandum of Understanding in place with the Napa Chapter of the American Red Cross (ARC) and that arrangements with other private organizations, such as Salvation Army, local churches and schools have been made to assist in care and shelter.

For peacetime disaster, the American Red Cross is the official disaster relief agency, as mandated by Federal Law 36-USC-3 and reaffirmed in Public Law 93-288.

The Salvation Army and the Adventist Community Services are also available to assist. The Salvation Army would assist in mass feeding and the Adventist Community Services with in-kind donations and staffing shelters as volunteers.

B. County (Operational Area)

The County Director of Health and Human Services Agency is the Operational Area Care and Shelter Coordinator and will coordinate County and city resources, request and respond to mutual aid forces and support the Red Cross. The Coordinator will submit requests for support to the Mutual Aid Region Care and Shelter Coordinator.

C. Mutual Aid Region

The Office of Emergency Services Mutual Aid Region Care and Shelter Coordinator (representative of the State Department of Social Services) will coordinate care and shelter operations within the Region and will submit requests for support to the State Director of Care and Shelter.

D. State

1. Social Services

The Director of the State Department of Social Services will serve as the State Director of Care and Shelter and will coordinate state-wide care and

shelter operations. The Department of Social Services is responsible for:

- a) Serving as the lead agency in coordinating state agency care and shelter response to support local operations.
- b) Providing personnel and other resources to Disaster Assistance Centers.
- c) Coordinating with the County Health and Human Services Agency.
- d) Recommending transfer of evacuees or resources as needed.

2. Department of Corrections:

Lodging and food.

3. Department of Parks and Recreation:

Lodging and food.

4. Department of Forestry:

Feeding equipment and prepared food.

5. Military Department (California National Guard):

Moving of equipment and resources.

6. Department of Motor Vehicles:

Information to support the identification and location of persons by the Welfare Inquiry Services.

E. Federal

Federal support for care and shelter operations will be provided by those federal agencies, such as the Department of Agriculture and the Department of Defense, whose responsibilities include disaster response prior to a Presidential Declaration. After a Presidential Declaration, the Federal Emergency Management Agency will coordinate more support.

Care & Shelter Unit Annex

F. Red Cross

As part of the City's emergency organization, the Red Cross works with the City to provide emergency mass care to persons affected by disasters. In fact, in many situations, the Red Cross is the primary provider of staff and supplies for emergency shelters. For more information, refer to the Memorandum of Understanding between the Red Cross and the City.

V. MUTUAL AID

If the City resources (both public and private) are inadequate, request support through the County Office of Emergency Services. If the requirement cannot be met through resources available within the county, the request will be forwarded to the State Office of Emergency Services.

VI. PROCEDURES

In almost all peacetime disasters, the Red Cross will provide the bulk, if not all, of the care and shelter services, and schools and churches will fulfill the shelter buildings. Less than 25 percent of evacuees in peacetime disasters go to shelters; most choose to stay with relatives, friends, or in motels.

A. Registration and Inquiry Operations

The Red Cross has established a system for Registration and Inquiry (Disaster Welfare Inquiry). This system includes trained Disaster Welfare Inquiry workers, a system to recruit volunteer workers and a tested program to handle mass inquiries. They will establish a center to accomplish this goal.

Communications should be established between the Center and shelters, hospitals and coroner's offices and morgues. Registration lists and location changes are sent to the Center daily. Public information broadcasts advising people to register and to notify relatives of their location will help to provide more complete listings.

B. Lodging Operations

In large disasters, all suitable buildings, other than those being used for other emergency functions, may be used for lodging. Recreational facilities and schools can hold a large number of persons. Churches can also be used, as they are often large and equipped with kitchens.

During a disaster, you should arrange, if possible, for backup shelter in case you are forced to leave a shelter.

In large disasters, motels and hotels should be reserved for the infirm who require above average comforts and conveniences.

It is imperative that the list of lodging facilities be kept up-to-date.

Pets will not be allowed at the shelters. Arrangements for care will have to be made through animal shelters and veterinarian facilities.

Only minimal health needs will be attended to in lodging facilities. If possible, sick persons will be transferred to medical facilities.

C. Feeding Operations

Mass feeding operations will be the joint responsibility of the Care and Shelter Unit and the American Red Cross.

During peacetime operations, arrangements will be made, when possible, for mobile feeding and refreshment services, as well as food delivery to persons in remote locations.

Special diets will be provided, if possible. Arrangements will be made with restaurants and fast food outlets to provide supplies of food initially, until mass feeding operations can be organized.

Later, government-provided food will be obtained, if possible, and donated bulk food will be used.

Care & Shelter Unit Annex

CHECKLIST FOR ALL DISASTERS

NOTE: Also refer to the specific Care & Shelter checklist for earthquakes and hazardous materials.

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Maintain current shelter lists.
- Make sure shelter managers have made arrangements for 24-hour access to buildings at shelter locations.
- Identify sources of shelter supplies (including food and water.)

During an Emergency

- Provide a Care and Shelter representative to the Emergency Operations Center
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).
- Request food, equipment, and other supplies needed to support mass care facilities. Coordinate with Finance Section and Logistics Section.
- If evacuation is ordered, activate mass care facilities in reception areas.
- Work with Red Cross to establish shelter sites.
- Keep the Public Information Officer informed.
- Receive, shelter, and care for evacuees.
- Periodically poll mass care facilities to determine evacuee load and support requirements.
- Assess the requirements for shelter and mass feeding.
- Determine which pre-selected shelters and Welfare Inquiry Centers will be needed and if they are functional.
- If necessary, provide shelter outside the local area (work through mutual aid channels.)

Care & Shelter Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Establish alternate communications links where needed.
- Coordinate with Red Cross and other emergency welfare agencies (i.e., Salvation Army, church groups and other service agencies.)
- Call up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees; request volunteers through Logistics.
- Before you use a damaged building as a shelter, have the building inspected by a civil engineer.
- Evacuate and relocate any mass care facilities which become endangered by any hazardous conditions.
- Assist in the evacuation of institutionalized persons in threatened areas.
- Maintain updated list of victims and their locations.
- Coordinate with Transportation to transport evacuees to and from Centers.
- Record and evaluate information regarding requests, activities, expenditures, damages, and casualties.
- Continue to reassess needs and disaster conditions and provide that information to the Director of Emergency Services.
- Request assistance (such as temporary feeding services) from the County Care and Shelter Coordinator, as required.
- In cooperation with the Red Cross assist with the registration of evacuees, the listing of casualties, and handling welfare inquiries.
- Determine number of evacuees who need emergency and temporary housing.
- In coordination with the Red Cross, Salvation Army, and state and federal agencies, locate and allocate emergency and temporary housing.
- Work with County Mental Health to provide counseling for shelterees.

HAZARDOUS MATERIALS

- See if special handling procedures will be needed to avoid contamination.
- Coordinate with health and medical authorities regarding handling requests or information on the effects of hazardous materials.

Care & Shelter Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After the Emergency

- Move displaced persons to improved quarters.
- Continue shelter, mass feeding, and welfare inquiry services until they are no longer required.
- Forward all non-financial records to the Documentation Unit in the Planning Section.
- Assemble and check financial records; forward to Finance.
- Make suggestions for corrections or changes to the Care and Shelter Annex and forward to Logistics Chief.

Completed by _____
Date __/__/__ Operational Period ____-____

Care & Shelter Unit Annex

CHECKLIST FOR EARTHQUAKES

NOTE: Use this checklist as a supplement to the basic Care & Shelter “checklist for all disasters.”

