

Emergency Management in California

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Governor's Office of Emergency Services

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TABLE OF CONTENTS

Chapter	Topic	Page
	Introduction	i
I	Overview of Emergency Management in California	1
	How You Can Become Involved in Emergency Management Checklist	16
II	Preparedness	19
	OES Preparedness Checklist	26
III	Response	27
	OES Response Checklist	35
IV	Recovery	37
	OES Recovery Checklist	45
V	Mitigation	47
	OES Mitigation Checklist	53

INTRODUCTION

Purpose

This guide to *Emergency Management in California* describes California's emergency management system, and outlines the roles of the public and private entities that contribute to the State's ongoing preparedness, response, recovery, and mitigation efforts. It describes in detail the responsibilities of the Governor's Office of Emergency Services (OES) and how OES can assist local government and the public throughout the four phases of emergency management.

This guide is primarily written to support state and local agencies that are a part of the California Standardized Emergency Management System (SEMS). However, whether you are a legislator, elected official, appointed officer, new state or local emergency manager/coordinator, first responder, or interested citizen, this guide will help you understand the basics of emergency management in California.

Organization

The chapters follow the four phases of emergency management - Preparedness, Response, Recovery, and Mitigation. These chapters describe in detail the programs and services OES administers or coordinates to carry out its emergency management responsibilities.

Get Involved

A checklist at the beginning of the guide outlines the specific actions you can take to support and become partners in the California Emergency Management System. In preparing for or mitigating against losses from disasters and emergencies, entities must: 1) identify and analyze potential hazards; 2) assess their vulnerabilities; and 3) decide on strategies for the use of resources.

OES Checklists

A checklist at the end of each chapter describes the activities that OES carries out, or is responsible for, during each of the four emergency management phases.

NOTES

**CHAPTER I
OVERVIEW OF EMERGENCY MANAGEMENT
IN CALIFORNIA**

EMERGENCY MANAGEMENT IN CALIFORNIA

California’s success in meeting the challenges of historical emergencies and disasters can be attributed to an emergency management and response system that has set the standard across the country.

The topics below provide the background and foundation for California’s emergency management system.

Section	Topic	Page
1	The Role of OES in Emergency Management	1
2	Four Phases of Emergency Management	4
3	Emergency Management in California	5
4	Standardized Emergency Management System	7
5	Mutual Aid System	11
6	Disaster Recovery	14
7	Hazard Mitigation	15

1. THE ROLE OF OES IN EMERGENCY MANAGEMENT

The Office of Emergency Services was established as part of the Governor’s Office in 1950 as the State Office of Civil Defense. The agency became more involved in natural disaster operations, and the name was changed to the California Disaster Office in 1956. Adoption of the *Emergency Services Act* in 1970 changed the agency’s name to the Office of Emergency Services.

What is OES? The Governor’s Office of Emergency Services (OES) serves as the lead state agency for emergency management in California. To ensure the most effective use of all resources for dealing with any emergency, OES makes every effort to include government at all levels, businesses, community based organizations, and volunteers into this process.

OES’ mission The OES mission is to ensure the state is ready and able to mitigate against, prepare for, respond to, and recover from the effects of emergencies that threaten lives, property, and the environment.

OES coordinates the activities of all state agencies relating to preparation and implementation of the State Emergency Plan. OES also coordinates the response efforts of state and local agencies to ensure maximum effect with

minimum overlap and confusion. Additionally, OES coordinates the integration of federal resources into state and local response and recovery operations.

OES accomplishes this mission through programs and outreach efforts that assist local and state government in their emergency management efforts. A description of OES activities during each of the four phases of emergency management follows.

PREPAREDNESS

Emergency Planning

OES assists local governments and state agencies in developing their emergency preparedness, response, recovery and mitigation plans, for terrorism, earthquakes, floods, fires, hazardous material incidents, nuclear power plant emergencies, and dam breaks in accordance with SEMS and the State Emergency Plan. Assistance ranges from the review of local plans to the participation in and monitoring of drills and exercises. OES also maintains the State Emergency Plan--the foundation for coordination and implementation of the State agencies' response.

Training

OES provides training to personnel for local governments, state agencies, community based organizations, businesses and volunteers. Training includes both emergency management and technical training with multi-hazard or hazard-specific focus. Training is provided at the OES training facility as well as off-site. Train-the-trainer courses are also provided.

RESPONSE

Coordinate State Response

OES coordinates the State response to major emergencies in support of local government. The primary responsibility for emergency management resides with local government. Local jurisdictions first use their own resources and, as they are exhausted, obtain more from neighboring cities and special districts, the county in which they are located, and other counties throughout the state through the Statewide Mutual Aid System. In California, SEMS provides the mechanism by which local government requests assistance.

OES serves as the lead agency for mobilizing the State's resources and obtaining federal resources; it also maintains oversight of the State's mutual aid system.

During an emergency, OES coordinates the State's response efforts. It is also responsible for collecting, verifying, and evaluating information about the emergency, facilitating communication with local government and providing affected jurisdictions with additional resources when necessary. If necessary, OES may task state agencies to perform work outside their day-to-day and statutory responsibilities.

RECOVERY

Administer State and Federal Assistance Programs

OES manages statewide disaster recovery and mitigation activities, and provides assistance to local governments and individuals impacted by disasters. OES has the regulatory responsibility to act as the grantee for federally funded disaster assistance programs, as grantor for the *California Disaster Assistance Act*, and coordinates recovery assistance for individuals, businesses and the agricultural community.

OES performs extensive liaison activities with local, state, and federal agencies, legislators, various volunteer and non-profit organizations, as well as the general public in accordance with the State Emergency Plan, Administrative Orders and consistent with its state and federal legislative mandates.

MITIGATION

Administer Hazard Mitigation

OES also administers the federal hazard mitigation programs through the state Hazard Mitigation Officer. OES is responsible for the development and implementation of the state Hazard Mitigation Plan and is extensively involved in the support of hazard mitigation planning activities of local government and other state agencies.

2. FOUR PHASES OF EMERGENCY MANAGEMENT

The four phases of emergency management--preparedness, response, recovery, and mitigation--provide the framework for the State's emergency management activities and the OES mission. The four phases are briefly described below.

Phase	Description	Examples
Preparedness	Activities undertaken in advance of an emergency to develop operational capabilities and improve effective response to disasters.	<ul style="list-style-type: none"> • Prepare a comprehensive plan • Conduct training to prepare local response personnel • Designate potential evacuation routes • Conduct exercises
Response	Activities conducted to save lives and prevent harm to people and property during an emergency.	<ul style="list-style-type: none"> • Alert and warn citizens • Conduct evacuation • Provide short-term feeding and sheltering • Conduct search and rescue operations
Recovery	Activities that restore vital life-support systems to minimum operating standards, and return infrastructure systems to a state of normalcy.	<ul style="list-style-type: none"> • Debris clearance • Temporary housing • Rebuild public facilities and family housing • Cost-recovery
Mitigation	Actions taken to eliminate or reduce the impact of future disasters. These actions can involve lasting, often permanent changes.	<ul style="list-style-type: none"> • Pass building codes requiring earthquake-resistant construction and fire-resistant construction • Install warning devices such as smoke detectors • Elevate structures in potential flood areas to protect them from high waters

3. EMERGENCY MANAGEMENT IN CALIFORNIA

<i>Authority</i>	The <i>California Emergency Services Act</i> (ESA), found in Government Code Chapter 7 of Division 1 of Title 2, provides the basic legal authorities for emergency management in the State.
<i>Working Together</i>	All levels of government must work together effectively with business and industry, community based organizations, and volunteers to meet the challenges posed by all types of emergencies.
<i>All Resources in the State</i>	Collectively, these entities represent all the resources in the State that may be applied in the emergency response and recovery phases. The goal is to provide for the effective coordination and management of emergency operations.

The elements for emergency management in California appear below.

