



Standardized Emergency Management System (SEMS) Guidance for Special Districts

A product of the Special Districts Specialist Committee

Approved by the Standardized Emergency Management System (SEMS) Advisory Board on 7/29/99

Arnold Schwarzenegger
Governor

Henry Renteria
Director
Governor's Office of Emergency Services

Acknowledgments

The Governor's Office of Emergency Services would like to acknowledge the assistance of the following staff and agencies in the development of this document:

Governor's Office of Emergency Services
Dallas Jones, Director

Produced Under The Direction Of:

Bruce Ward, Deputy Director
Emergency Operations
Planning and Training Division

Jane Hindmarsh, Branch Manager
Planning & Technological Assistance Branch

David Zocchetti, Planning Section

Production Assistance By:

Rebecca Wagoner, Planning Assistance Unit
Deborah Moultrie, Planning Assistance Unit

Contributing Agencies and Staff:

California Department of Water Resources	Sonny Fong
Governor's Office of Emergency Services	Deborah Moultrie
Governor's Office of Emergency Services	John Passerello
Governor's Office of Emergency Services	Deborah Steffen
Governor's Office of Emergency Services	LaVange Guinn
Governor's Office of Emergency Services	Ann Tonouye
City of Brea Fire Department	Anna Cave
Redwood Empire Schools Insurance Group	Jeannie Goobanoff
Sonoma County Office of Education	Dan Klassen
San Bernardino Co. Special Districts Department	Emil Marzullo
Alta Irrigation District	Chris Kapheim
Sacramento Municipal Utility District	Selby Mohr
Metropolitan Water District of So. California	Nick Catrantzos
El Dorado County Office of Education	Sue Allen
Association of Health Care Districts	Barbara Glaser
Department of Education	Ellen Aasletten
Metropolitan Transportation Commission	Nancy Okasaki
California Special Districts Association	Catherine Smith
East Bay Municipal Utility District	Ray Riordan

Introduction

Purpose

The purpose of this document is to:

- Develop emergency planning guidance particular to the needs of Special Districts.
 - Introduce the concept of the Standardized Emergency Management System (SEMS) and provide general background information.
 - Encourage Special Districts to develop emergency operations plans consistent with SEMS and establish interagency agreements and resource contacts in advance to maximize the effectiveness of their emergency response efforts and their post disaster cost recovery.
 - Provide examples of the various types of Special Districts and identify protocols for inclusion of Special Districts in Operational Area (OA) emergency operations procedures.
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What is SEMS?

SEMS is the system required by Chapter 7 of Division 2 of the Government Code §8607. The standard organizational model is based on an approach called the Incident Command System (ICS) which was developed by fire departments to give them a common language when requesting personnel and equipment from other agencies and to give them common tactics when responding to emergencies.

The system is designed to minimize the problem common to many emergency response efforts--duplication of efforts--by giving each person a structured role in the organization, and each organization its piece of the larger response. The ICS can be used by any combination of agencies and districts in emergency response. It clearly defines the chain of command and limits the span of control of any one individual.

Why Use SEMS?

Per California Code of Regulations (CCR), Title 19, §2443(b), compliance with SEMS shall be documented in the areas of planning, training, exercises, and performance.

Per CCR, Title 19, §2401, SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies to use basic principles and components of emergency management including ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. Local government (including Special Districts) must use SEMS by December 1, 1996, in order to be eligible for state reimbursement of response-related personnel costs pursuant to activities identified in CCR, Title 19, §2920, §2935, and §2930.

By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information and resources within and between levels of the system.
 - Establish emergency communication system, channels, and contacts in advance.
 - Facilitate coordination among all responding agencies.
 - Improve mobilization, use and tracking of resources.
 - Manage priorities with limited resources.
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Target Audience

This guidance document is intended to provide direction for Special Districts and local agencies (including school districts), as defined by CCR, Title 19, Division 2, Chapter 5, NDAA, §2900(y), and each county’s Local Agency Formation Commission (LAFCO).

SEMS Definition of Special Districts

“Local Government” means local agencies as defined in Government Code §8680.2 and special districts as defined in CCR, Title 19, Division 2, Chapter 5, NDAA, §2900(y).

CCR, Title 19, Division 2, Chapter 5, NDAA, §2900(y) defines Special Districts as a “unit of local government in the state (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project, including a joint powers authority established under CCR Section 6500 et seq., of the Code.”

For the purposes of SEMS, special districts are political subdivisions of the State of California with limited power. The Emergency Services Act defines a political subdivision as “any city, city and county, county, district or other local governmental agency or public agency authorized by law.” Broadly interpreted, this means virtually all forms of government including special districts come under some or all of the provisions of the Emergency Services Act and the Standardized Emergency Management System.

Elements of SEMS

Incident Command System

- Provides the foundation for SEMS.
- Originally adopted for field response to multi-agency, multi-jurisdictional wildland fires.
- Adopted by other disciplines such as law enforcement, emergency medical services, public works and others.
- Utilizes management by objectives.

Mutual Aid System

- Used by cities, counties, special districts and the state to voluntarily provide services, resources and facilities when needed.
- Uses a neighbor helping neighbor concept.
- Initially used by fire and law systems, expanded to include public works, medical, hazmat and others.

Multi/Inter-Agency Coordination

- Coordinated decision-making among and between agencies.
- Facilitates priority-setting for resource allocation and response.
- Facilitates communications and information sharing.

Operational Area

- Government Code §8559(b) states that an “Operational Area” is an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.
- Government Code §8605 states that each county is designated as an operational area. The governing bodies of each county and of the political subdivisions in the county may organize and structure their operational area. An operational area may be used by the county and the political subdivisions comprising the operational area for the coordination of emergency activities and to serve as a link in the communications system during a state of emergency or a local emergency.
- Operational Areas are the link between local government (including Special Districts) and the OES Regions (see page 22), for the purpose of managing resources and information exchange.