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

EARTHQUAKES

- Before you use a damaged building as a shelter, have the building inspected by a civil engineer.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Care & Shelter Unit Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENT

NOTE: Use this checklist as a supplement to the basic Care & Shelter “checklist for all disasters.”

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

HAZARDOUS MATERIALS INCIDENTS

- See if special handling procedures will be needed to avoid contamination.
- Coordinate with health and medical authorities regarding handling requests for information on the effects of the hazardous material.

Completed by _____
Date ___/___/___ Operational Period ____-____

Care & Shelter Unit Annex

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Transportation Unit Annex

Transportation Annex

I. INTRODUCTION

Since an emergency often requires that large numbers of people and supplies be moved quickly, emergency responders will need additional transportation. This annex describes how various transportation resources can help meet those needs. The position of Transportation Manager is filled by the Fleet Manager or designate.

II. OBJECTIVES

- A. To provide and coordinate the use of transportation resources in the City of Napa during an emergency.
- B. To provide portable equipment for disaster response (generators, trailers, etc.).
- C. To provide, coordinate, and direct the use of available, or incoming, transportation resources during emergencies.
- D. To provide service, repair and fuel for all vehicles and equipment.
- E. To maintain records of equipment use and service provided.

III. PHASES OF THE EMERGENCY

A. Before

1. Preplan equipment and transportation needs during a disaster.
2. Become aware of all possible transportation and portable equipment resources and develop agreements as to their use.
3. Maintain vehicle and radio-in-vehicle inventory.
4. Maintain a portable equipment inventory (generators, trailers, etc.).

5. Maintain a list of backup drivers- especially persons who are not employed as drivers but are qualified for large vehicles or other special equipment.

B. During

1. Develop priorities for transportation and equipment requests.
2. Use the response checklists to guide your actions.

C. After

1. Continue to track the use of all equipment until it has been returned to normal operating status.
2. Service all equipment and check for damage. Repair or replace as needed, submitting all expenses for reimbursement.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. City

Within ICS, the Transportation Manager reports to the Logistics Section Chief.

When a disaster occurs the Transportation manager will be responsible for:

1. Coordinating resources required to:
 - a) Serve as auxiliary ambulances.
 - b) Evacuate persons from damaged or threatened areas.
 - c) Transport supplies, equipment, and disaster workers.
 - d) Provide transportation for damage assessment teams, officials, and other essential personnel.
 - e) Provide transportation to relocate people to shelter or other safer locations.

Transportation Unit Annex

f) Coordinate the maintenance, fueling and repair of vehicles and equipment utilized to support disaster operations.

g) Supervise the demobilization of vehicles and equipment (Coordinate with Planning Section).

2. Activating, as needed, any pre-emergency agreements made with commercial, private, or government owners of vehicles (e.g., school districts, drayage firms, etc.)

B. County (Operational Area)

The Napa County Transportation Unit will be coordinated by County Public Works and Napa Unified School District personnel. They will coordinate resources required to fulfill the County's transportation needs and support the needs of the city.

C. State

Support transportation operations are provided through the following agencies:

- California Highway Patrol
- California Maritime Academy
- Department of General Services (Fleet Administration Division)

Motor Vehicles
Transportation
Boating and Waterways

- Military Department
- Public Utilities Commission

D. Private

Transportation industries will manage their systems and facilities to provide maximum possible service and to fill essential needs as specified by government authorities.

This includes continuity of management, protection of personnel and facilities, conservation of supplies, restoration of

damaged lines and terminals, rerouting, expansion or improvement of operations and obtaining personnel, materials and services.

V. POLICIES AND PROCEDURES

The general plan of the Transportation Unit is to organize and coordinate public and private transportation and portable equipment resources to meet and support any level of emergency governmental need.

A. Sharing of resources

All transportation assigned to an agency or service shall be retained to meet the emergency disaster needs of that unit. Any transportation resources in excess of the immediate needs of an agency or service shall be reported to the Transportation Coordinator.

B. Where to request transportation and portable equipment.

Channel all requests through the operative facilities of the Transportation Unit. The Transportation Coordinator or his liaison will be located at the Emergency Operations Center.

C. Coordination of requests

Close communications and coordination will be maintained with the Public Works Department. Also, communicate with the Supply Unit Coordinator to establish their needs.

D. Commercial transportation

Commercial transportation may have to be used if City or County resources are not enough.

E. Communications

The Transportation Unit will be issued radios in order to communicate with other units and the Emergency Operations Center.

Transportation Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Identify potential transportation and portable equipment needs.
- Provide backup power for repair services and fuel distribution.
- Make sure call-up lists are up to date.

During an Emergency

- Help move resources and supplies outside hazard areas.
- Go to the Emergency Operations Center or arrange for a liaison to the Emergency Operations center, if activated (Coordinate with Logistics Chief).
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Obtain briefing from Logistics Section Chief.
- Mobilize resource and support personnel.
- Coordinate transportation resources required for:
 - Transporting casualties
 - Evacuating persons
 - Transporting supplies, equipment and personnel
- Request assistance from the Operational Area Coordinator at the County EOC, as required.
- Help other agencies transport supplies and equipment to feed and shelter disaster victims.
- Support local emergency transportation operations.

Transportation Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Review the Action plan to determine:
 - Assigned resource locations
 - Staging Area locations
 - Fueling and service requirements for resources

- Coordinate vehicle and equipment:
 - Maintenance
 - Fueling
 - Repair

- Help transport casualties to medical facilities, if necessary.

- Develop priorities for transportation requests with the Director of Emergency Services and the Section Chiefs.

- Maintain records as to services and users for later billing charges.

- Coordinate with other units for additional transportation resources.

After an Emergency

- Supervise the demobilization of vehicles and equipment.

- Undo any emergency modifications that have been made to vehicles.

- Forward all records and reports to the Logistics Section Chief.

- Solicit suggestions on how to improve emergency operations.

- Assemble and check financial records; forward to Finance.

- Make suggestions for corrections or changes to Transportation Annex and forward to the Logistics Chief.

Completed by _____
Date ___/___/___ Operational Period ____-____

Transportation Unit Annex

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Personnel Unit Annex

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Personnel Unit Annex

Personnel Annex

I. INTRODUCTION

Professional emergency responders may be overwhelmed during a disaster. This annex describes how city employees can help, as well as how unorganized volunteers can be incorporated into the city emergency organization.

All city employees become Disaster Service Workers during a disaster. All are expected to report to their designated positions once they have checked on their families.

II. OBJECTIVES

- A. Coordinate available personnel resources.
- B. Identify emergency personnel requirements.
- C. Recruit and place needed personnel.
- D. Coordinate with the California Employment Development Department through the County EOC.
- E. Coordinate with Volunteer Center of Napa County.

III. PHASES OF THE EMERGENCY

A. Before

Identify city departments which will have limited responsibilities in a disaster and whose personnel can help with emergency tasks.

Keep a list of city personnel, including addresses and home phone numbers.

Train staff designated to assist the Personnel Coordinator.

Work with liaison to establish message center procedures for city employees.

B. During

1. Report to the Emergency Operations Center once notified.
2. Advise Department Heads to notify their personnel as outlined in their Standard Operating Procedures.
3. Organize, coordinate and assign responding city personnel.
4. Contact County EOC Personnel Unit to coordinate additional needs through the State Employment Development Department.
5. Contact the Volunteer Center of Napa County for additional personnel needs.