Participant	Description
The Governor	The chief constitutional officer of the State. The emergency powers of the Governor are described in the Emergency Services Act.
California Emergency Council	The official advisory body to the Governor on matters pertaining to emergency preparedness.
Governor’s Office of Emergency Services	The OES Director coordinates the State’s disaster preparedness, response, recovery and mitigation activities in coordination with representatives of state agencies.
State Agencies	The Governor can call upon the personnel and resources of any and all state agencies to mitigate against, plan for, respond to, and recover from emergencies in support of local government.
OES Regions	The State’s 58 counties are grouped into three OES administrative regions to facilitate management, operations, program administration and coordination of information and resources among jurisdictions. The three regions are - Coastal, Inland, and Southern. The state is divided into six regions for the sharing of resources through the mutual aid system.
Operational Area	The county and all the political subdivisions located within its boundaries comprise the Operational Area (OA).
Local Jurisdiction	Cities, counties, and special districts support field operations.
Field Responders	On-scene responders such as law enforcement, fire services and public works personnel conduct direct response activities.
Private Sector	Business and industry can augment government’s available resources; independent agencies can augment the American Red Cross and other relief agencies.
Federal Government	The federal government augments the State’s emergency management activities when there has been a declaration of an agriculture-related disaster, economic-related disaster, or the President has declared an Emergency or Major Disaster.

4. STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

Development of SEMS

The October 1991 Oakland-East Bay Hills Fire highlighted the need for a standardized approach to handling emergencies throughout the State. California Government Code, section 8607, requires the development of a standardized emergency management system, known as SEMS.

SEMS is a uniform method for managing emergencies based on the Incident Command System (ICS). The ICS has been used by the fire services in responding to all types of incidents. SEMS standardizes the organizational structure and terminology used by every response agency.

Foundation of emergency management in California

SEMS is critical to California's emergency management organization. It is the system required by law for managing responses to multi-agency and multi-jurisdiction emergencies in California. SEMS facilitates coordination among all responding agencies and expedites the flow of resources and communication within all organizational levels

Uses of SEMS

SEMS is used to:

- Establish response operations
- Staff emergency operations centers
- Coordinate the emergency response
- Request assistance
- Communicate between levels of government.

Requirements In California

Since December 1, 1996, SEMS has been required to manage response to multi-agency and multi-jurisdictional emergencies in California.

- State agencies must use SEMS.
- Local government agencies must use SEMS to be eligible for State reimbursement of eligible response related personnel costs resulting from a disaster.

Used by

SEMS can be used by all levels of government and by the private sector to organize their response structure.

SEMS - Five Concepts, Five Functions, and Five Organizational Levels

The five concepts, five functions, and five organizational levels that comprise SEMS are essential to understanding SEMS. The following tables describe each component of SEMS.

SEMS – FIVE CONCEPTS

The five concepts described below provide the structure and foundation for California’s response organization.

Concepts	Description
1 Incident Command System (ICS)	A management tool originally developed by the California fire services for responding to emergency situations and used by other emergency response agencies at the field level.
2 Multi-inter-agency Coordination	A system under which affected jurisdictions and diverse organizations work together to coordinate and prioritize allocation of resources and emergency response activities.
3 Mutual Aid	A concept of resource sharing in which similar organizations assist each other during emergencies and day-to-day operations.
4 Operational Area (OA)	The entity that coordinates resources, emergency response, and damage information throughout the county. It encompasses the county and all its political subdivisions.
5 Emergency Communication	The Response Information Management System (RIMS) and the Operational Area Satellite Information System (OASIS), serve as a network to ensure that all levels of government can communicate during a disaster. RIMS is an electronic data management system that links emergency management offices throughout California. OASIS is a portable satellite-based network that provides reliable communications when landline systems are disrupted.

SEMS – FIVE FUNCTIONS

Five functions constitute the basic structure for any emergency response. Every emergency, no matter how large or small, requires that certain tasks be performed. Because SEMS incorporates these five basic functions, it is an ideal structure for managing emergencies. One individual at small incidents may perform all the tasks, or, as the emergency escalates and becomes larger, the person in charge will assign activities to other people.

Functions	Description
1 Management	Provides overall policy direction and coordination for the emergency response, and sets priorities.
2 Operations	Performs the actions that make up the emergency response based on priorities established by management.
3 Planning/ Intelligence	Gathers, assesses, and disseminates information. Maintains documentation and evaluates incoming information to determine the potential situation in the not-too-distant future.
4 Logistics	Obtains the resources to support the operations by providing facilities, services, personnel, equipment, and materials.
5 Finance/ Administration	Tracks all costs related to response operations. Also establishes contracts with vendors, keeps pay records, and accounts for expenditures.

SEMS – FIVE ORGANIZATIONAL LEVELS

SEMS incorporates the use of five organizational response levels. Requests for assistance move from the level closest to the disaster field--up to the next higher governmental level until the request is filled. SEMS is the foundation by which resources from all levels of government can be deployed rapidly to support emergency operations.

Levels		Description
1	State	Responsible for statewide resource allocation; integrated with federal agencies.
2	Regional	Manages and coordinates information and resources among operational areas.
	<ul style="list-style-type: none"> • Mutual Aid Regions • OES Administrative Regions 	<p>Because of its size and geography, the State has been divided into six mutual aid regions. They provide for the effective application and coordination of mutual aid and other emergency related activities.</p> <p>OES provides administrative oversight over the mutual aid regions through three administrative regional offices. The OES regions maintain day-to-day contact with emergency services organizations at local, county, and private sector levels. During emergencies, the regions manage and coordinate information and resources among OAs within mutual aid regions, and between OAs and state agencies.</p>
3	Operational Area	Encompasses the county and all political subdivisions within the county. The OA serves as a focal point for all local emergency management information and the provision of mutual aid. It manages information, resources, and priorities among local governments within the OA. The OA also serves as the coordination and communication link between the local government level and the regional level.
4	Local	Includes counties, cities, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction.
5	Field	Many emergency response organizations have direct control of resources and response functions at the site of a disaster. These organizations command law enforcement, fire, public works, and other response personnel and resources to carry out tactical decisions and activities within their jurisdiction.

5. MUTUAL AID SYSTEM: Neighbor Helping Neighbor

Neighbor Helping Neighbor

California's mutual aid system represents an integral part of SEMS by using the "neighbor helping neighbor" concept whenever a jurisdiction's own resources may be inadequate to cope with a given situation.

Master Mutual Aid Agreement

Mutual aid is provided between and among local jurisdictions and the State under the terms of the *California Disaster and Civil Defense Master Mutual Aid Agreement* (MMAA). California's counties, the State, and most cities signed this Agreement in the early 1950s.

The MMAA provides assistance to neighbors in times of extreme peril without the expectation of reimbursement. Mutual aid also can be provided by way of discipline-specific agreements, such as those for fire and law.

Resources Available

Mutual aid may be obtained from local governments and the State for needed equipment and personnel, including but not limited to fire, police, shelter managers, building inspectors, medical and health. No jurisdiction, however, is required to unreasonably deplete its own resources in furnishing mutual aid.

Interstate Compact

Mutual aid also may be obtained from other states. The State is a signatory to an interstate compact whereby California can provide assistance to other signatory states when requested. Inter-state mutual aid may be obtained through direct state-to-state contacts, pursuant to inter-state agreements and compacts, or may be coordinated through federal agencies.

Mutual Aid Regions

The State is divided into mutual aid regions for the most effective application, administration, and coordination of mutual aid and other emergency-related activities.

Each mutual aid region consists of designated counties. There are six mutual aid regions for fire and general mutual aid; there are seven mutual aid regions for law enforcement and coroners.

OES Regions

OES has established three Administrative Regions to coordinate emergency management in the six mutual aid regions. The Coastal Region, which is based in Oakland, coordinates activities in Mutual Aid Region II; the Inland Region, which is based in Sacramento, coordinates activities in Mutual Aid Regions III, IV, and V; and the Southern Region, which is based in Los Alamitos, coordinates activities in Mutual Aid Regions I and VI.

Discipline-Specific Mutual Aid

Several discipline-specific mutual aid systems function within the California mutual aid regional framework, including fire and rescue, law, and medical/health. Mutual aid is accomplished at the local, operational, regional, and state level using the Emergency Manager Mutual Aid (EMMA) Plan and Guidance.

OES' Role

Coordination of assistance by OES can range from a facilitator's role of communicating requests from various jurisdictions (acting as a resource manager) to requesting mutual aid in response to a Governor's order for signatories of the *Master Mutual Aid Agreement* to provide mutual aid to impacted jurisdictions.