Organizational Functions

SEMS utilizes five emergency response functions which are activated as necessary:

Management

This function provides the overall direction and sets priorities for an emergency.

Operations

This function implements priorities established by management.

Planning/Intelligence

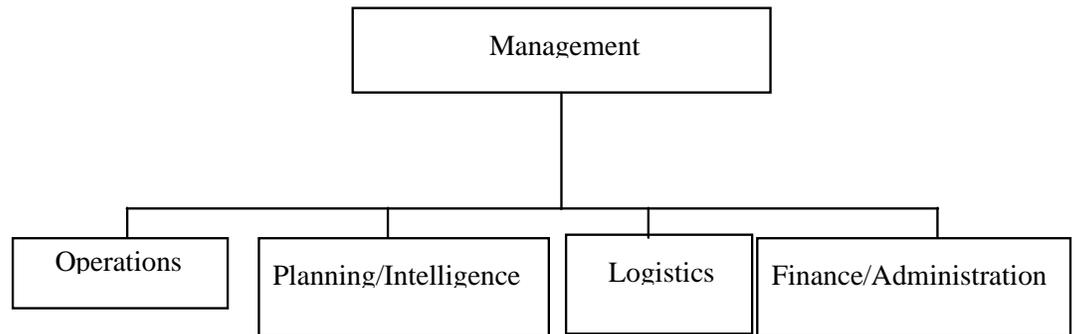
This function gathers and assesses information and develops an Incident Action Plan (IAP). The IAP sets the objectives for the operational period. The operational period is set by management.

Logistics

This function obtains the resources to support the operations.

Finance/Administration

This function tracks all costs related to the operations.



Organizational Structure

CCR, Title 19, §2403 specifies five levels of the SEMS organization, which are activated as necessary:

Field Response Level

Emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. The use of ICS at this level is the standard (i.e. response to a fire, auto wreck, flood, etc.).

The use of SEMS is intended to standardize the response to emergencies involving multiple jurisdictions or multiple disciplines (i.e. fire services, law enforcement, medical, etc.). The agencies that participate in a unified command do not relinquish their jurisdictional authorities. Through multi/interagency coordination they develop a single coordinated action plan for the agreed operational period.

Local Government Level

Local governments include cities, counties, and special districts (some special districts such as metropolitan water districts, have county or multi-county scope of authority). Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction.

CCR, Title 19, §2407 states that SEMS shall be utilized when the local government Emergency Operation Center (EOC) is activated, and when a local emergency is declared or proclaimed. It also states that local

government shall use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

The EOC is a centralized location for decision making relating to the jurisdiction's emergency response. It can be a very elaborate facility or a conference room that is converted when needed. The EOC is where emergency response actions can be managed and resource allocations and responses can be tracked and coordinated with the field, operational area, and OES Region.

All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

Operational Area Level

OA means an intermediate level of the state's emergency services organization which encompasses the county and all political subdivisions within the county including special districts. SEMS regulations specify that all local governments within a county geographic area be organized into a single OA and that the county board of supervisors is responsible for its establishment. The OA coordinates information, resources, and priorities among local governments within the OA, and serves as the coordination and communication link between the local government level and regional level.

Regional Level

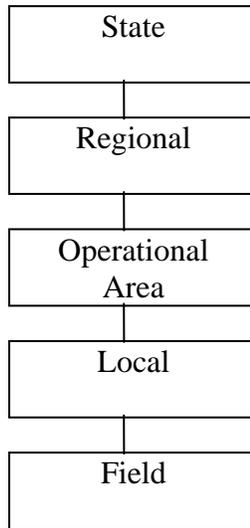
Because of size and geography, the state has been divided into six mutual aid regions to provide for more effective application and coordination of mutual aid and other emergency related activities. (See page 22.)

Information and resources among operational areas within the mutual aid region, and also between the OA and the state level are managed and coordinated at this level. If an OA EOC is activated the OES Regional Emergency Operations Center (REOC) will be activated to the level necessary to coordinate emergency operations and respond to requests for resources and mutual aid.

State Level

This level manages state resources in response to the emergency needs of the other levels, and coordinates mutual aid among the mutual aid regions and between the regional level and state level. It serves as the coordination and communication link between the state and the federal disaster response system.

When an OES Regional Administrator activates a REOC, the State Operations Center (SOC) at OES headquarters will also be activated to support the region with state agency resources.



Involvement & Coordination will

The emergency response role of special districts is generally focused on their normal services. During disasters, some types of special districts

be more extensively involved in the emergency response by assisting other local governments.

Coordination and communications should be established among Special Districts who are involved in the emergency response, other local governments, and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among Special Districts, cities, county government, and the Operational Area are complicated by overlapping boundaries and by the multiplicity of special districts. Special Districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in emergencies.

The following discusses various situations and possible ways to establish coordination: The simplest situation is when a special district is wholly contained within a single city or within a county unincorporated area. Usually in this case, the Special District should have a representative at the EOC of the city or county in which it is located and direct communications should be established between the special district EOC and the city or county EOC. An exception may occur where there are many Special Districts within a large city or county.

Typically, Special District boundaries cross municipal boundary lines. A Special District may serve several cities and county unincorporated areas. Some special districts serve more than one county. Ideally, a Special District involved in the emergency response will have representatives at all activated city or county EOCs within its service area. However, this may not be practical when many jurisdictions within its service area are affected. One alternative may be to focus coordination at the operational area level and designate a representative to the operational area EOC to work with other local government representatives at that EOC.