IV. ORGANIZATION AND RESPONSIBILITIES

A. City

The Personnel Director or designate will serve as the Personnel coordinator during disasters.

The Personnel function has dual responsibilities:

- a) It is responsible for placing employees in assignments they are capable of filling and as requested by the Section Chiefs.
- b) It is responsible for requesting and coordinating volunteers to augment emergency community services and to meet other essential personnel requirements.

B. County

The Personnel function in the County EOC will have the following responsibilities:

Personnel Unit Annex

- Coordinating personnel matters and providing assistance to emergency operations.
- Recruiting, registering, classifying and placing personnel and volunteers to augment emergency community services.

C. State

1. Principal personnel provider: Employment Development Department.
2. Personnel Support: Departments of Correction, Education and Forestry; Military Department; Personnel Board; California Youth Authority; California Conservation Corps; University of California; Community Colleges.

V. POLICIES AND PROCEDURES

- A. The Personnel Coordinator will be located in the Emergency Operations Center.
- B. The Coordinator will monitor the needs of each department and select from the pool of personnel that is available. Personnel will be placed by the Coordinator.

Personnel Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Maintain updated Personnel Resource list in Emergency Plan (Coordinate with Fire Department Emergency Plan Manager)
- Plan for how spontaneous, non-organized volunteers might be directed during an emergency.
- Identify City departments which have limited responsibilities in a disaster.
- Survey and identify persons with skills available in these departments.
- Make sure employees understand their responsibilities as disaster service workers.

During an Emergency

- Go to the Emergency Operations Center, if activated.
- Identify yourself by putting on a name tag with your title and placing your name on the Organizational Chart.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Mobilize resources and support personnel.
- Provide and maintain a location for unassigned personnel.
- Allocate personnel according to established priorities.
- Provide relief crews as needed.
- Set up a line of communications with the County EOC Personnel Unit and Volunteer center of Napa County.
- Receive and review demands for personnel (use estimates from damage reports if necessary).
- Work with the planning Section to identify the personnel needs which exceed the supply of city employees.
- If personnel needs cannot be met by the City employees or volunteer disaster service workers, request help through the County EOC.
- Assign personnel received from sources outside the City.

Personnel Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

After an Emergency

- Assemble and check financial records; forward to Finance.
- Gather all non-financial records; forward to Situation Analysis in the Planning Section.
- Make suggestions for changes to Personnel Unit and forward to Logistics Chief.

Completed by _____
Date ___/___/___ Operational Period ____-____

Personnel Unit Annex

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Supply Unit Annex

I. INTRODUCTION

During an emergency, certain critical items may be in short supply. This annex describes policies and procedures for getting and distributing the supplies that are needed to support emergency operations.

In the City of Napa, Supply is the responsibility of the storekeeper and Purchasing Assistant.

For a list of suppliers, see Part Three, the Resource List.

II. OBJECTIVES

- A. Locate, procure, store and maintain supplies and equipment.
- B. Arrange for essential services.
- C. Maintain records on all transactions and certify payment to vendors.

III. PHASES OF THE EMERGENCY

A. Before

Before an emergency, prepare plans, procedures and checklists detailing the supply of resources in an emergency. Provide for coordination and communication with government and private organizations that normally provide commodities. Prepare and maintain resource lists.

If a situation such as the forecast of a flood warrants an increase in readiness, check all documents and suppliers again to make sure your information is current.

B. During

1. Warning phase

If people must be evacuated, work with the Transportation Coordinator to deliver needed supplies to reception areas.

2. Impact phase

Provide needed supplies according to the priorities in the Basic Plan. Use the response checklists to guide your actions.

C. After (recovery)

Although the nature of the needed supplies may change, certain emergency supplies may be needed for weeks or even months. Again, use the response checklists to guide your actions.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. City

The responsibilities of the Supply Unit Leader will encompass the ordering and distribution of all supplies that are not specialized. Specialized equipment and supplies ordered by Fire, Law, Public Works and EMS will be ordered by those respective agencies.

B. County (Operational Area)

The Operational Area Supply Coordinator will coordinate countywide supply operations. Requests for mutual aid will require support from those agencies making the requests for Mutual Aid.

C. Mutual Aid Region

The Mutual Aid Region Resource Coordinators, who are under the California Office of Emergency Services Regional Manager, will be selected by representatives of certain state agencies and will be responsible for coordinating appropriate resources and/or support activities. (Assignments will depend on the regional availability of State agency representatives.)

The Coordinators will coordinate operations within their respective areas of interest. All relevant information and

Supply Unit Annex

request for supplies will be submitted to the appropriate State Resource Coordinators.

D. State

The State Office of Emergency Services Director or a designated representative, will coordinate statewide resources and support operations.

The state agencies listed below have varied capabilities and responsibilities for providing, or coordinating the provision of, resources and support services:

1. Department of General Services (Office of Procurement): Principal Supply/Procurement
2. Department of Food and Agriculture: Food
3. Department of Fish and Game: Food support
4. Energy Commission: Fuel
5. Department of Conservation: Fuel support

E. Federal

During peacetime emergencies, certain federal agencies can provide resources and support to state and local governments under separate statutory authorities. Following the Presidential Declaration of an Emergency or Major Disaster, assistance provided by federal agencies will be coordinated by the designated Federal Coordinating Officer.

V. POLICIES AND PROCEDURES

- A. Local governments will receive and distribute supplies and implement control procedures so that basic human needs are met.
- B. Use prescribed procurement, contracting, and claim procedures so that emergency costs can be documented for reimbursement. This is very important.

See the Finance annex for more information.

- C. During a local emergency, get supplies from the usual wholesale and retail outlets.
- D. Use local sources before requesting supplies from other jurisdictions.
- E. During an emergency, the Supply Unit Leader will inventory and safeguard the supplies on hand.
- F. Each emergency function will determine its requirements and make requests to the Supply Unit Leader.
- G. Requirements which cannot be met locally will be referred to the County Operational Area Supply Coordinator.

Supply Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Keep an updated list of the kinds of resources that you would not be able to find in the yellow pages.
- If possible, purchase and store certain essential supplies, such as sandbags.

During an Emergency - warning phase

- Check availability and location of equipment, and essential supplies.
- Review plans and status of situation and water supply measures and equipment.
- Prepare to stock shelters (Care and Shelter)
- Place supply personnel on stand by.

During an Emergency - impact phase

- Make contact with the Emergency Operations Center – Logistics Chief, obtain priorities.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Prepare work objectives for subordinates, brief staff, make assignments and evaluate performance. Schedule employees.
- Obtain additional staff from personnel section as necessary.
- Maintain a current Emergency Vendor list and supply of emergency purchase orders.
- Locate, procure, store, maintain, and distribute supplies and equipment.
- Arrange for essential services.
- Maintain records on all transactions and certify payment to vendors.
- Coordinate financial activities with finance section.
- Render assistance when required to other jurisdictions.
- During a local emergency, procure supplies from the usual wholesale and retail outlets.
- Make maximum use of local sources before requesting supplies from other jurisdictions.

Supply Unit Annex

CHECKLIST FOR ALL DISASTER, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Inventory the supplies on hand and take necessary steps to safeguard them.
- Respond to requests from each emergency function.
- During an emergency declared by the State or Federal Government, supplies will be procured in accordance with the California State Procurement plan. Supply is to be guided by State policies.
- Check with Operations to determine emergency resource and support requirements.
- Attend planning meetings as necessary.
- Provide input at Logistics section meetings.
- Maintain frequent contact with Logistics and Operations.
- Help move resources and supplies from hazard areas.
- Allocate supplies according to established priorities.
- Insure proper logs are maintained by various areas for control of issued supplies, equipment, etc., including that donated and loaned items are identified and scheduled when received.
- Coordinate distribution of water if needed.
- Request assistance from the Operational Area Supply Coordinator, as required.
- Make sure fuel is available for vehicles and generators.