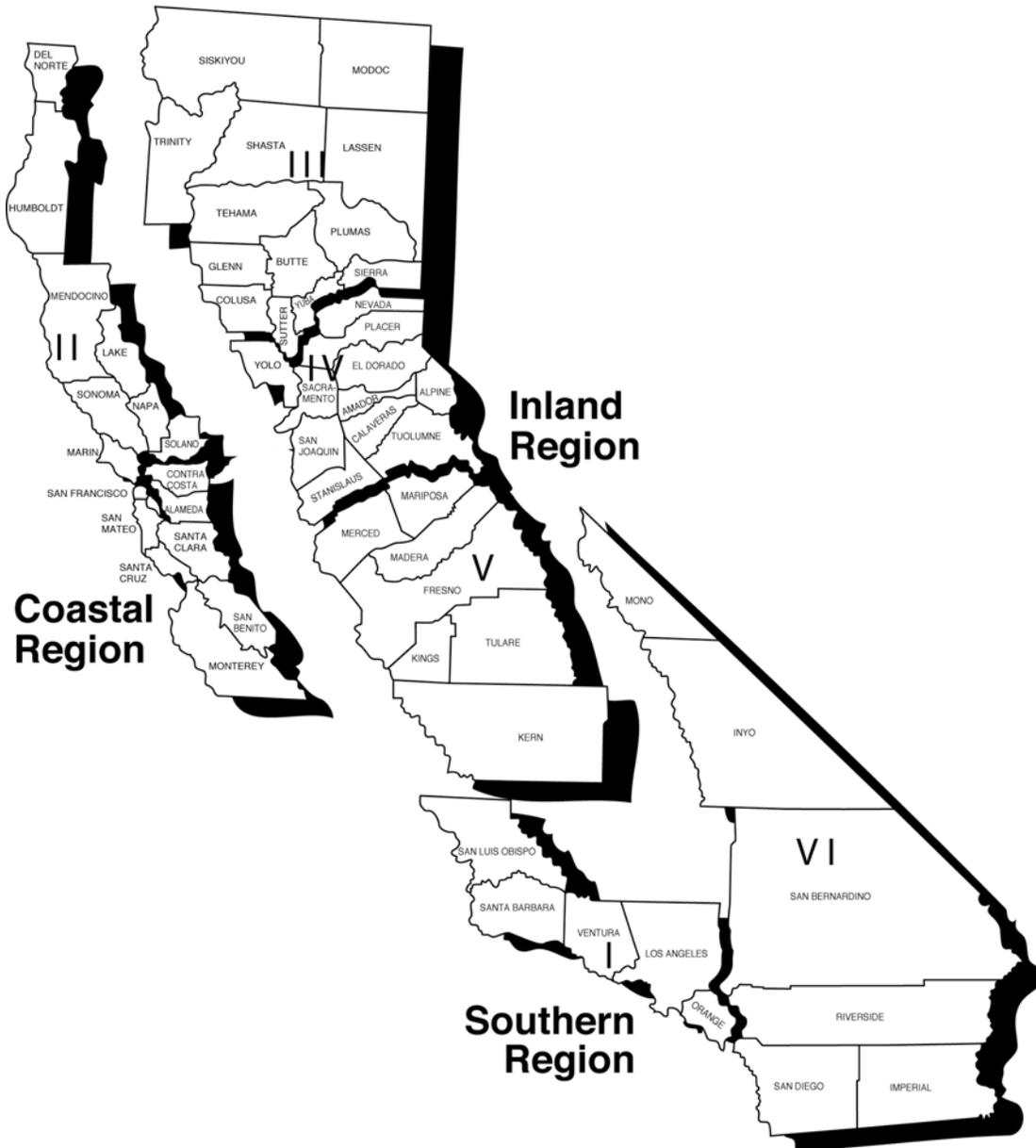
Mutual Aid Coordinators

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional, and state levels. The basic role of a mutual aid coordinator is to:

- Receive mutual aid requests
- Coordinate the provision of resources from within the coordinator's geographic area of responsibility
- Pass on unfilled requests to the next governmental level.



Mutual Aid and Administrative Regions



6. DISASTER RECOVERY

Disaster recovery operations for government and individuals

Disaster Recovery Responsibilities

OES Disaster Assistance Division is responsible for coordinating disaster recovery programs throughout the state. The Individual Assistance Section coordinates the implementation of available state and federal resources for the general public, businesses, and the agricultural community, as well as coordinating the activation of certain voluntary organizations active in the disaster recovery process. The Public Assistance Section administers state and federal grants to state and local governments and certain private-non-profit entities affected by a disaster to repair public infrastructure. The Resources Branch supports the Programs Branch by making grant payments to applicants, as well as other administrative support activities.

When assistance may be available

Conditions beyond the scope of local government resources

As with all phases of emergency management, local government has the primary responsibility to recover from the effects of a disaster. Supplemental state and federal assistance is provided only when disaster conditions are beyond the capability of the local government.

Declaration Process

The progression of the disaster declaration process is as follows:

1. Local government responds to disaster using its own resources.
2. City or County proclaims a local emergency.
3. Director's Concurrence. OES Director's Concurrence may be granted when there is not enough damage to substantiate a State or Presidential Disaster.
4. Governor may proclaim a State of Emergency.
5. President may declare a major disaster or emergency.

Recovery Programs Available

Recovery assistance typically available following a disaster is found in Chapter IV.

Other resources are available from state and federal agencies, as well as disaster relief organizations, to assist with the recovery process and to aid in response efforts. These include environmental/historical review and other technical assistance.

7. HAZARD MITIGATION

Definition

Hazard mitigation is “any cost effective measure, which will reduce the potential for loss of life and damage to property from a disaster event.”

Assistance Provided

Specific hazard mitigation activities that OES carries out are listed below:

- Administer hazard mitigation grants
- Coordinate the State Hazard Mitigation Plan
- Examine California’s vulnerability to disasters and develop recommendations and plans to avoid future damage
- Provide web site access to grant applications
- Provide hands-on training and assistance to applicants on application procedures, deadlines, and project status
- Assist with local hazard mitigation planning.

HOW YOU CAN BECOME INVOLVED IN EMERGENCY MANAGEMENT

CHECKLIST

The involvement in and familiarity with California's emergency management system is essential to the reduction of deaths, injuries, and property losses in emergencies. Whatever your responsibility or discipline, you can play a pivotal role in ensuring public safety through a number of key activities. Because you are interested in emergency management, it is even more essential that you become a partner in California's emergency management system.

Following are some tips to assist you:

Become familiar with your local emergency management organization.

- Become familiar with your local Office of Emergency Services. Some offices are staffed in the fire, police, sheriff's, environmental health department, the city or county administrator's office or in a separate OES facility.
- Determine the level of coordination and the working relationship of your local OES with their emergency management counterparts in other levels of government, as well as those in business and volunteer agencies. Understand how these groups have been integrated into the local emergency response organization and the roles that each play.

Understand the hazards in your area and review plans, policies and programs that address the hazards.

- Review the health and safety element of the community's general plan to identify the hazards in the community.
- Review the area's local hazard mitigation plan.
- Contact the planning department as well as the police and fire agencies to determine the location of any special hazard areas, vulnerable facilities and neighborhoods.
- Become familiar with hazard identification and hazard mapping programs conducted by state and federal agencies.

Review your city or county emergency operations plan.

- Review your area's emergency planning and response activities to evaluate their preparedness.
- Review the anticipated response to identified hazards or situations.
- Become familiar with the plans for continuity of government in the event a designated official is unable to perform his/her duties during or after a disaster.
- Review local ordinances relating to emergency management and the delegation of authority in those situations.

Support training activities for local government and the community.

- Identify, support and attend training, exercises and education programs available to prepare and organize the community in the event of a disaster.
- Identify the volunteer resources within your area that support wilderness search and rescue programs and disaster events such as the American Red Cross, Civil Air Patrol, the California Association of Rescue Dogs (CARDAs), and the Radio Amateur Civil Emergency Services (RACES).
- Support preparedness and disaster recovery education for both the private and public sector.

Support policies and programs that reduce hazards and risk.

- Work with community leaders to support a long-term commitment to reduce hazards.
- Get involved in the development and maintenance of the area's local hazard mitigation plan.
- Help ensure land use policies; building codes appropriately address the hazards of the area.
- Support public education programs that are related to identifying and reducing hazards.

Become a link between government and public.