When there are many Special Districts within one city or within the county unincorporated area, it may not be feasible for the city or county EOC to accommodate representatives from all Special Districts during area-wide disasters. In such cases, the city or county should work with the special districts to develop alternate ways of establishing coordination and communications. Some alternatives to consider:

- Representatives at the EOC only from designated key Special Districts-linked via telecommunications with other Special Districts.
- One representative from each type of Special District who would communicate with other Special Districts of the same type.
- Establish a Special District coordination center for a particular type of Special District, such as a water district coordination center, that communicates with the jurisdiction EOC. This arrangement may be established for the Operational Area.

Communication

The *Operational Area Satellite Information System (OASIS)* is an information and resource tracking system for Operational Areas. It was designed to facilitate the information flow between local governments, OA's, OES regions and the SOC through the use of a satellite information link. Effective coordination of emergency response and mutual aid within an OA will require the exchange of information between local governments and the OA.

The *Response Information Management System (RIMS)* is a set of applications designed by the Governor's Office of Emergency Services (OES) in Lotus Notes to assist in the management of disasters in California. The goal of the RIMS project is to connect, via computers, the five levels of government outlined in SEMS. RIMS is in use by all 58 Operational Areas (counties) and 30 state and federal agencies. OES is now fielding RIMS down to California's cities and is developing applications that can be used by emergency responders in the field.

RIMS has a set of reports available to all levels of government that categorizes disaster related information in a manner that quickly provides

an overview of an event or multiple events. Because RIMS allows multiple users to submit and receive information on demand, it has dramatically improved the dissemination of disaster related information statewide.

RIMS has established an electronic link between agencies requesting assistance and agencies that can provide the needed resources. It allows Operational Areas to submit requests for emergency response assistance by computer to one of OES' three Regional Emergency Operations Centers (REOC). These REOCs then review the request and task the appropriate state agency to provide the requested assistance. The database is currently being modified so that it can be used by city and field level response organizations. (See Appendix A for Event/Major Incident Report.)

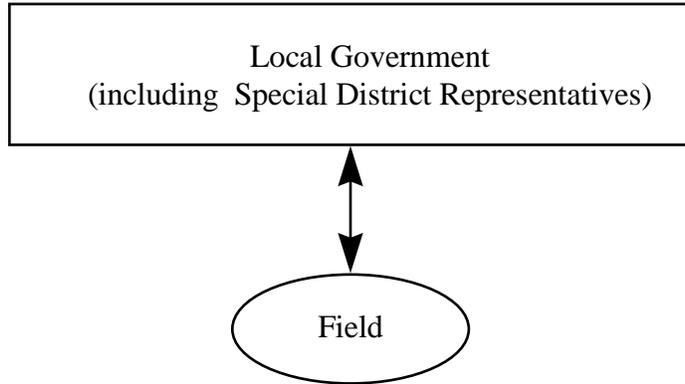
Special Districts should report problems, needs, Incident/Status Reports, etc. to the Operational Area (OA) within which they have a problem with their facilities. Special Districts may also report incidents to other locations in addition to the OA; for example, if they are a utility they may report to the Utilities Operations Center located at OES and they may also have reporting requirements to the Public Utilities Commission. If there is a disruption of services to a Special District (for example, EBMUD) they may also have to report to the OA where the service has been impacted in addition to reporting to the OA where the facility has been impacted. The OA EOC may take care of the communications from the Special District to the cities, and to an OES REOC.

The Special District may have entered into a mutual aid agreement with another Special District. In this case, the District may request assistance directly in accordance with their agreement, and also notify the OA of facility damage and/or service disruption. If they are a part of a statewide mutual aid system, then they must follow the protocols of that particular system; for example, fire districts.

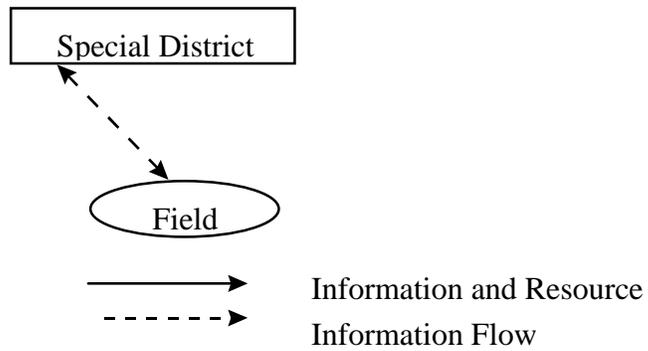
The modes of communication available are: land line phone, cell phone, computer with modem and RIMS, Auxiliary Communications Services volunteers and radios.

The following diagrams illustrate the SEMS hierarchy and the resources acquisition process in a flood scenario. Illustrations progress from the simplest incident to one involving activation of the Operational Area, and, as required under SEMS, the REOC:

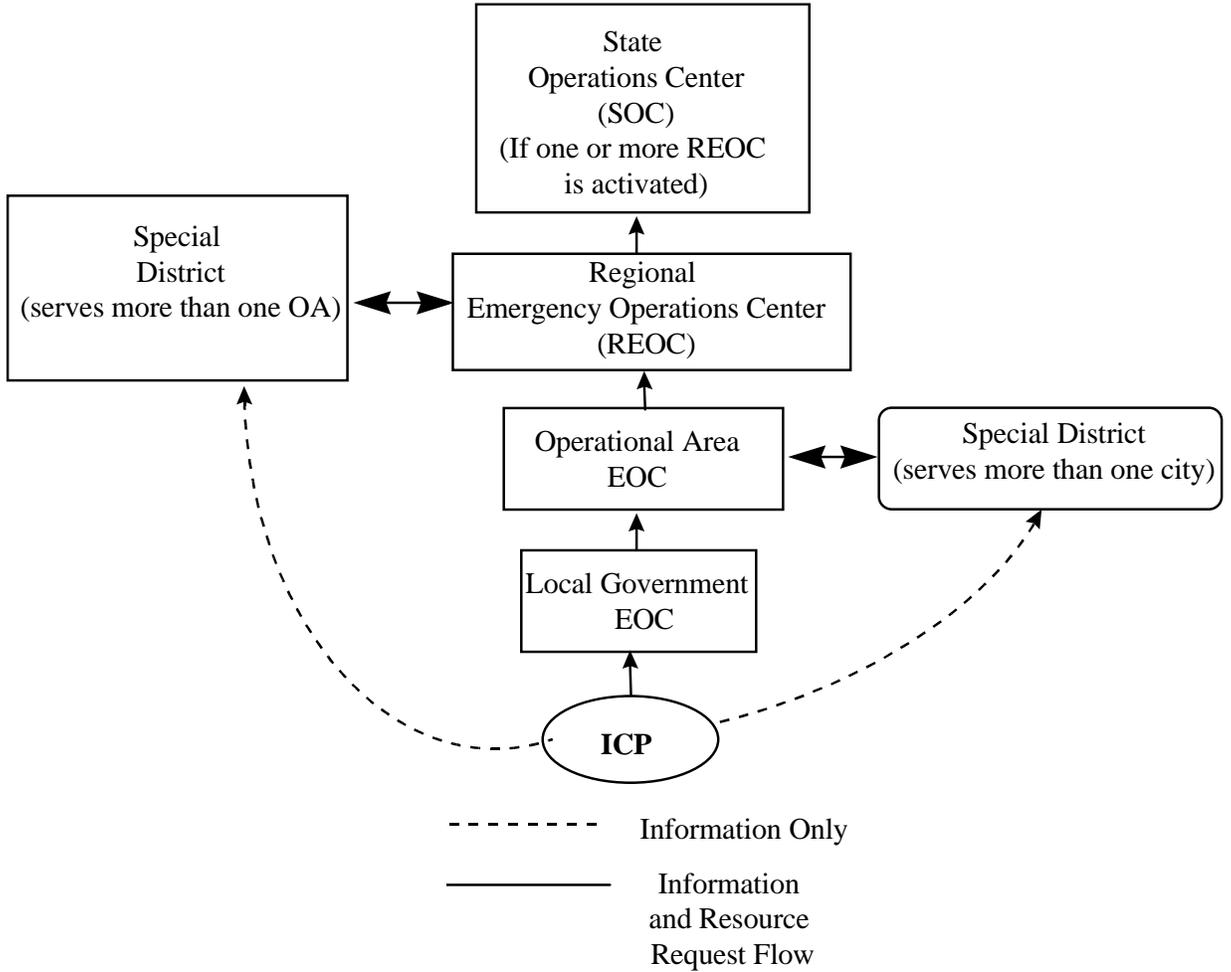
Single Incident Requiring EOC Activation



Single Incident Not Requiring EOC Activation



Single Incident Requiring Operational Area EOC Activation



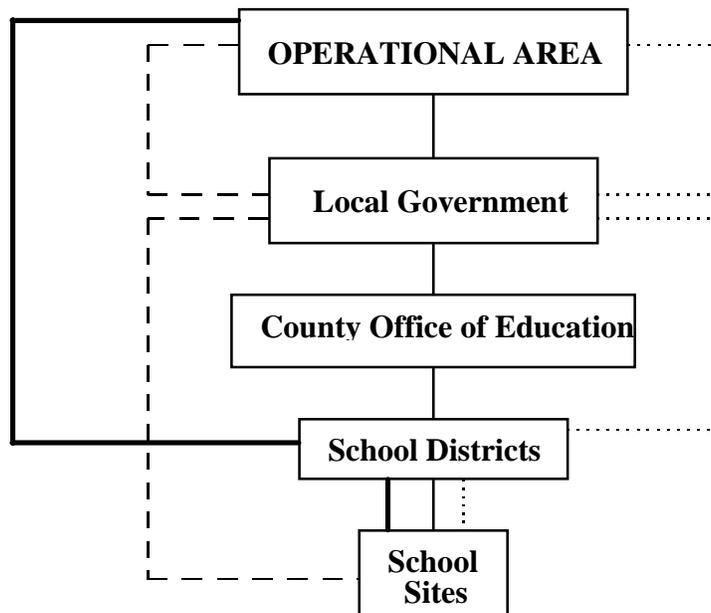
Types of Special Districts

Introduction

In general, there are four distinctive categories in which we can place all of these limited power Special Districts. Special Districts are classified by how and by whom they are governed as follows: Local Agency, Independent, Dependent, and Subsidiary.

Local Agency

A school district, district, municipal corporation, political subdivision, public corporation, or other public agency of the state can be classified as a local agency. The following is an example of a school district reporting structure:



————— Solid line shows mutual aid from the school sites to the school districts, to the county office of education, to the local government, to the OA.