After an Emergency

- Recover as many resources as possible.
- Review problems that occurred during the emergency.
- Take corrective action.
- Assemble and check financial records; forward to Finance.
- Make suggestions for changes to Supply Unit and forward to Logistics Chief.

Completed by _____
Date ___/___/___ Operational Period ____-____

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Facilities Unit Annex

I. INTRODUCTION

During a disaster, numerous facilities may be required to support the needs of the incident operations, including feeding and sleeping areas, portable kitchens and sanitation/shower areas.

The Facilities Unit has the task of procuring the needed facilities and providing the needed maintenance and security for those facilities.

In the City of Napa, the Facilities Unit is staffed by the Building Department Property Manager or alternate.

II. OBJECTIVES

- A. Assess the usability of existing City facilities after the disaster.
- B. Support mass care efforts with Care and Shelter unit.
- C. Provide for maintenance and security of incident operation facilities.
- D. Procure needed facilities to support incident operations.

III. PHASES OF THE EMERGENCY

Depending on the nature of the disaster, Facilities may be in full swing before, during and long after the event. Use the checklists to guide your response actions.

A. Before the Emergency

During this phase, prepare plans, procedures, and checklists that will guide the disposition of public and private resources in an emergency. Plans and procedures for coordination and communication with government agencies and private sector facility resources. Prepare and maintain resource lists.

Identify facilities and structures required to support emergency operations.

If a situation such as an approaching storm warrants an increase in readiness, review and update documents, check facilities, supplies and equipment and

alert resource suppliers and emergency personnel.

B. During the emergency

1. Warning phase

Mobilize staff and assess/inventory existing facilities. Begin to coordinate with Care and Shelter to procure needed facilities.

2. Impact phase

Assess damage to existing facilities and coordinate with Public Works for preparation. Procure needed facilities to support incident operations. Provide for set up and maintenance and consider security needs.

C. After (Recovery)

Initiate demobilization of unneeded facilities as soon as possible.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. City of Napa

1. Establish, maintain and demobilize all facilities used in support of City operations.

B. County (Operational Area)

1. The County Operational Area will be responsible for:
 - a) Surveying proposed shelters.
 - b) Responding to requests for facility resources from the City.
 - c) Submitting requests to the Mutual Aid region for additional resources

C. State

The State Office of Emergency Services Director or a designated representative, will coordinate statewide resources and support operations.

Facilities Unit Annex

1. The California Department of Forestry may assist with the Provision of feeding and support facilities to incidents when requested.

V. POLICIES AND PROCEDURES

- A. The City of Napa is responsible for receiving and implementing ordered facilities and for their timely release.
- B. Use prescribed procurement, contracting, and claim procedures so that emergency costs can be documented for reimbursement. This is very important. See the Finance Annex for more information.
- C. Use local sources before requesting facilities and support from other jurisdictions.
- D. Provide for maintenance, sanitation, and lighting of facilities where appropriate.
- E. Each emergency function will determine it's requirements and make requests to the Facilities leader.
- F. Requirements which cannot be met locally will be referred to the County Operational area.

Facilities Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Identify probable facility needs for various situations.
- Identify sources of facility suppliers.
- Confirm contracts and/or agreements through the Finance Section.

During an Emergency

- Read this entire checklist.
- Identify yourself by putting on the name tag with your title and placing your name on the organizational chart.
- Obtain briefing from Logistics Section Chief.
- Maintain an Activity Log (ICS 214).
- Mobilize Facilities Personnel.
- Determine priorities for Facilities activities.
- Coordinate with Operations-Public Works on repair of existing needed facilities.
- Receive a copy of the action plan.
- Assess the requirements for facilities to support incident operations:
 - Feeding
 - Sleep areas
 - Sanitation/showers
 - Staging areas
 - Other needs
- Coordinate with Care and Shelter on required facilities for incident operations that may be duplicated in that unit.
- Determine requirements for each facility to be established.
- Coordinate with Operations on location and facility needs of staging areas.

Facilities Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Request assistance from County Operational Area-Logistics, as needed.
- Maintain records on all transactions and certify payment to vendors.
- Make maximum use of local sources before requesting resources from other jurisdictions.
- Verify that facilities are being established in safe areas.
- Provide for lighting in facility areas.
- Provide for maintenance of facility areas.
- Provide for security of facility areas.
- Distribute and install chemical toilets at shelters and other key facilities as needed.
- Notify Logistics Section Chief of activities in the Facilities Unit.
- Provide information to Public Information Officer on public facilities.

After an Emergency

- Continue to operate and maintain established facilities until they are no longer needed.
- Demobilize facilities as soon as possible when they are no longer needed.
- Consider relocating facilities that proved to be in a bad location.
- Assemble and check financial records; forward to Finance.
- Make suggestions for corrections or changes to the Facilities Annex and forward to the Logistics Chief.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Facilities Unit Annex

CHECKLIST FOR EARTHQUAKES

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Check key facilities, public works yard and other facilities to determine the extent of damage and ability to operate--coordinate with Public Works/Damage Assessment.
- Provide alternate communications where needed.
- Move equipment under cover to open areas to prevent damage from aftershocks.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Finance Section Annex

The Finance Section determines the cost of the emergency, and includes the following annexes:

- Finance Section Chief:
Directs the Finance Section.
- Cost:
Tracks, summarizes and reports all costs associated with the disaster.
- Time:
Keeps personnel and equipment time records.
- Claims
Documents, investigates and resolves claims.

Finance Section Annex

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Finance Section Chief Annex

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Finance Section Chief Annex

I. INTRODUCTION

This annex explains the function and responsibilities of the Finance Section Chief within the Incident Command System (ICS).

The position of Finance Section Chief is filled by the Finance Director or designate.

II. OBJECTIVE

- A. Coordinate the emergency operations of the Units in the Finance Section. (Cost, Time and Claims)
- B. Activate the Finance element of the Action Plan.

III. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position and those in the Finance Section. Any weaknesses in them shall be corrected through the City Manager.

B. During the emergency

1. Warning phase

This phase could begin with a warning such as the forecast of a flood. During the warning phase, contact those individuals who could be managing the Finance Section Units and ensure that they review their checklist and Emergency Plans.

2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

1. Continue to coordinate the activities of the Finance Section until all Units have returned to normal operations.

2. Work with OES to coordinate the recovery of disaster costs.

IV. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Finance Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Finance Section Chief will be responsible for:

1. Coordinating the Finance Section Units.
2. Ensuring that all obligation documents initiated during the disaster are properly prepared and completed.
3. Providing input in all planning sessions on financial and cost analysis matters.
4. Keeping the Director of Emergency Services informed of Finance Section activities.

Finance Section Chief Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Make sure the "before" checklist items are updated in all Finance Section annexes.
- Become familiar with the procedures for Disaster Assistance.
- Make sure necessary forms are developed.
- Make sure personnel resource lists are up to date.
- Update emergency supplier vendor list.
- Develop/update contracts for services to be initiated during emergencies.