- Work with your emergency managers to relay current and accurate information to the community, before, during and after disasters regarding:
 - Planning and preparedness activities in the community
 - The emergency situation
 - Ongoing response activities
 - The recovery process
 - How to access assistance programs.
- Work with business organizations and other private institutions to promote hazard mitigation and business continuity plans, programs and actions.
- Encourage identification and communication of hazard mitigation needs to the OES Disaster Assistance Division when mitigation-funding opportunities are available.

Become knowledgeable about state and federal disaster assistance programs

- Read information on how the local and state offices of emergency services will be working with the community during the recovery process.

NOTES

CHAPTER II PREPAREDNESS

This chapter consists of the following sections, which describe specific emergency preparedness activities, as well as the emergency plans that exist at different governmental levels.

Section	Topic	Page
1	Emergency Planning: Local, State, Federal	20
	<ul style="list-style-type: none"> • Hazardous Materials Programs • Radiological Emergency Preparedness Program • Dam Inundation Mapping and Emergency Procedures Program • Law Enforcement Mutual Aid Planning • Fire and Rescue Services Mutual Aid Planning 	21 22 23 23 24
2	Public Information	24
3	Legislative Coordination	25
4	Training	25

1. Emergency Planning

OES assists local governments and other state agencies in developing multi-hazard emergency preparedness and response plans in accordance with SEMS and the State Emergency Plan.

Emergency planning provides the foundation for the activities a jurisdiction or agency will take within the four emergency management phases to combat an emergency or disaster.

The following table describes the emergency plans in place from the local government level to the federal level.

Plan/Orders	Level
	LOCAL
Local Emergency Operations Plan	Local emergency operations plans (EOP) focus on measures that are essential for protecting the public, such as warning, emergency public information, evacuation, and shelter.
	STATE
State Emergency Plan	The State Emergency Plan, developed and maintained by OES, defines the emergency management system used for all emergencies in California. It serves as the foundation for the coordination and implementation of the state agency response.

LOCAL

Discipline- or Emergency-specific Plans	Discipline or emergency specific plans describe systems and/or agency responsibilities within the context of a specific discipline (e.g., Law Enforcement Mutual Aid Plan) or emergencies (e.g., Energy Shortage Contingency Plan).
State Agency Plans	State agency emergency plans describe the roles and responsibilities of that agency and its emergency response actions in support of local government.
Administrative Orders	Administrative Orders outline the emergency response functions of that respective state department as established in the State Emergency Plan.

FEDERAL

Federal Response Plan	The Federal Response Plan specifies those federal agencies and the emergency response functions for which they are responsible. The Plan also describes the federal assistance programs that become available, depending on the level of Presidential declaration or on the agency’s statutory authority to respond on its own authorities.
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Hazardous Materials Programs

Emergency Management Programs OES is responsible for statewide implementation and local government oversight for two hazardous material emergency management programs – the Business Plan Program and the California Accidental Release Prevention Program.

These programs are implemented at the city or county government level. They are designed to identify the types, quantities, and risks of hazardous materials in communities. The programs provide essential information for emergency planning and response and allow for community right-to-know.

Emergency Plans OES coordinates hazardous material emergency plans at several levels of government:

- **Area Plans** are established by city and county governments to coordinate local response to a hazardous material spill. Area Plans are based on the information from the Business Plan and California Accidental Release Prevention Program.
- The **Hazardous Materials Incident Contingency Plan (HMICP)** serves as the State’s Toxic Disaster

Contingency Plan. The HMICP provides for an integrated and effective procedure to respond to hazardous materials emergencies within the state. The HMICP also addresses the emergency management structure for hazardous material incidents, and the roles and responsibilities of local, state, and federal agencies, and non-governmental agencies.

- **Area Contingency Plans (ACP)** are being established in the Coastal and Inland zones to coordinate federal, state, and local agencies when responding to oil or hazardous material spills. There are six designated geographical planning areas within each of the Coastal and Inland zones. An ACP is being developed for each planning area. ACPs contain important planning & response information that is specific to each zone and contain elements such as emergency notifications, roles & responsibilities, identification of sensitive areas, response and protection strategies, and available resources.

Other Programs

OES also works with other state and federal agencies on a variety of issues to facilitate emergency response coordination throughout California.

Radiological Emergency Preparedness Program

Programs

The OES Radiological Preparedness Unit (RPU) administers the California Radiological Emergency Preparedness (CalREP) and Nuclear Power Preparedness (NPP) programs.

Through the CalREP Program, OES oversees and coordinates implementation of federal and state-mandated programs to plan, prepare and conduct training for emergencies related to radioactive materials and foreign spent nuclear fuel shipments traveling through California. The RPU also oversees development and implementation of emergency plans for radiological terrorism and dose assessment.

Power Plants

Through the NPP Program, OES coordinates with local, state and federal agencies to plan, train, and conduct exercises for nuclear power plant emergencies. There are two operational nuclear power plants in California: Diablo Canyon and San Onofre. All planning, training, and

exercises are conducted in compliance with state and federal regulations.

Emergency Plans

Under the umbrella of the OES CalREP Plan, specific emergency plans have been developed, or are under development, for the following functions:

- Waste Isolation Pilot Plant (WIPP) shipments
- Foreign spent nuclear fuel shipments
- Radiological transportation incidents
- Fixed radiological Facilities Emergencies
- Nuclear Power Plant Emergencies
- Radiological terrorism
- Dose calculations for radiological incidents
- State Dose Assessment Center (SDAC) Operational Plan.

Dam Inundation Mapping and Emergency Procedures Program

There are approximately 1400 dams in California under State jurisdiction; there are more than 170 federal dams in California.

Legislation

As a result of the near failure of the Lower San Fernando Valley Dam in 1971, the Dam Inundation Mapping and Emergency Procedures Program was established in Government Code Section 8985.5.

Emergency Evacuation

The program established procedures for the emergency evacuation and control of populated areas below dams.

Inundation Mapping

To meet the objective of the legislation, maps of areas subject to potential flood inundation caused by the catastrophic dam failure are collected by OES and used by local authorities to develop evacuation plans.

Since passage of the *Natural Hazards Disclosure Act* in 1998 these maps are also being used by sellers of real estate to determine dam failure inundation disclosure areas.

Law Enforcement Mutual Aid Planning

Law Enforcement Mutual Aid

Mutual aid is not discipline specific however, OES Fire and Law Enforcement develops plans to facilitate mutual aid in their areas of responsibility.

The Law Enforcement Mutual Aid plan establishes the state policy for law enforcement Mutual Aid.

- Outlines the procedures for coordination of alerting, dispatching, and utilizing law enforcement personnel and equipment resources.
- Provides for the coordination of law enforcement mutual aid planning and operations at the state and local level.
- Provides a system for receipt and dissemination of information and data related to civil disturbance/ disobedience, riots, disasters, or other unusual occurrences either existing or pending.

Fire and Rescue Services Mutual Aid Planning

The California Fire Service and Rescue Emergency Mutual Aid Plan is an extension of, and supportive document to, the California Emergency Plan. The plan supports the concepts of the Incident Command System (ICS), SEMS, and multi-hazard response planning.

Fire Mutual Aid

The Fire Mutual Aid plan establishes the state policy for fire and rescue mutual aid.

- Provides a systematic mobilization, organization, and operation of fire and rescue resources in mitigating the effects of disasters.
- Provides comprehensive and compatible plans for the expedient mobilization and response of available fire and rescue resources on a local, regional, and statewide basis.
- Establishes guidelines for recruiting and training personnel to augment regularly organized fire and rescue personnel during disasters.
- Provides annually updated fire and rescue inventory of all personnel, apparatus, and equipment in California.
- Provides a plan and communication facilities for the interchange and dissemination of fire and rescue data, directives, and information between fire and rescue officials of local, state, and federal agencies.
- Promotes annual training and/or exercises between mutual aid plan participants.

2. Public Information

Public Information

OES provides information to the public during emergencies through the media at its Joint Information Center in Sacramento, which is staffed by information officers from OES and other state agencies, and through public information officer at the regional emergency operation centers. The OES Information and Public Affairs Section, at the request of local governments, provides guidance and staff to support smaller-scale incidents and emergencies.

Public Awareness

OES manages the public awareness programs to help California residents become better prepared for emergencies and disasters.