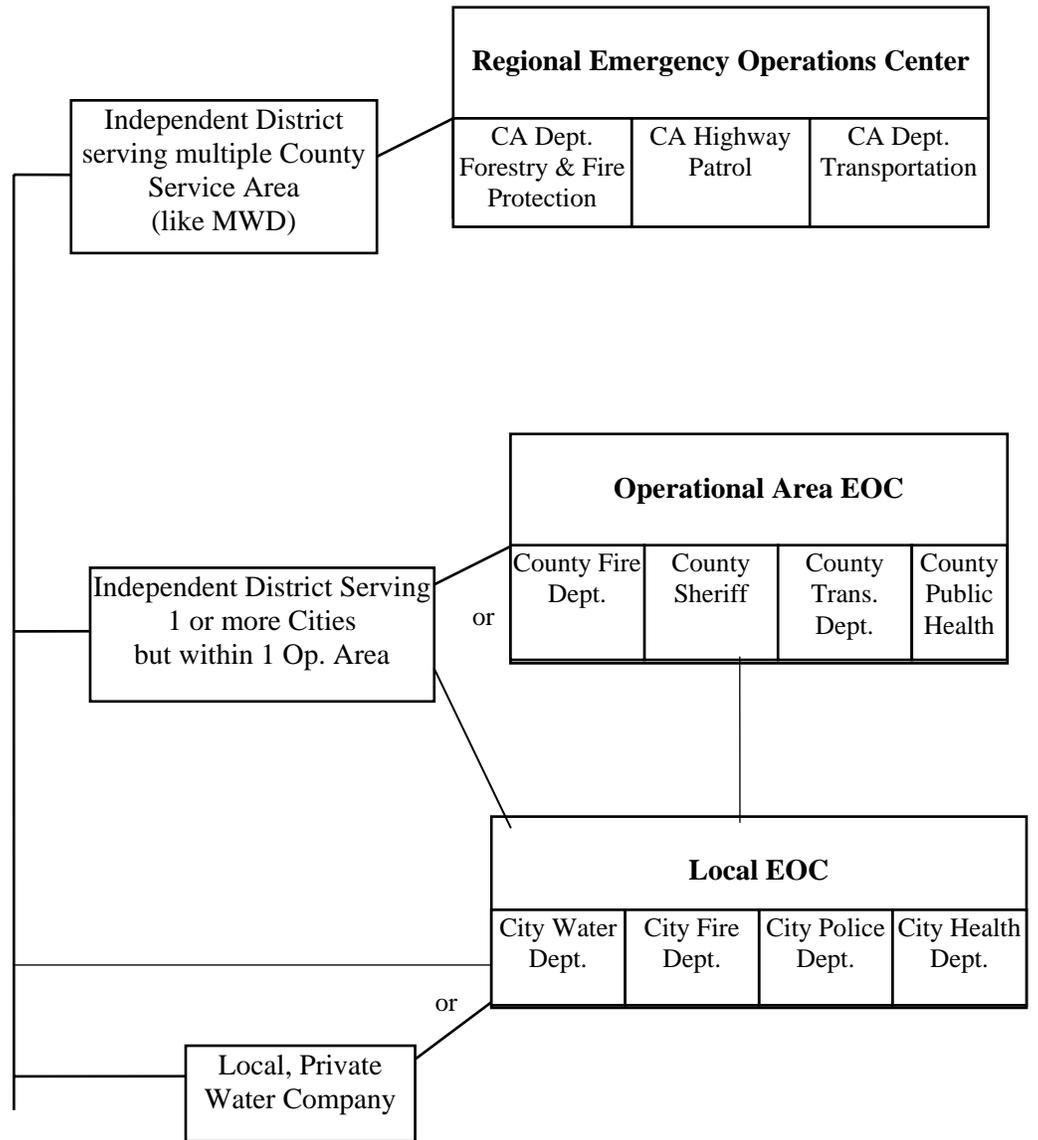
..... Dotted line shows mutual aid from the school sites to the school districts, to local government to the OA.

----- Broken line shows mutual aid from the school sites to local government to the OA.

———— Thick line shows mutual aid from the school sites, to school districts, to the OA.

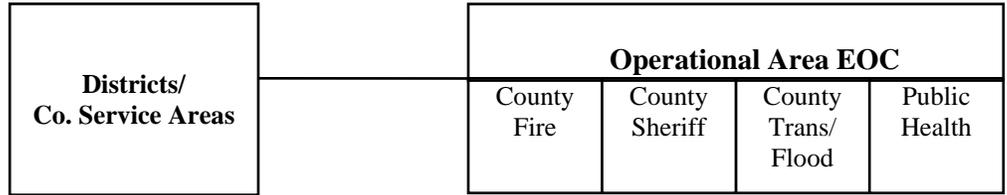
Independent

An “Independent District” describes any special district having a legislative body all of whose members are elected by registered voters or landowners within the district, or whose members are appointed to fixed terms. This classification excludes any special district having a legislative body consisting in whole or part of ex officio members who are officers of a county, another local agency, or who are appointees of those officers other than those who are appointed to fixed terms. The Independent Special District classification does not include any district excluded from the definitions of district contained in Government Code §56036.



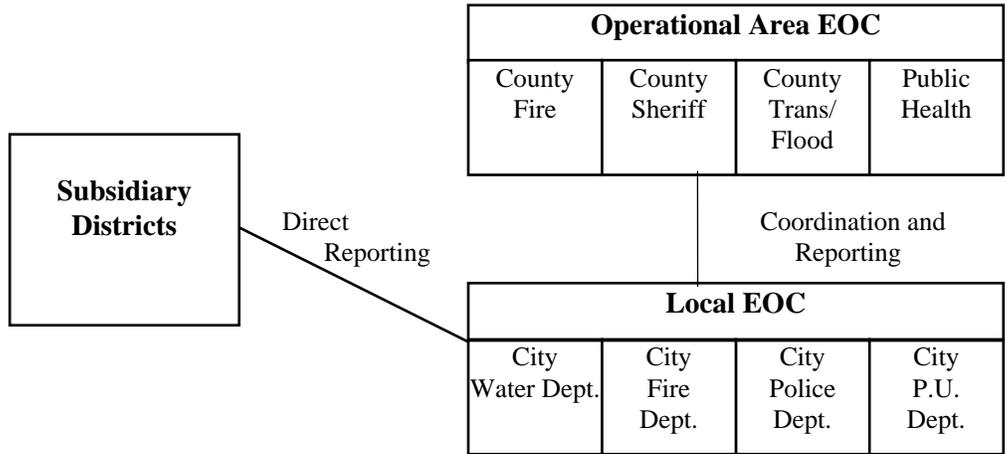
Dependent

This classification of Special Districts describes a district of limited powers in which a county Board of Supervisors is designated as, and empowered to act as, the ex officio board of directors of the district.