During an Emergency

- Go the Emergency Operations Center if activated.
- Identify yourself by putting on the name tag with your title and placing your name on the Organizational Chart.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Maintain an operating plan for Finance section.
- Obtain a briefing from Director of Emergency Services.
- Attend planning meeting to gather information on overall strategy.
- Attend briefing with responsible agency, if required, for information.
- Activate Finance Section Units as needed: Arrange for staffing through telephone chain.
 - Cost
 - Time
 - Claims
- Schedule Finance section planning meetings as required.
- Prepare work objectives for unit leaders, provide briefings, make assignments and evaluate performance. Schedule backup section chief if necessary.
- Inform D.E.S. and general staff when section is fully operational or to the extent possible.

Finance Section Chief Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Keep accurate records of all financial costs of the incident.
- Determine if any additional financial requirements should be implemented.
- Meet with assisting and cooperating agencies as required.
- Maintain fiscal and time records.
- Gather information and prepare applications and claims for assistance and/or insurance reimbursement.
- Re-check this checklist.
- Work with the Director of Emergency Services to make sure the Incident Action Plan provides for financial and cost analysis.
- Maintain contact with agency(s) regarding financial matters.
- Properly prepare and complete all financial obligation documents.
- Develop standby plans and agreements. (Use a simplified contract that outlines the scope of work and provide plans, specifications, and requisition forms for material, equipment, and labor, as well as standard contract terms regarding costs and procedures).

After an Emergency

- Make sure the Cost Unit submits a final report to the Director of Emergency Services.
- Contact Section Chiefs to obtain completed Employee Payroll (Green) sheets when desired.
- For those departments involved in the recovery from the emergency, the requirement for time recording extends through the recovery.
- Before demobilization establish a plan to follow through with all business management issues.
- Before demobilizing, make sure that all logs and forms are:
 - Complete
 - Current
 - Routed correctly for post-incident processing.
- Check financial and non-financial records; forward to the Director of Emergency Services.

Completed by _____

Date ___/___/___ Operational Period ___-___

Cost Unit Annex

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Cost Unit Annex

I. INTRODUCTION

A single disaster can cost the City millions of dollars. The State and Federal governments will reimburse the City for most of these costs — if the City can provide accurate documentation. Determining a final cost figure can be a difficult and time consuming task, but it is a very important one. This annex will guide those who have the task of answering the question, “What did it cost?”

II. OBJECTIVES

- A. Accumulate and report all costs of disaster response and recovery.
- B. Obtain maximum state and federal reimbursement of eligible costs.
- C. Help departments justify budget overruns related to the emergency.

III. ORGANIZATIONS AND RESPONSIBILITIES

- A. Within the Incident Command System, the Cost Unit reports to the Finance Section Chief.

When a disaster occurs the Cost Unit will be responsible for:

1. Determining accurate cost figures for the disaster.
2. Working with individual City departments on disaster reimbursement from the State and FEMA.

B. State

1. State Office of Emergency Services

Responds to claims from the City, verifies documentation, and coordinates payment of claims.

2. Department of Finance

Follows up on payments, and audits financial records from the disaster.

IV. POLICIES AND PROCEDURES

A. Staffing

The cost Unit is headed by an accountant selected specifically for cost accounting ability.

B. Responsibilities

1. Maintain an accurate record of all costs incurred in responding to and recovery from the emergency.
2. Provide the Finance Section Chief with a daily update of total costs of response and estimated loss.
3. Immediately upon briefing by the Finance Section Chief, the Cost Unit leader will establish a network to obtain the following information, at least daily:
 - a) Personnel cost of response (from Time Unit).
 - b) Cost for use of agency owned or controlled equipment (from Time Annex)
 - c) Cost for use of rented/hired equipment (from Supply or using agency - be careful not to count twice if reported from both sources).
 - d) Cost of supplies purchased for the response (from Supply).
 - e) Cost of owned supplies consumed in the response (from responding department).
 - f) Estimates of general damage in the community, to support a state or federal declaration (from Situation Analysis or Damage Assessment).
4. During the response phase, report costs and losses to the Finance Section leader in the following format:

Cost Unit Annex

- a) Cost of Response
- b) Department damage or loss.
- c) Community/area damage or loss.

5. At the completion of the response phase, the Cost Unit will prepare a report of the total cost of the response, by department/budget unit, and submit a final report to the Finance Section Chief.
6. Should a Presidential Declaration be issued and the City become eligible for public assistance under Public Law 93-288 (Disaster Relief Act of 1974), the cost unit will coordinate with each department, all City claims for such assistance. This will include the preparation of project applications, review of Damage Survey Reports (DSRs), requests for advances, and final audit.
7. Throughout the recovery phase, the cost unit will monitor and record all costs of recovery and relate to those costs to Damage Survey Reports (DSRs) for claiming or matching with approved claims. The cost unit leader will meet with accounting personnel from departments involved in the recovery at least quarterly until recovery is complete and all costs have been reported.

C. Staffing for the Cost and Time Units will be drawn from the Finance Department.

V. EMERGENCY COST ACCUMULATION SYSTEM

A. Purpose

To account for the cost involved in responding to an emergency situation or during extended emergency operations:

1. To claim reimbursement of allowable costs from State and Federal government;

2. To report total costs of responding to an emergency for cost reporting, statistical information and budget justification.

B. Background

State and Federal governments provide funding for disaster related repair of public roadways, bridges, facilities and structures, and property owned by non-profit corporations.

1. The type and amount of aid is based on the level of disaster declaration (local emergency, State Emergency, or Presidential Disaster Declaration). Without a Presidential (Federal) declaration, reimbursement is generally available only for permanent restoration and repair of public real property. With a Presidential Declaration, a whole range of services/aid become available to government, business, and individuals, including flood fighting and debris clearance.

2. The two activities for which reimbursement may be available and, therefore, costs should be accumulated are response and recovery.

a) Response refers to those actions taken during and/or immediately following the disaster or event to protect life and property and minimize human suffering. Response involves emergency agencies, public service agencies and volunteer agencies (Red Cross, Salvation Army, and others).

b) Recovery is the clean-up, repair, and/or replacement of damaged facilities, buildings, roads, homes, etc. Recovery assistance is not only available to government, but for business and individuals through loan programs, insurance, grants, etc. Only rarely will public funds be spent to repair privately owned facilities, and then it is

Cost Unit Annex

limited to certain private non-profit agencies and public utilities.

C. Costs To Report

Generally, any cost that is incurred specifically for response to or recovery from a disaster (emergency situation) should be reported. Even if the cost is later determined not eligible for Federal/State reimbursement, the documentation will aid in justifying a budget over run or modification.

1. All City Departments may incur some costs as a result of the emergency:

a) The cost of repairing or replacing equipment or consumable supplies damaged or destroyed by the emergency situation (not in responding to it). Federal and State funding provide for the repair only to pre-emergency condition (no upgrade). Whenever possible replacement should consider surplus property or other used equipment. Replacement of consumable supplies is generally limited to a 30-day supply unless the Federal Emergency Management Agency (FEMA), Region IX approves a larger amount. All reimbursement is for the uninsured loss.

b) The cost of departmental personnel doing abnormal work (such as cleaning up, sandbagging, site security, working in the Emergency Operations Center, etc.).

A. Documenting Costs

The Cost Documentation package has the forms and detailed instructions for documenting costs.

1. The Time and Expense Report is completed by the field supervisor (one report for each work location for day or partial day that work is done at that site).

2. Departmental office personnel post the time and Expense Reports to the Summary by site or location number.

a) The summary by site or location number, which should be subtotaled weekly and posted to the weekly summary of the disaster, is totaled when the work on a particular site or location is completed. This is the source document for any reimbursement claim.

b) The weekly summary is a running total of all costs of the disaster.