Earthquake

The OES Earthquake Program provides planning and technical assistance on preparing for earthquakes to; local government, educational institutions, medical facilities, the private sector, community organizations, families, and individuals.

Resource Center

OES maintains a resource center for earthquake preparedness at its Coastal region office. This center has a large collection of publications, slides, and videotapes for use by government and the public.

Web site

The OES web site features information about disasters, state-level terrorism and emergency preparedness, response and recovery actions, public education programs, training and other resource materials. (www.oes.ca.gov)

3. Legislative Coordination

The mission of the OES Legislative Office is to provide legislators and elected officials with information about emergency management issues, respond to inquiries about specific needs, and help improve the public safety of communities throughout California.

4. Training

CSTI

The training branch of OES is the California Specialized Training Institute (CSTI), located in San Luis Obispo. CSTI

provides training programs on the latest techniques in disaster planning, response, recovery and mitigation to emergency managers, public safety personnel from all levels of government, and the private sector.

*Course
Examples*

Training courses are offered on a variety of topics under the following general subject areas:

- Emergency Management Courses
- Criminal Justice Courses
- Hazardous Materials Courses
- Specialized Programs

*Online
Schedule*

The CSTI schedule of courses is available on the OES web site at www.oes.ca.gov.

CHAPTER II
PREPAREDNESS CHECKLIST
OES ACTIVITIES DURING THE PREPAREDNESS PHASE

Preparedness

The preparedness phase involves activities undertaken in advance of an emergency in order to enhance operational capabilities and improve effective response to disasters.

During the preparedness phase, OES:

- Maintains the State Emergency Plan, which outlines the organizational structure for state management of the response to disasters.
- Assists local government with their emergency preparedness, response and recovery, and mitigation efforts.
- Maintains the training institute (CSTI).
- Leads the emergency management of hazardous material planning and coordinates with many state agencies.
- Coordinates the Hazardous Material Incident Contingency Plan.
- Administers the Dam Inundation Mapping and Emergency Procedures Program.
- Manages the public education and outreach efforts to help residents become better prepared for emergencies.
- Maintains resource centers featuring publications, videos, and other media to help Californians prepare for earthquakes and other emergencies.
- Conducts training and exercises with local government.
- Provides Law Enforcement Mutual Aid courses for law enforcement managers.

CHAPTER III RESPONSE

The goal of the Office of Emergency Services is to provide timely, effective, efficient and coordinated government response to potential and actual emergencies and disasters through the use and education of the Standardized Emergency Management System (SEMS).

Key elements in state response activities include:

Section	Topics	Page
1	The Role of OES in a Response and Its Resources	27
2	Alert and Warning	28
3	Fire and Rescue Services and Law Enforcement Mutual Aid Systems	30
4	Search and Rescue	31
5	Statewide Communications	32
6	SEMS: How the Response System Works	33

1. The Role of OES in a Response and Its Resources

OES Coordinates State Response

OES coordinates the overall state response to major disasters in support of local government. When an emergency occurs, OES activates one of its Regional Emergency Operation Centers (REOC) and the State Emergency Operation Center (SOC) as required under the Standardized Emergency Management System (SEMS). State emergency management staff, headed by the OES Director or by the OES Director’s designated representative, is assisted by coordinators designated by state agencies. REOC/SOC staff is responsible for coordinating the State’s response to disasters, including provision of mutual aid and the allocation of essential supplies and resources.

OES Resources

OES’ primary directives are to ensure that state agencies move rapidly to meet the needs of California’s residents, and to use the full resources of the State to support local governments.

OES may call on its own response resources to assist local government. These resources include:

- Four communications vans to provide local jurisdictions with communication support at disasters sites
- Portable satellite units to provide voice and data transmission from remote locations
- Caches of specialized equipment are maintained; including mobile command posts and communication vans with LE frequencies and armored rescue vehicles, principally for use by local law enforcement agencies
- 110 OES fire engines ("pumpers") and 12 water tenders stationed with fire districts at strategic locations throughout the State that can be dispatched when needed
- 24-hour toll-free toxic release hotline
- Staff on call 24 hours a day to respond to any state or local emergency needs.

2. Alert And Warning

California State Warning Center

The California State (CS) Warning Center serves as a critical link in California's emergency management system. The primary function of the CS Warning Center is to provide emergency communications with government at all levels, it is staffed 24 hours a day; 365 days a year. From this center, warning controllers speak daily with local and federal government agencies.

Hazardous Material Release Reporting

OES maintains a 24-hour toll-free hazardous material release reporting hotline. OES receives calls on all hazardous materials spills in California, and relays spill reports to appropriate state and federal response and regulatory agencies, as well as local governments.

Warning in event of natural disasters

The CS Warning Center is the contact point for California on the National Warning System and headquarters the State Warning System through local jurisdictions.

Notification

The CS Warning Center also provides a means of communication and notification in coping with natural disasters. Emergency standard operating procedures have been established for notification of emergency responders for a range of natural, technological, and man-made disasters. These include:

- Earthquakes
- Lost persons
- Diplomatic/Protocol conflict resolution
- Tsunamis (seismic sea waves)
- Oil or chemical spill
- Floods
- Radiological accidents
- Landslides
- Nuclear accidents
- Major fires
- Civil disturbances
- Bomb threats
- Missing and overdue aircraft
- Dam failure
- Foreign animal disease
- Terrorist attacks.

Emergency Digital Information System

The Emergency Digital Information Service (EDIS) is a service of OES in partnership with private, local, state and federal organizations and agencies. EDIS is an advanced digital tool California's emergency managers can use to alert and inform the news media and the public of the latest information. EDIS is one tool used in broadcasting Amber Alerts, for example.

News media and the public access the latest EDIS information in many ways: over the Internet, via digital radio broadcasts, on their pagers and by email.

Other services

The CS Warning Center also:

- Provides local and state agencies with weather forecasts, flood information, winter road information, and fallout wind data.
- Provides energy alerts
- Is the State Coordinating Point for Air Force Rescue and Coordination Center regarding downed, missing, or overdue aircraft, and lost individuals.
- Acts as the contact point for the Governor's Office.

3. Fire and Rescue Services And Law Enforcement Mutual Aid Systems

<i>Coordinates Mutual Aid</i>	OES coordinates the statewide Fire and Rescue and Law Enforcement Mutual Aid Systems based on the “neighbor helping neighbor” concept.
<i>Fire and Law Roles</i>	The OES Fire and Rescue and Law Enforcement branches are the designated mutual aid coordinators at the state level for their respective disciplines. Each maintains mutual aid coordinators at the state, regional, and operational area levels throughout the State to coordinate requests for assistance. The systems are used on a daily basis as well as during emergencies.
<i>Fire and Rescue</i>	OES Fire and Rescue Branch manages the California Fire and Rescue Mutual Aid System. Its primary responsibility is to assist the California Fire Services in mutual aid planning and coordination. OES manages the statewide response of mutual aid resources to all types of fire, rescue, or disaster-related emergencies through the six Regional and OA coordinators. The Branch also maintains OES fire engines and other specialized equipment to support mutual aid requests.
<i>Law Enforcement</i>	The OES Law Enforcement Branch manages the Law Enforcement Mutual Aid System. Its primary mission is to coordinate state resources in support of local law enforcement during natural or man-made disasters and unusual occurrences such as civil disorders, demonstrations, or riots. The Branch also coordinates mutual aid for wilderness search and rescue operations in California.
<i>Coroner</i>	OES maintains responsibility for managing the Coroner’s Mutual Aid System. The system provides expanded functional coroner capabilities for local, state, and federal agencies, and acts as a conduit for federal resource assistance to all local jurisdictions.

4. Search and Rescue

OES coordinates two Search and Rescue programs through its Fire and Rescue Branch and Law Enforcement Branch.

Urban Search and Rescue

The OES Fire and Rescue Branch is responsible for coordinating California's Urban Search and Rescue (USAR) Task Force program. The program was initiated by OES after the Loma Prieta earthquake in 1989 and is comprised of eight, 56-person task forces based within fire departments throughout the state. Each task force includes two, 28-person units to provide round the-clock and three-deep capabilities. A task forces include personnel with search, rescue, medical and technical skills; is self-contained with its own food, water, equipment, and tools; and is ready for deployment within six hours of notification. USAR involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined space, including structural collapse, transportation accidents, mines, and trenches. USAR is considered a multi-hazard discipline and it may be used for a variety of emergencies and disasters.