Subsidiary

This classification of Special Districts describes a district of limited powers in which a city council is designated as, and empowered to act as, the ex officio board of directors of the district.



Planning

CCR, Title 19, §2445 states that local governments, operational areas, and state agencies shall include the use of SEMS in emergency plans and procedures pursuant to §2403, 2405, 2407, 2409, 2411, 2413 and 2415.

Special Districts may be grouped together by the functions they were designed to perform, such as water purveyors, electric providers, schools, etc. An Emergency Operations Plan (EOP) should be developed to identify protocols for emergency coordinators of Special Districts to facilitate communications during emergency operations.

The following are some of the benefits for a Special District to have an Emergency Operations Plan and to coordinate with the OA:

- OA's needs to know what special district have or need in order to assist them.
- Communication/Coordination is needed to expedite response and provide assistance.
- Issues can be resolved prior to a disaster (i.e. pipe fittings, fire hydrant fittings).
- Clearinghouse to document damage/costs to prioritize damage assessment.
- Compile information on resources to prioritize damage assessment.
- Exercise with the EOC to identify needs.
- SEMS Compliance.

References

Chapter 7 of Division 1 of Title 2 of the Government Code-California Emergency Services Act.

California Government Code §8607(a)-Statute which directs the Governor's Office of Emergency Services (OES) to establish SEMS by regulation.

California Code of Regulations §2400-2450-Regulations establishing SEMS.

SEMS Guidelines-Guidance for emergency response agencies on planning, developing, operating and maintaining SEMS consistent with regulations.

SEMS Approved Courses of Instruction-Training courses for emergency response personnel at field and emergency operations center (EOC) levels developed pursuant to SEMS Regulations. The approved courses include an Introductory Course, Field Level Course (Incident Command System), EOC Course, and Executive Course.

Emergency Planning Guidance for Local Government-Guidance document intended to provide local governments with tools to develop emergency plans.

Checklist for Emergency Plans

Purpose: This checklist serves as a quick reference for determining whether an emergency plan has addressed critical elements. This is only an outline; individual districts may use the areas that are appropriate and suit their needs.

Limitations: Plans must reflect the needs of the jurisdiction, in particular the hazards that will likely impact them and their capabilities. This guide is NOT mandatory and the jurisdiction may use it, or another checklist.

Instructions: Enter the reference (page number, paragraph, chapter, section, etc.) or Not Applicable (N/A) in the space provided at the beginning of each item. Many of the elements described below may be in documents separate from the primary emergency plan; if so, indicate placement in another document by (AD), and the name of the document.

Potential Emergency Elements

- _____ **1. Table of Contents**
Listing of where significant parts of the plan are located by page number and subsection of the plan.
- _____ **2. Foreword/Preface/Introduction**
Provide a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used.
- _____ **3. Letter of Approval**
A dated letter of promulgation or resolution from the governing board.
- _____ **4. Legal Rationale of Plan**
Provide authorities for the plan and its development.
- _____ **5. SEMS based Emergency Organization**
Identify agency roles and responsibilities during disaster situation, include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, Finance/Administration).
- _____ **6. SEMS**
Indicate how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, state), how information is exchanged, how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities.

- ___ **7. Mutual Aid**
General description of mutual aid.

- ___ **8. Standard Operating Procedures (SOP) Development**
Ensure emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan.

- ___ **9. Summarize the Jurisdictional Hazard Analysis.**
A description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards.

- ___ **10. Dam Safety Concerns**
If there are dams in the area, the plan should have, or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. This information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of disabled persons or persons that lack their own transportation, or requiring special assistance.

- ___ **11. Other Hazards Specific to the Jurisdiction**
Since the Oklahoma City bombing the threat of domestic terrorism has gained the interest of emergency managers. Most of the State is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the State are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction.

- ___ **12. Continuity of Government.**
Provide persons by position to succeed key government officials and members of the emergency management organization. Also indicate the level and duration of authority these individuals would assume.

- ___ **13. Alternate Government Facilities**
Indicate an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC).

- _____ **14. Vital Record Retention**
Indicate how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance.
- _____ **15. Emergency Plan Maintenance and Distribution**
Who maintains the emergency plan? What is the process? Detail schedules for modifications, revision list, distribution list, and who has responsibility for ensuring the plan is kept up-to-date.
- _____ **16. Americans with Disabilities Act**
Identify in the plan how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act.
- _____ **17. Training and Exercises**
Briefly describe the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary.
- _____ **18. Plan Concurrence**
Provide evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet.

Initial Response Features

- _____ **19. Field (ICS)/EOC Interface**
Describe the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information.
- _____ **20. Emergency Responder Notifications**
Include methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list.
- _____ **21. Use of the field Incident Command System (ICS)**
The plan must indicate how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations.
- _____ **22. Involvement of Special Districts, private and non-profit agencies**
Identify emergency responsibilities of Special Districts, private and volunteer agencies, and their roles in the EOC, REOC, Incident Command Post, or other emergency facility.
- _____ **23. Field coordination with Department Operations Centers (DOCs) and EOCs**

The plan should include the use, and coordination, of DOCs and how they fit into the emergency management organization.

Emergency Operations Centers

- _____ **24. Activation/Deactivation of EOC**
Indicate how, when, and by whom, the Emergency Operations Center will be activated and deactivated.