VI. DAILY ACTIVITY REPORT

This report is designed to be prepared by the on site/field supervisor with only minimum office clerical staff work.

A. Labor

1. Rate may be filled in and extension made by office clerical staff. (Only the hourly labor rate is reimbursable — no benefits, overhead or taxes).
2. Job title should be specific as possible (if equipment operator or truck driver, state specific type of equipment).
3. The hours reported should be reconcilable with payroll time sheets.
4. Up to two levels of supervision may be included (for example, crew members, crew chief, and supervisor of crews).

B. Equipment:

1. Although rates of reimbursement may be lower than equipment costs, list full equipment rates.
2. City owned equipment should be supported with some type of "time ticket" from the equipment pool or method used to charge for in-house (force) jobs.

Cost Unit Annex

3. Leased equipment charges should be supported by invoice.
4. Reconcile equipment hours with operator hours and explain any differences.

C. Materials:

1. The unit of each used (gallons, tons, etc.).
2. All material should be documented by invoice, stores issue document, etc.
3. Shop stocks used should be documented by date received into inventory and date delivered to job/disaster site. Price is based on last purchase unless a special replacement purchase is made.
4. Documentation as to who ordered the purchase and the purpose should be stated on the purchase order.

VII. SUMMARY SHEETS

Daily Activity Reports are posted to the Summary by disaster job/site/location which is subtotaled weekly to update the City weekly summary of disaster related costs.

Because of time constraints for reporting applicable costs to the State Office of Emergency Services (every 24 hours), daily activity reports must be submitted to the office of primary responsibility by 10:00 A.M. of the next business day.

The office of primary responsibility must post Daily Activity Reports to the Summary promptly so that summaries can be totaled and reported without undue delay.

VIII. AUTHORITIES AND REFERENCES

- B. Federal Disaster Assistance Program.

1. DR&R1 - Handbook for Applicants.
2. DR&R2 - Eligibility Handbook.

Cost Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Become familiar with the procedures for Disaster Assistance.
- Develop forms for recording all costs.
- Be prepared to provide necessary forms (with instructions) to the Emergency Response Organization.

During an Emergency

- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Obtain briefing from the Finance Section Chief.
- Maintain supply of emergency forms and supplies.
- Prepare work objectives for subordinates, brief staff, make assignments and evaluate performance. Schedule employees.
- Establish a network to obtain the following information, at least daily.
 - Personnel cost of response (from Time Unit).
 - Cost for use of agency owned or controlled equipment (from Time Unit).
 - Cost for use of rented/hired equipment (from Supply or using agency - be careful not to count twice if reported from both sources.)
 - Cost of supplies purchased for the response (from Supply).
 - Cost of owned supplies consumed in the response (from responding agency).
 - Estimates of general damage in the community, to support a state or federal declaration from Planning.
- Obtain list of assisting and cooperating support agencies and arrange meetings as required.
- Prepare reports based on analysis of costs and damage for Finance Section Chief.
- Maintain required records and reports.
- Monitor record keeping of all sections and assign cost control number as required.
- Based on determination of size and complexity of disaster, estimate cash flow requirements.
- Monitor city staff, equipment and supplies provided to other agencies, if any.
- Prepare incident cost summaries.

Cost Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Prepare cost estimates for planning.
- Make recommendations for cost savings to Finance Section Chief.
- Maintain cumulative incident cost records.
- Maintain an accurate record of all costs incurred in responding to and recovery from the emergency.
- Provide the Director of Emergency Services with a daily update of total costs of response and estimated loss. (See the cost accumulation system for sample forms and instructions).
- During the response phase, report costs and losses to the Finance Section Chief in the following format:
 - Cost of Response
 - Department damage or loss
 - Community/area damage or loss

After an Emergency

- At the completion of the response phase, prepare a report of the total cost of the response, by department/budget unit.
- Submit a final report to the Finance Section Chief.
- Should a Presidential Declaration be issued, coordinate all City claims for such assistance. This will include:
 - The preparation of project applications.
 - The review of Damage Survey Reports (DSRs).
 - Requests for advances.
 - The final audit.
- Throughout the recovery phase, monitor and record all costs of recovery and relate those costs to damage survey reports (DSRs) for claiming or matching with approved claims.
- Meet with personnel from departments involved in the recovery at least quarterly until recovery is complete and all costs have been reported.

Completed by _____
Date ___/___/___ Operational Period ___ - ___

Cost Unit Annex

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Time Unit Annex

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Time Unit Annex

I. INTRODUCTION

The Time Unit is responsible for maintaining an accurate record of payroll time for all specially hired emergency response workers and for ensuring that a record of all personnel time and equipment cost for the response is maintained.

II. ORGANIZATION AND RESPONSIBILITIES

Within the Incident Command System, the Time Unit reports to the Finance Section Chief.

When a disaster occurs the Time Unit will be responsible for:

1. Ensuring that all employees responding to an emergency are advised of how to record all hours worked correctly, accurately and in the right index code.
2. Ensuring that all costs associated with an emergency response are recorded correctly, accurately and in the right index code.
3. Keeping the Finance Section Chief informed of Time Unit activities.

III. POLICIES AND PROCEDURES

A. Staffing

The Time Unit is headed by an individual appointed by the Finance Section Chief.

B. Contact liaisons

Immediately upon briefing by the Finance Section Chief, the Time Unit leader will contact each department with a disaster response mission and remind them that all time worked and all city equipment deployed in direct response to the emergency must be recorded daily and reported bi-weekly.

C. Time recorders

Time recorders responsible to the Time Unit may be appointed in departments with significant numbers of personnel involved in the response. While these departmental time recorders may be regular employees of the department they are serving, they will be responsible to the Time Unit for the duration of the response.

D. Temporary workers

If temporary emergency workers are recruited, it is the responsibility of the recruiting department to account for their time and report to the finance section.

E. Notify departments

All city departments will be notified that time lost because of an emergency or time spent by employees in disaster response should be reported to the Time Unit.

F. Payroll time reporting

The Time Unit will extend time and rate information and provide the extended data to the Cost Unit.

G. Duration of time reporting

For those departments involved in the recovery from the emergency, the requirement for time recording extends through the recovery.

Time Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Become familiar with the procedures for disaster time keeping.
- Make sure necessary forms are developed.
- Be prepared to provide forms (with instructions) to the Emergency Response Organization.

During an Emergency

- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Obtain briefing from Finance Section Chief.
- If necessary, report to the EOC put on a nametag.
- Contact each department with a disaster response mission and remind them that all time worked and all city equipment deployed in direct response to the emergency must be reported daily.
- Maintain a supply of emergency time sheets, overtime forms, and labor distribution forms for distribution.
- Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
- Request for additional personnel or release of personnel should be coordinated through the finance section chief to the personnel section.
- Attend finance section planning meetings as required and provide input.
- Meet with assignee of various sections for information and form distribution.
- Insure sections log volunteer workers.
- Insure proper personnel time records are maintained through routine monitoring and set policy for transmittal to unit from section assignees.
- Maintain an accurate record of payroll for all specially hired emergency response workers.