During a major emergency, the OES Fire and Rescue Branch coordinates the deployment of USAR task forces from outside the affected Region to assist in search and rescue operations in the impacted area.

The OES Fire and Rescue Branch also provides search and rescue task force training for local fire personnel, governments, and volunteers.

Search and Rescue

OES coordinates search and rescue missions to locate individuals lost in the mountains or wilderness through the Law Enforcement Branch.

Volunteer agencies such as the Civil Air Patrol, California Rescue Dogs Association (CARDAs), and the Drowning Accident Rescue Team (DART) support the search and rescue efforts of local and state government.

5. Statewide Communications

Backbone of emergency support operations

Statewide communications is the backbone of California's emergency support operations. The State pioneered the development of the Operational Area Satellite Information System (OASIS) and the Response Information Management System (RIMS) to facilitate communication with affected jurisdictions during a disaster. The communications infrastructure includes the use of OASIS, RIMS, and the California portion of the National Warning System.

OASIS

OASIS is a portable satellite-based network that provides reliable communications when landline systems are disrupted. OASIS links every California county, the major state and federal operational agencies, the United States Geological Survey, and the California Institute of Technology.

RIMS

RIMS is an electronic data management system that links emergency management offices throughout California. All 58 county emergency operations centers and a growing number of federal, state, and local agencies now use RIMS. RIMS is designed to:

- Expedite resource requests
- Ensure that resources are sent to the areas most in need
- Create up-to-date status reports
- Generate clear historical records.

Fire Service Radio Network

OES also provides and maintains a statewide fire radio network service that consists of 68 base stations and 22 mountain top repeaters. This communication net provides a link between the Operational Area dispatch centers, regional fire dispatch centers, and State OES Fire Branch Headquarters in Sacramento.

Tele--Communication Support

The OES Telecommunications Branch provides support to local government in conjunction with emergencies, national conventions, major sporting events, and other special events hosted by California cities through the mutual aid system. Local jurisdictions may request telecommunication equipment, personnel, and technical assistance support made through OES Fire and Rescue Branch.

6. SEMS: How The Response System Works

Using SEMS, how does local government request assistance during a disaster?

Resource Requests

Resource requests for response and recovery originate at the lowest level of government, and are progressively forwarded to the next governmental level until filled. The hierarchy for resource requests follows SEMS, beginning at the field level and moves up each level until the request is filled. Requests move from the site closest to the disaster—field level through local, operational area, region, and state levels.

Field

First responder agencies are on-scene (law enforcement and fire services.)

Local Government

All emergencies and disasters begin at the local government level. Local government is the first to respond by:

- Activating its emergency response plan and teams
- Calling upon its local resources
- Implementing mutual aid and cooperative agreements, for additional services and personnel
- Establishing its emergency organization to combat the disaster.

If the emergency or disaster overwhelms local resources, and capabilities and mutual aid is required from outside the local government, the affected jurisdiction requests assistance from their Operational Area (OA).

Operational Area

The OA will determine if the requested resource is available from local governments or other sources within the OA (county) including the private sector. If the resource is available, the OA will allocate available resources to the requesting local government.

Regional Level

If an OA is unable to provide the resource within the OA, it forwards the request to the OES Region.

State Level

When support requirements cannot be met with state resources, the State may request assistance from those federal agencies having statutory authority to provide assistance in the absence of Presidential Declarations.

Federal Level

The State may also request a Presidential Declaration of an Emergency or Major Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended. Federal assistance programs become available as outlined in the Federal Response Plan, depending on the level of Presidential declaration.

CHAPTER III

RESPONSE CHECKLIST

OES ACTIVITIES DURING THE RESPONSE PHASE

The response phase includes activities designed to save lives and prevent harm to people and property during an emergency. OES carries out the following activities:

- Serves as a link between Governor, state agencies, and local government.
- Activates the State Operations Center in Sacramento and Regional Emergency Operations Center in impacted areas to receive and process local requests for assistance.
- Coordinates overall state response to major disasters in support of local government, including the provision of mutual aid and the allocation of essential supplies and resources.
- Serves as a key point of contact for Governor's Office in any significant situation.
- Tracks emergency reporting of significant hazardous material incidents to ensure effective coordination at the state and regional levels in the event of a declared emergency.

Public Information

- Staffs the OES Joint Information Center with state agency, public information officers to provide emergency information to the public through the news media. OES also utilizes public information officers assigned to its activated Regional Emergency Operations Center (REOC) to assist in emergency, public information efforts and coordinate with local government.

Legislative Affairs

- The Legislative Affairs Unit provides frequent informational updates to legislative offices and elected officials.

Alert and Warning

- Staffs the CS Warning Center 24 hours a day, 365 days a year to facilitate emergency communications with government at all levels.
- Maintains a 24-hour toll-free toxic release hotline, and relays spill reports to a number of other state and federal response and regulatory agencies, as well as local governments.
- Provides local and state agencies with weather forecasts, flood information, winter road information, and fallout wind data.
- Serves as the State Coordinating Point for the Air Force Rescue and Coordination Center regarding downed, missing, or overdue aircraft, and missing or lost individuals.
- Acts as the contact point for the Governor's Office and all state officials when not at their offices.

Mutual Aid

- Coordinates and responds to mutual aid requests for fire fighting, law enforcement, and other resources.
- Maintains an inventory of equipment available for short-term loan to law enforcement agencies throughout the State.
- Provides additional fire and rescue equipment to augment the regular fire fighting forces of local government during times of disaster, both at local and statewide levels.
- Coordinates search and rescue missions through its Law Enforcement Branch's Search and Rescue program to locate individuals lost in the mountains or wilderness.
- Coordinates the deployment of California's Urban Search and Rescue Task Forces to assist local task forces in efforts to extract those trapped by collapsed structures or in other high-risk situations.

CHAPTER IV RECOVERY

DISASTER RECOVERY OPERATIONS FOR GOVERNMENT AND INDIVIDUALS

Recovery and Functions

In coordinating local, state, and federal disaster assistance recovery operations, OES undertakes the following activities:

- Coordinates state and federal resources to aid in disaster recovery for individuals, families, farmers, certain private non-profit organizations, local and state government.
- Coordinates requests for state and federal emergency declarations.
- Conducts damage assessments.
- Provides environmental/historical, engineering and technical assistance.
- Administers state and federal public assistance and hazard mitigation grants, including payment processing.
- Provides program oversight of other state-administered disaster recovery.
- Leads community relations' elements in times of disaster.
- Establishes disaster field offices.
- Coordinates the establishment of Local Assistance Centers.

Disaster Field Office

The Disaster Field Office (DFO) may be established following a Presidential Declaration of a Major Disaster. It functions to coordinate state and federal recovery actions; including joint policy decisions, and promulgates the State's major policy issues. The DFO is also responsible for State recovery and mitigation activities.

Section	Topics	Page
1	When Assistance Becomes Available	38
2	Matrix of Recovery Programs	39
3	Individual Assistance Section	40
	How is Individual Assistance Delivered	41
4	Public Assistance Program	42
	Federal/State/Local Cost Share	43
	Cost Share with California Disaster Assistance Act	44
	Reimbursements and Completion Deadlines	44

1. When Assistance Becomes Available

Supplemental Assistance

As with all phases of emergency management local government has the primary responsibility to recover from the effects of a disaster. Supplemental state and federal assistance is provided only when disaster conditions are beyond the resources of the local government.

List of Recovery Programs

The following is a list of the recovery programs typically available at each phase of a disaster. These are many of the financial recovery programs available during the different proclamation/ declaration phases of a disaster. Other resources are available from state and federal agencies, as well as disaster relief organizations, to assist with the recovery process and to aid in response efforts.

2. Matrix of Recovery Programs

The matrix below depicts some of the recovery programs that may become available during the recovery phase.