- _____ **25. Primary and Alternate EOC**
Indicate the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated.

- _____ **26. Emergency Operations Center Organization**
Describe the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC.

- _____ **27. EOC Coordination**
Indicate how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities, including the use of the Response Information Management System (RIMS).

- _____ **28. Emergency Declarations**
Indicate the purpose and process of emergency declarations (include samples).

SEMS Functional EOC Checklists

- _____ **29. Management Section**
Checklist should include the following activities and responsibilities:
 - Overall EOC management
 - Public Information assignment
 - Identification of a media center
 - Rumor control
 - Public inquires
 - Provision for public safety communications and policy
 - Identification of a Safety Officer
 - Facility security
 - Agency liaison
 - State/federal field activity coordination

- _____ **30. Operations Section**
Checklist should include the following activities and responsibilities:
 - General warning
 - Special population warning
 - Authority to activate Emergency Alert System
 - Inmate evacuation

- Traffic direction and control
- Debris removal
- Evacuation
- Evacuation and care for pets and livestock
- Access control
- Hazardous materials management
- Coroner operations
- Emergency medical care
- Transportation management
- Crisis counseling for emergency responders
- Urban search and rescue
- Disease prevention and control
- Utility restoration
- Flood operations
- Initial damage assessments
- Safety assessments
- Shelter and feeding operations
- Emergency food and water distribution

_____ **31. Planning/Intelligence Section**

Checklist should include the following activities and responsibilities:

- Situation status
- Situation analysis
- Information display
- Documentation
- Advance planning
- Technical services
- Action planning
- Demobilization

_____ **32. Logistics Section**

Checklist should include the following activities and responsibilities:

- Field incident support
- Communications support
- Transportation support
- Personnel
- Supply and procurement
- Resource tracking
- Sanitation services
- Computer support

- _____ **33. Finance/Administration Section**
Checklist should include the following activities and responsibilities:
- Fiscal management
 - Time-keeping
 - Purchasing
 - Compensation and claims
 - Cost recovery
 - Travel request, forms, claims

Recovery Operations

- _____ **34. General Overview**
Include a general recovery concept of operations.
- _____ **35. Organization**
Provide a description of the recovery organization along with a diagram.
- _____ **36. Damage Assessment**
Describe the damage assessment organization and responsibilities.
- _____ **37. Documentation**
Describe the documentation process.
- _____ **38. After-action Reports**
Include the OES After-Action Questionnaire.
- _____ **39. Disaster Assistance**
Describe the different programs, their purpose, restrictions, and application process.
Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs.
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The State of California is divided into THREE Administrative Regions

Inland Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8470

Coastal Office of Emergency Services
1300 Clay Street, Suite 400
Oakland, CA 94612
(510) 286-0895

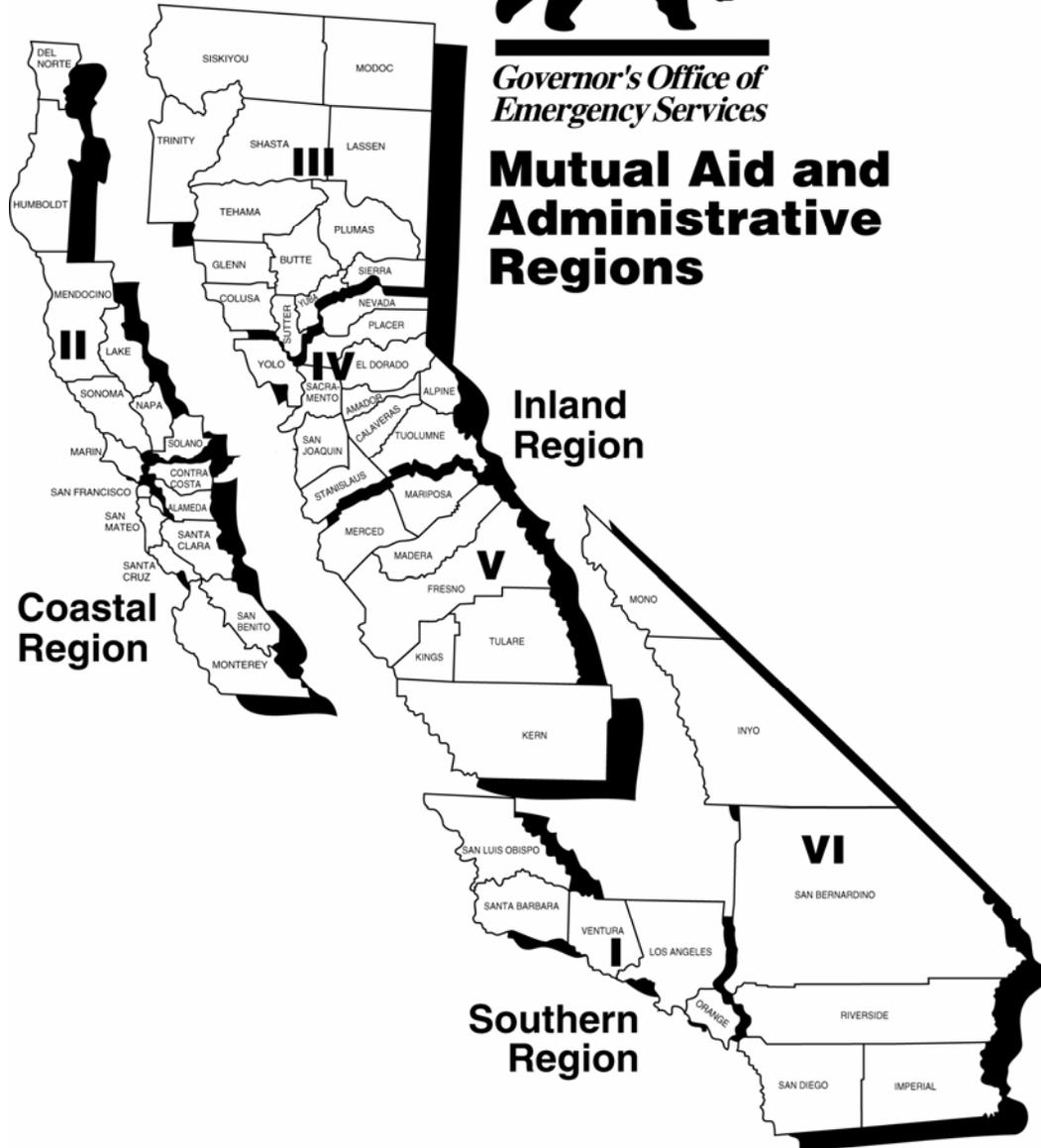
Southern Office of Emergency Services
4671 Liberty Avenue
Los Alamitos, CA 90720-5002
(562) 795-2900