Time Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Establish and maintain a file for employee time reports. For each person, it should include:
 - Correct identification.
 - Specific pay provisions.
 - Hours worked.
 - Travel.
 - Termination of involvement in the incident.
- Keep time records for each shift.
- Make sure time reports are appropriately signed.
- Close out a person's time records before he or she leaves the incident.
- Time recorders responsible to the Time Unit may be appointed to departments with significant numbers of personnel involved in the response. These departmental time recorders will be responsible to the Time Unit for the duration of the response.
- If temporary emergency service workers are recruited, verify that the recruiting departments are accounting for their time and that the information is forwarded to the finance section.
- Ensure that a record is maintained of all equipment time for the response. Obtain a daily report of all equipment employed in the response and the time that equipment is used (include maintenance and rented equipment).
- Notify all city departments that time lost because of an emergency or time spent by employees in disaster response must be reported to the Time Unit.
- Daily, extend time and rate information and provide the extended data to the Cost Unit.

After an Emergency

- For those departments involved in the recovery from the emergency, the requirement for time recording extends through the recovery.

Completed by _____
Date __/__/__ Operational Period ____ - ____

Claims Unit Annex

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Claims Unit Annex

I. INTRODUCTION

The Claims Unit is responsible for handling all claims related activities, including injury, for the disaster.

The Claims Unit will also assist City and agency personnel in preparing and submitting disaster claims to State and Federal authorities. In this capacity, the Claims Unit will work closely with the County Office of Emergency Services.

II. OBJECTIVE

- A. Handle all claims related activities for the disaster.
- B. Assist with preparation and submission of disaster claims to State and Federal authorities.

III. POLICIES AND PROCEDURES

A. Staffing

The Claims Unit is headed by an accountant appointed by the Finance Section Chief. Risk Management will be consulted to make certain all potential sources of funds are located. The Risk Manager will handle injury claims.

IV. ORGANIZATION AND RESPONSIBILITIES

Within the Incident Command System, the Claims Unit reports to the Financial Section Chief.

When a disaster occurs the Claims Unit will be responsible for:

A. Property Claims

1. Develop and maintain a log of potential claims.
2. Initiate investigation on all claims other than personal injury.

3. Coordinate with investigation team as necessary.
4. Document any incomplete investigations.
5. Document follow-up needs.
6. Keep the Finance Section Chief informed of Claims Unit activities.

B. Injury Claims

1. Receive or make reports of injury claims on state Fund forms.
2. Document all injuries.
3. Submit reports to State Fund, (not City carrier) according to Workers Compensation laws.

Claims Unit Annex

CHECKLIST FOR ALL DISASTERS

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

Before an Emergency

- Become familiar with the procedures for Disaster Claims.
- Make sure the forms are in stock and easily accessible.

During an Emergency

- Obtain a briefing from the Finance Section Chief.
- Report to the Emergency Operations Center if activated.
- Maintain a supply of emergency forms and supplies.
- Read this entire checklist.
- Maintain an Activity Log (ICS 214).**
- Prepare work objectives for subordinates, brief staff, make assignments and evaluate performance. Schedule employees.
- Contact each department with a disaster response mission and remind them that all disaster related claims must be specifically marked.
- Maintain required records and reports.
- Develop and maintain a log of potential claims.
- Document all potential claims resulting from the emergency including workers' compensation claims. All City Employees become Disaster Service Workers under declared disaster conditions.
- Initiate an investigation on all claims other than personal injury.
- Document any incomplete investigations.
- Obtain witness statements regarding claims.
- Periodically review logs and forms produced by your unit to ensure:
 - Completeness
 - Accuracy
 - Timeliness
 - Compliance with procedures and policies.

Claims Unit Annex

CHECKLIST FOR ALL DISASTERS, cont'd

STARTED/COMPLETED

(THERE IS NO SET ORDER TO THESE CHECKLIST ITEMS)

NOTES

- Keep Finance Section Chief briefed on Unit activities.
- Forward copies of the disaster claims to the Cost Unit.
- Obtain list of assisting and cooperating support agencies and arrange meetings as required.
- Work closely with the County Office of Emergency Services in assisting in the preparation of Federal and State Disaster Claims.

After an Emergency

- Before demobilizing, make sure that all logs and forms are:
 - Complete
 - Current
 - Routed correctly for post-incident processing.
- Investigate all potential claims resulting from the emergency.
- Resolve all potential claims resulting from the emergency.

Completed by _____
Date __/__/__ Operational Period ____-____

CITY OF NAPA
EMERGENCY OPERATIONS CENTER
Telephone Directory

PHONE NUMBER	TITLE
258-7801	E.O.C. Director of Emergency Services
258-7802	E.O.C. Coordinator
258-7803	E.O.C. Liaison
258-7804	Public Information Officer
258-7805	E.O.C. Planning x 7731
258-7806	E.O.C. Logistics x 7733
258-7808	E.O.C. Finance Officer x7756
258-7809	E.O.C. ESM
258-7815	E.O.C. Legal
258-7816	E.O.C. Main Fax Machine
257-9594	E.O.C. Operations Chief
258-7810	E.O.C. Operations Center (Public Works Department)
258-7811	E.O.C. Operations Center (Fire Department)
258-7812	E.O.C. Operations Center (Police Department)
258-7813	E.O.C. Public Information Office (Information Answering Machine)
258-7814	E.O.C. Public Information Office (Fax Machine)
258-7817	E.O.C. Public Information Office (Main Direct Number)
257-9371	E.O.C. Security/Support x 7371

**NAPA COUNTY
EMERGENCY OPERATIONS CENTER
TELEPHONE DIRECTORY**

NAME/LOCATION	PHONE	NAME/LOCATION	PHONE
COMMAND		PUBLIC INFORMATION	
EOC MANAGER-OASIS	252-2801	PIO-PRIVATE LINE	259-8267
COMMAND-JAY HULL	259-8288	PIO-PUBLIC LINE	259-8303
COMMAND-JOHN VOLPI	259-8299	PIO-PUBLIC LINE	259-8302
COMMAND	259-8261	PIO-FAX	259-8304
		PIO-ROAD CONDITIONS	259-8311
OPERATIONS		MISCELLANEOUS	
OPERATIONS	253-4836		
OPERATIONS	259-8296		252-2800
OPERATIONS	259-8297	JOHN VOLPI -OASIS	252-2802
OPERATIONS	259-8128	GARY SIMPSON -OASIS	252-2803
OPERATIONS	2598129		252-2804
OPERATIONS	259-8260	OASIS FOR MODEM	252-2805
OPERATIONS	259-8262	CONFERENCE ROOM	259-8323
		CONFERENCE ROOM	259-8324
		CONFERENCE ROOM	259-8325
PLANNING			
PLANNING	259-8292		
PLANNING	259-8293		
PLANNING	259-8294		
PLANNING	259-8295		
PLANNING	259-8258		
PLANNING	259-8259		
LOGISTICS			
LOGISTICS	259-8300		
LOGISTICS	259-8130		
LOGISTICS	259-8131		
LOGISTICS	259-8265		
LOGISTICS	259-8266		
FINANCE			
FINANCE	259-8263		
FINANCE	259-8264		

EOC STAFFING RESOURCES BY TITLE

(Positions should be filled as prioritized, when possible.)

1. Director of Emergency Services

- A. City Manager
- B. Chief of Police
- C. Fire Chief
- D. Assistant City Manager

2. Emergency Services Manager

- A. Fire Chief
- B. Chief of Police
- C. Fire Department Division Chief
- D. Police Department Deputy Chief
- E. Fire Department Battalion Chief
- F. Police Department Patrol Commander

3. Legal Advisor

- A. City Attorney
- B. Assistant City Attorney

4. Public Information Officer

- A. City Clerk
- B. Housing Director
- C. Code Enforcement Officer
- D. Housing Dept. Administrative Assistant
- E. Deputy City Clerk
- F. Finance Collections Supervisor

5. Liaison

- A. Fire Department Administrative Services Officer
- B. Police Department Administrative Assistant
- C. Community Resources Administrative Assistant
- D. Redevelopment Coordinator
- E. Community Resources Recreation Supervisor

6. EOC Security/Support

- A. Youth Services Department Sergeant
- B. Investigations Community Services Officer
- C. Community Services Officer
- D. Parking Enforcement Officer

7. Operations

A. Chief

- 1) Fire Department Division Chief
- 2) Police Department Deputy Chief
- 3) Fire Department Battalion Chief
- 4) Police Department Patrol Commander
- 5) Public Works Director

B. Deputy Operations-Fire

- 1) Fire Battalion Chief
- 2) Fire Captain

C. Deputy Operations-Police

- 1) Patrol Commander
- 2) Field Sergeant

D. Deputy Operations-Public Works

- 1) Public Works Director
- 2) Assistant Public Works Director
- 3) Streets/Electrical Manager

E. Communications Supervisor

- 1) Telecommunications Specialist
- 2) Telecommunications Technician
- 3) Public Works Electrician

8. Planning

A. Planning Chief

- 1) Community Development Department Director
- 2) Fire Department Representative
- 3) Planning Manager
- 4) Senior Planner

B. Situation Status Unit

- 1) Civil Engineer
- 2) Senior Planner
- 3) Associate Planner
- 4) Planning Aide
- 5) Engineering Assistant
- 6) GIS Coordinator

C. Resource Status Unit

- 1) Senior Planner
- 2) Associate Planner
- 3) Assistant Planner
- 4) Planning Aide
- 5) Fire Department Representative

D. Damage Assessment Unit

- 1) Chief Building Inspector
- 2) Building Inspector
- 3) Construction Inspector

E. Demobilization Unit

- 1) Planning Chief or designate

F. Documentation Unit

- 1) Planning Department Secretary
- 2) Planning Office Assistant

9. Logistics

A. Logistics Chief

- 1) Community Resources Director
- 2) Recreation Superintendent
- 3) Parks Superintendent
- 4) Fire Department Administrative Assistant
- 5) Flood Project Manager

B. Supply

- 1) Storekeeper
- 2) Purchasing Assistant

C. Facilities

- 1) Building Department Property Manager
- 2) Building Department Administrative/ Annexation Assistant

D. Personnel

- 1) Personnel Director
- 2) Personnel Department Representative

E. Transportation

- 1) Fleet Manager
- 2) Fleet Shop Supervisor
- 3) Equipment Mechanic

G. Care/Shelter

- 1) Community Resources Administrative Assistant
- 2) Housing Programs Coordinator

10. Finance

A. Finance Chief

- 1) Finance Director
- 2) Finance Manager
- 3) Accounting Supervisor
- 4) Information Technician

B. Time Unit

- 1) Finance Section Personnel

C. Cost Unit

- 1) Finance Section Personnel

D. Claims Unit

- 1) Finance Section Personnel

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January 2008

CONTINUITY OF GOVERNMENT (Sec. 2.88, Napa Municipal Code)

Jill Techel, Mayor	Cathy Roche	252-7122
	Jim Asbury	255-1811
	Ed Matovcik	226-9898
James Krider, Councilmember	Tom Trzensnewski	255-8718
	James Mulford	224-2127
	Michael Basayne	224-7647
Mark Van Gorder, Councilmember	Don Huffman	257-2585
	Tom Trzensnewski	255-8718
	Shirin Vakharia	257-0525
Peter Mott, Councilmember	Mike Basayne	253-8462
	Joe Newman	255-6116
	Mike Murray	320-0537
Juliana Inman, Councilmemeber	Cindy Watter	226-9492
	Michelle Benvenuto	258-1707
	Gordon Huether	265-
9054		

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FORMS

I. GENERAL INFORMATION

Many forms will be required to assist disaster workers during the course of an emergency. Most forms pertinent to the individual sections are kept within their specific EOC supply box. Additionally, standardized Incident Command System forms serving various functions and multi-page General Message forms (to be used during communication failures) are kept in the EOC support trailer. Some forms common to all EOC staff will be kept within this binder. Copies should be made as needed and the originals placed back into the binder.

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MAPS

I. GENERAL INFORMATION

All the information we need to reference cannot be indicated on one map. Several large scale maps of the City are posted on the walls of the EOC and there are many additional map references available through the various city departments. The following is a list of maps available to the EOC and where they are located. For specific mapping needs make requests through the Logistics Section Chief.

II. SPECIFIC MAPS

A. Fire Department Map Books

Available from the Fire Department. Pages are 8 1/2" x 11" and show site maps of major facilities, convalescent hospitals and large apartment complexes.

B. Aerial Photos and 1986/1995 Flood inundation maps.

Available from the blue print room in the engineering department. Contact the senior engineering aide for access.

C. Thomas Brothers Maps

Available in the branch kits and on most City Fire Apparatus. Cover Napa and Solano Counties.

D. Water, Sewer, Utilities, etc.

These maps are available or can be developed by the GIS coordinator in the Public Works Planning Department.

E. Specialized Maps

Specialized maps to show areas of damage, flooding, evacuation sites and many other desired specific needs can be developed by the GIS coordinator in the Public Works Planning Department.

F. Street Closure Phase Maps

Wall mounted street closure phase maps for flooding are located in the EOC, PIO and Operations locations.

G. Unreinforced Masonry Maps

Currently being developed. Contact GIS coordinator or Redevelopment in Public Works for updated information.

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Revisions & Updates

The revised City of Napa Emergency Plan was adopted by City Council on February 5th, 2008. Revisions and updates to the Plan have been approved by the City Manager, as Director of Emergency Services, and the City Council, as required by Napa Municipal Code chapter 2.89. The current version of the Plan is on file with the City Clerk and the Fire Department.

Requests for further revisions or updates to the Plan shall be submitted to the Fire Department for initial review, and then forwarded to the City Manager for review. The City Manager is authorized to approve administrative updates to the Plan (e.g., identification of personnel and resources); all other revisions or updates shall be submitted to the City Council for review and approval.

Any revisions or updates to the Plan approved by the City Manager or the City Council (as required by Napa Municipal Code chapter 2.89) shall be distributed as "Revision Pages" to each City staff person responsible for updating Plan Binders. The Revision Pages shall be distributed with a cover memo identifying each Revision Page to be inserted into the Plan Binder, and each Superseded Page to be removed from the Plan Binder. The cover memo shall be in the following sample format:

REVISIONS TO EMERGENCY PLAN

Date: _____
Prepared By: _____, Fire Department
Approved By: _____, City Manager

Subject: Revisions to Emergency Plan

The attached pages are revisions to be inserted into the City of Napa Emergency Plan Binder. This memo also identifies "Superseded Pages" to be removed.

Please insert the following Revision Pages:

Insert: Page 3, dated: _____.
Insert: Page 5, dated: _____.
Insert: Page 54, dated: _____.
Insert: Page 901, dated: _____.

Please remove the following Superseded Pages:

Remove: Page 3
Remove: Page 5
Remove: Page 54
Remove: Page 901

NOTE: After inserting the Revision Pages, and removing the Superseded Pages:

Identify person who updated the Plan Binder: _____

Identify date revisions were inserted and removed: _____
Insert this page as Page 903-__.

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