NO PROCLAMATION REQUIRED:			
Emergency Loan Program	Farmers Ranchers Aquaculturists	U.S.D.A. Farm Services Agency	At least 30 percent crop production or physical loss. US Secretary of Agriculture has discretionary authority to consider other factors.
Physical Loss Loans	Individuals Businesses	U.S. Small Business Administration (SBA)	A minimum of 25 homes and/or businesses, each sustaining uninsured losses of 40 percent or more of value.
Economic Injury Loans	Businesses	SBA	Governor (or designee) must certify that at least five business concerns have experienced substantial economic injury as a result of disaster.
Fire Management Assistance Grant	State and Local Government	Federal Emergency Management Agency (FEMA)	Reimbursement of fire suppression costs that exceed state threshold.
LOCAL EMERGENCY PROCLAMATION REQUIRED:			
California Disaster Assistance Act - Director's Concurrence	Local Governments	OES	Requires concurrence of the OES Director. Reimbursement limited to Permanent restoration costs.
GOVERNOR'S STATE OF EMERGENCY PROCLAMATION REQUIRED:			
California Disaster Assistance Act	Local Governments	OES	Permanent restoration and emergency work reimbursed.
PRESIDENTIAL EMERGENCY DECLARATION REQUIRED:			
Public Assistance - Emergency Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement limited to emergency work costs and to \$5 million per event.

PRESIDENTIAL MAJOR DISASTER DECLARATION REQUIRED:			
Assistance to Individuals and Households Program (IHP)	Individuals	FEMA/State cost share	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., personal insurance).
State Supplemental Grant Program	Individuals	State of California	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., IHP assistance, personal insurance).
Crisis Counseling	County Mental Health	FEMA	Disaster-related mental health needs beyond local government resources.
Disaster Unemployment Assistance	Individuals	U.S. Department of Labor	Significant impacts to employment or place of work as a result of a major disaster (including self-employed and farmers)
Public Assistance - Major Disaster Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement for permanent restoration and emergency work.

3. Individual Assistance Section

The OES Individual Assistance Section coordinates with local, state and federal entities to provide recovery assistance following a disaster that impacts individuals, businesses, and/or the agricultural community in the State of California. This may include:

- Providing pre-disaster guidance and training to public entities in order to maximize assistance.
- Facilitating and coordinating preliminary damage assessments to determine the impact of disaster.
- Coordinating the implementation of local, state, and federal assistance programs to address disaster-related needs.
- Monitoring programmatic progress and in certain circumstances provide oversight in program administration.
- Establishing local assistance centers in partnership with local, state, and federal entities to facilitate disaster recovery.

Types of Assistance

Individual Assistance Program assistance may include:

- Loans or grants for real and/or personal property losses
- Tax relief
- Crisis counseling
- Information on veteran’s, Social Security, contractor, or insurance services
- Housing assistance

- Repair or replacement of real and personal property
- Unemployment and job training
- Assistance for agricultural losses
- Food commodities
- Business and personal tax relief
- Legal services
- Contractor information
- Insurance information
- Other unmet emergency needs.

Programs

The following individual assistance (IA) programs are examples of assistance that may become available, dependent on the size and scope of the event.

- Assistance to Individuals and Households Program (IHP)
- State Supplemental Grant Program (SSGP)
- U.S. Department of Agriculture (USDA) Emergency Loans
- U.S. Small Business Administration (SBA) Disaster Loan Programs
- Disaster Unemployment Assistance (DUA)
- Mental Health services

Federal agencies acting under statutory authority

In circumstances when USDA and SBA declare under their own authorities, a local proclamation of a local or state emergency is not required. In lieu of a local proclamation, the local jurisdiction may submit a letter, accompanied by supporting documentation of damages, to request this assistance via the State OES Director. Certain disaster declarations by the President of the United States may implement USDA and SBA programs automatically.

OES' role

Although OES coordinates, monitors, provides oversight, and maintains some fiscal responsibilities, OES does not directly administer a program for individuals or the private sector.

How is individual assistance delivered?

Delivery sequence of programs

Minimum criteria must be met in order to warrant implementation of a particular individual assistance program. The application process is designed to refer individuals to all available programs that may meet their individual needs.

4. Public Assistance Program

*OES
Administers
PA program*

In accordance with the *Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)* and *California Disaster Assistance Act (CDAA)*, OES coordinates and administers state and federal public assistance grants following declared disasters in California.

*Eligible
Applicants*

Following a Presidential Declaration of a Major Disaster or or Emergency, federal disaster funds are provided by FEMA through OES to eligible applicants, which include:

- State agencies
- Local governments
- Special districts
- Certain private non-profit organizations (PNPs) that provide critical services, including power, water, sewer, communications and emergency medical care.

Note: To be eligible for a PA grant, PNPs that do not provide “critical services” must apply for a disaster loan under the Small Business Act and be determined ineligible for such a loan.

Eligible Work

Under the federal Public Assistance Program, recovery assistance may be provided to reimburse eligible applicants, also known as subgrantees, for disaster-related activities. These include:

- Debris clearance
- Emergency protective measures, such as search and rescue, emergency shoring, care and shelter
- Repair or replacement of damaged public facilities, such as buildings, roads and utilities
- Cost-effective mitigation features to reduce future damage to the repaired facility.

OES Responsibilities

OES serves as an advocate for subgrantees by:

- Notifying potential applicants of the availability and application process for state and/or federal public assistance funding programs
- Providing programmatic technical assistance to help applicants maximize recovery funding for eligible projects

- Participating in damage identification activities, developing scope and cost estimates for eligible projects, and processing all official program correspondence, including the applications for the FEMA public assistance program
- Reviewing and recommending subgrantee requests to change the scope of work, construct an improvement to the proposed facility repair, transfer the repair funds to another facility, or obtain environmental and historical clearance.

Outreach Activities

OES employs a variety of outreach services to educate and inform applicants of the availability and requirements of the public assistance programs.

Applicant Briefings

Immediately following a disaster declaration, OES staff conduct applicant-briefing sessions throughout the affected disaster area to provide information on filing requirements, eligibility, deadlines, reimbursements, documentation and other pertinent disaster information.

Federal/State/Local Cost Share

Federal Share

FEMA ordinarily provides 75 percent in federal funding for eligible projects.

State Share

The State ordinarily provides 75% of the non-federal share for eligible projects.

Local Share

Applicants are responsible for the remaining 25 percent of the non-federal share.

In summary, the calculation for cost share percentages is as follows:

$$\textit{Federal 75\% + State 18.75\% + Local 6.25\% = 100\%}$$

Note: State agencies and private non-profit organizations are not eligible to receive state funding and therefore are responsible for the entire non-federal share.

Cost Share with the California Disaster Assistance Act (CDAA)

<i>CDAA</i>	The CDAA is the state disaster assistance program for local government and special district agencies; state agencies and private non-profit organizations are not eligible.
<i>Stand-alone program</i>	The CDAA program may be implemented as a “stand alone” funding source following OES Director’s Concurrence with a local emergency or Governor’s state of emergency proclamation when there is no federal declaration. The CDAA program may provide reimbursement for disaster-related costs including emergency response, emergency protective measures, and restoration of public infrastructure.
<i>Cost share</i>	CDAA ordinarily pays 75 percent of the eligible activities. The Legislature has provided a greater share for some specified disasters. The applicant is responsible for the non-state share.

Reimbursements and Completion Deadlines

<i>OES disburses funds</i>	OES processes and disburses all federal and state Public Assistance payments.
<i>Retention</i>	OES retains between 10 and 25 percent pending closeout of the federal and/or state project application. The retention is to prevent subgrantees from having to return funds if their actual costs are lower than the amount paid.
<i>Time frame for completion</i>	Federal and state guidelines automatically allow applicants six months to complete emergency work and 18 months to complete permanent work. Under special circumstances these deadlines may be extended by OES or FEMA.

CHAPTER IV
RECOVERY CHECKLIST
OES ACTIVITIES DURING THE RECOVERY PHASE

The recovery phase includes activities that restore vital life-support systems to operation and return infrastructure systems to pre-disaster conditions. During the recovery phase, OES conducts the activities listed below:

Recovery

- Links individuals and local governments impacted by disasters to state and federal disaster assistance programs.
- Administers state and federal public assistance disaster recovery programs.
- Coordinates applicable Individual Assistance Programs.
- Serves as Grantee to the federal government for all eligible jurisdictions and organizations affected by major disasters in the State.
- Disburses state and federal public assistance.
- Coordinates state and federal resources to aid in disaster recovery for individuals, families, farmers, certain private non-profit organizations, local and state government.
- Provides program oversight of other state-administered disaster recovery programs and provides community outreach in times of disaster.
- Develops guidance documents, conducts public workshops, and participates in local, state, and federal disaster recovery exercises.
- Provides technical and program assistance and advocacy to applicants.

NOTES

**CHAPTER V
MITIGATION**

Hazard Mitigation as defined by the Disaster Mitigation Act of 2000, is “any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards.” The vision of the OES Disaster Assistance Division is “A Safer Future for All Communities”

Within the Division, the Hazard Mitigation Section coordinates the state’s hazard mitigation efforts including hazard mitigation planning, hazard mitigation grants administration, and technical assistance to state and local officials.

The table below lists the hazard mitigation activities coordinated by OES.

Section	Topics	Page
1	State Hazard Mitigation Officer	47
2	State Hazard Mitigation Planning	47
3	Local Hazard Mitigation Planning (LHMP) Program	48
4	Grant Programs	48
	• Hazard Mitigation Grant Program (HMGP)	48
	• Flood Mitigation Assistance (FMA) Program	49
	• Pre-disaster Mitigation (PDM) Program	49
5	State Agency Coordination	50
6	Mitigation Education And Marketing (MEAM) Program	50
7	Disaster Resistant California	50
8	Services Provided by the OES Hazard Mitigation Section	50

1. State Hazard Mitigation Officer

The State is required by federal regulations to identify a State Hazard Mitigation Officer (SHMO) responsible for coordinating state activities related to hazard mitigation. The SHMO is the manager of the Hazard Mitigation Section.

2. State Hazard Mitigation Planning

States are required to develop and maintain a State Hazard Mitigation Plan, approved by FEMA, as a prerequisite for obtaining federal financial assistance for hazard mitigation measures, Public Assistance Program grants and Fire Management Assistance grants.

The State Hazard Mitigation Plan describes the State’s hazards, vulnerability to those hazards, mitigation strategy and goals, and capability to address such hazards. The plan also includes information from local plans, is developed in an open process, and is updated every three years.

3. Local Hazard Mitigation Planning (LHMP) Program

The Local Hazard Mitigation Planning Program provides technical and/or financial assistance to local governments to aid in the development of local mitigation plans which meet FEMA's criteria. LHMP's goal is to have FEMA approved, local hazard mitigation plans in place by November 1, 2004.

4. Grant Programs

The Hazard Mitigation Section currently administers three ongoing federal grant programs and has administered several other one-time grants.

Hazard Mitigation Grant Program (HMGP)

<i>Purpose</i>	Hazard Mitigation projects are aimed at reducing or eliminating future damages. The focus of hazard mitigation projects is on protecting, strengthening, elevating, relocating, or otherwise modifying buildings, infrastructure, or other facilities to enhance their ability to withstand the damaging impacts of future natural disasters.
<i>Funding</i>	HMGP funding is provided by FEMA through OES after the President signs a Major Disaster Declaration. The total amount of HMGP cannot exceed 15 percent of the total estimated federal Public Assistance and Individual Assistance programs for that disaster. The applicant must provide the 25% non-federal share from non-federal sources and can include donated labor and materials.
<i>Eligible Applicants</i>	State and local governments, special districts and approved private non-profit organizations compete for HMGP funds by applying to OES during an open application period.
<i>Eligible Projects</i>	Applications must meet the following minimum eligibility criteria: <ul style="list-style-type: none">• Solve a problem independently or contribute to a solution where there is assurance the project as a whole will be completed• Meet all applicable codes and standards• Demonstrate cost-effectiveness• Comply with federal requirements and regulations• Be consistent with state and local plans.

Flood Mitigation Assistance (FMA) Program

<i>Purpose</i>	FMA provides funding for measures to reduce or eliminate the long-term risk of flood damage to repetitive-loss buildings, manufactured homes, and other structures insurable under the FEMA National Flood Insurance Program (NFIP).
<i>Funding Uses</i>	<p>Planning, project and technical assistance grants are available under FMA.</p> <p>Communities receiving FMA planning and project grants must be participating in the NFIP. OES serves as the grantee and program administrator for the FMA. At least 25 percent of the total eligible costs must be provided by a non-federal source.</p>
<i>Program Emphasis</i>	A few examples of eligible FMA projects include the elevation, acquisition or relocation of repetitive loss NFIP-insured structures. There are cumulative limits on grants to the state and its communities.

Pre Disaster Mitigation Grant Program (PDM)

<i>Purpose</i>	The overall goal of the PDM is to provide technical and financial assistance to states and local governments to assist in the implementation of pre-disaster hazard mitigation measures. They are cost-effective and are designed to reduce injuries, loss of life, and damage and destruction of property, including damage to critical services and facilities under the jurisdiction of the states or local governments.
<i>Funding Uses</i>	<p>There are two types of PDM grants, planning grants and project grants.</p> <ul style="list-style-type: none">• Planning grants will be awarded to assist the state and its communities in developing a multi-hazard mitigation plan. Planning grants may be used for technical assistance (e.g., risk assessments, project development) and may include community outreach and education.• Project grants can be used for acquisition or relocation of vulnerable properties; hazard retrofits; minor structural hazard control or protection projects. Project grants will be awarded in accordance with the State Hazard Mitigation Plan priorities.

Program Emphasis One focus of the PDM program is to support the development of hazard mitigation planning process at the state and local level, and to fund the projects that have the highest priority from the plans developed in those processes. Another focus is to provide a continuous flow of funding to states for hazard mitigation whether the state has experienced a recent disaster or not.

5. State Agency Coordination

OES coordinates with many other state agencies. State agencies and departments have signed Administrative Orders that delineate how they will support OES' hazard mitigation efforts. Under the Disaster Mitigation Act of 2000, FEMA requires states to coordinate their hazard mitigation efforts. The OES Hazard Mitigation Section is responsible for coordinating state agency hazard mitigation efforts.

6. Mitigation Education And Marketing (MEAM) Program

The objectives of the MEAM Program are to: 1) implement outreach campaigns to increase awareness of hazard mitigation, available funding, and hazard mitigation planning; 2) incorporate the fundamental concepts of disaster resistant communities; 3) promote and implement a community based focus for hazard mitigation; 4) develop audio, visual and printed materials that provide incentives to implement hazard mitigation measures; 5) establish key private/public sector partnerships to implement ongoing mitigation activities; and 6) develop a library of success stories that demonstrate the benefits of hazard mitigation.

7. Disaster Resistant California (DRC) Conference

OES hosts an annual Disaster Resistant California Conference that promotes public/private partnerships in an effort to reduce the vulnerability of individual communities to natural and man-made disasters. The DRC Conference brings together emergency management professionals, local and state government representatives, and private business partners to share ideas, technology and resources for the purpose of mitigating disasters.

8. Services Provided By The OES Hazard Mitigation Section

Technical Assistance OES provides training and assistance for the development of local mitigation plans and hazard mitigation projects.

Website The OES website contains applications for mitigation grants. It also contains information and links related to local hazard mitigation plans, and contains documents regarding the State Hazard Mitigation Planning process.

*Online
Assistance*

The OES web page has an email link directly to Hazard Mitigation staff to answer questions regarding the application process. This address is:
www.HMGP@oes.ca.gov.

Contact Information

State Hazard Mitigation Officer
P.O Box 419023
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CHAPTER V
MITIGATION CHECKLIST
OES ACTIVITIES CARRIED OUT DURING THE MITIGATION PHASE

Mitigation occurs during all phases of emergency management. It includes actions taken to eliminate or reduce the impact of future disasters. Mitigation efforts conducted by OES include:

Mitigation

- Maintain a State Hazard Mitigation Officer.
- Coordinate hazard mitigation activities with other state agency hazard mitigation efforts, and participate in multi-agency hazard mitigation activities.
- Implement the State Hazard Mitigation Planning process and program.
- Maintain the State Hazard Mitigation Plan.
- Support local hazard mitigation planning and other local planning efforts.
- Administer state and federal public assistance and hazard mitigation grants, including payment processing.
- Provide Mitigation Education and Marketing opportunities to state and local governments and promote hazard mitigation as an essential element of emergency management.
- Provide website access to hazard mitigation literature including grant program applications, local planning guidance, and mitigation project identification guidance.
- Provide hands-on training and assistance to applicants on application procedures, deadlines, and project status.

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