O E S
CALIFORNIA



*Governor's Office of
Emergency Services*

Mutual Aid and Administrative Regions



There are SIX Mutual Aid Regions

Overview California is divided into six mutual aid regions. For assistance with planning efforts, SEMS training or emergency situations please contact the appropriate Operational Area (County) for assistance.

Region I

Los Angeles County/City	213-980-2260
Orange County	714-628-7059
San Luis Obispo County	805-781-5011
Santa Barbara County	805-681-5559
Ventura County	805-654-2552

Region II

Alameda County	925-803-7800
Contra Costa County	925-646-4461
Del Norte County	707-464-7207
Humboldt County	707-268-2502
Lake County	707-262-4090
Marin County	415-499-6584
Mendocino County	707-463-5667
Monterey County	831-796-1900
Napa County	707-253-4257
San Benito County	831-636-4168
San Francisco County/City	415-558-3886
San Mateo County	650-363-4790
Santa Clara County	408-299-3751
Santa Cruz County	831-458-7150
Solano County	707-784-1600
Sonoma County	707-565-1152

Region III

Butte County	530-538-7373
Colusa County	530-458-0230
Glenn County	530-934-6441
Lassen County	530-257-6121
Modoc County	530-233-4416
Plumas County	530-283-6332
Shasta County	530-245-6059
Sierra County	530-289-2850
Siskiyou County	530-842-8312
Sutter County	530-822-7400
Tehema County	530-529-7900
Trinity County	530-623-1227
Yuba County	530-749-7519

Region IV	Alpine County	530-694-2231
	Amador County	209-223-6384
	Calaveras County	209-754-2891
	El Dorado County	530-621-7467
	Nevada County	530-265-1515
	Placer County	530-886-5300
	Sacramento County	916-875-6900
	San Joaquin County	209-468-3962
	Stanislaus County	209-552-3600
	Tuolumne County	209-533-5511
Yolo County	530-666-8920	

Region V	Fresno County	559-445-3391
	Kern County	661-391-7118
	Kings County	559-582-3211
	Madera County	559-675-7792
	Mariposa County	209-966-4330
	Merced County	209-385-7344
	Tulare County	559-737-4660

Region VI	Imperial County	760-355-1164
	Inyo County	760-872-2703
	Mono County	760-932-7549
	Riverside County	909-955-4700
	San Bernardino County	909-356-3998
	San Diego County	858-565-3490

Acronyms

CCR	-	California Code of Regulations
DOC	-	Department Operations Center
EBMUD	-	East Bay Municipal Utility District
EOC	-	Emergency Operations Center
EOP	-	Emergency Operations Plan
IAP	-	Incident Action Plan
ICS	-	Incident Command System
MWD	-	Metropolitan Water District
NDAA	-	Natural Disaster Assistance Act
OA	-	Operational Area
OASIS	-	Operational Area Satellite Information System
OES	-	Office of Emergency Services
REOC	-	Regional Emergency Operations Center
RIMS	-	Response Information Management System
SEMS	-	Standardized Emergency Management System
SOC	-	State Operations Center
SOP	-	Standard Operating Procedures

California Standardized Emergency Management System

Event/Major Incident Report

Operational Area:

From City:

Region:

Law Mutual Aid Region:

Fire Mutual Aid Region:

1.a. Overall Event Name:

(If this is an incident related to a larger event select the name of the larger event. Otherwise, name this event/incident.)

b. Disaster Number:

2. Incident Name:

(If this is an incident related to a larger event, name this incident. Otherwise, leave blank.)

3. Event/Incident Type:

4. Date/Time of Event/Incident:

5. Event/Incident Location

a. Descriptive:

b. Street:

c. City:

d. Zip:

e. Map Reference:

f. Latitude:

Longitude:

Thomas Bros. Page:

Grid:

6. Event/Incident Impact:

7. Situation:

Functional Area Impact	a. Status (Optional)	b. Remarks (Optional)
8. Fire and Rescue:		
9. Law Enforcement:		
10. Care and Shelter:		
11. Medical/Health:		
12. Movement:		
13. Constr and Engr:		
14. Utility:		
15. EOC Activated?		
16. Mutual Aid Received in Last 24 Hours?		
17. Mutual Aid Needed in Next 24 Hours?		
18. Critical Issues?		
19: Prognosis:	<input type="checkbox"/> No Change <input type="checkbox"/> Worsening <input type="checkbox"/> Improving	

Appendix A

20. Reported by:

a. Name:

c. Phone:

e. Alternate Number:

b. Agency:

d. Fax Number:

21. Date/Time of this Report:

22. Person Receiving Report:

a. Name:

c. Phone:

e. Alternate Number:

b. Agency:

d. Fax Number:

23. Additional rich text information: