

**Governor's Office of Emergency Services
 State Emergency Plan Update
 California State Emergency Plan – Preliminary Draft Outline
 February 12, 2008**

Key

Color	Meaning
Green	Exists in the current State Emergency Plan (SEP), requires minor editing and possibly some reorganization
Blue	Exists in the current SEP, or in related documents, but requires more development and some gaps exist
Orange	Pieces may exist in current SEP, but the tone is not consistent with the current emergency management landscape in California and some changes may have occurred that affect these areas since the last SEP was published
Red	Does not exist in the current SEP or exists but needs significant development

Plan Element	Definition
1) SEP Cover Page	
2) Executive Statement	The statement will be from the Governor, Director OES and the Emergency Council. This might also be an executive order related to the SEP.
3) Table of Contents	
4) Record of Changes	Records, defines and dates additions and modifications to the SEP.
5) List of Figures	
6) Introduction	Introduces the plan and establishes its role and the role of OES in the state's emergency management system. Identifies why the plan was changed and recent development in emergency management.
7) Purpose, Scope, Organization, and Relationship to SEMS	Describes why the all-hazards plan was developed, what the plan is intended to address, identifies the audience. Examples: <ul style="list-style-type: none"> • Provide a framework for all-hazards risk mitigation • Reduce vulnerability of people and communities to loss of life, injury, and damages) • Respond using all state systems • Provide efficient response and recovery activities
a) SEP Program Structure	Defines the organization of the plan, appendixes, annexes and plans developed by partner state agencies and other stakeholders.
8) Situation and Assumptions	Describes hazard identification analysis including population, potential hazards, nature of hazards, probability and impact of hazards, vulnerably

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	<p>facilities, geographical and climate characteristics. In addition, this section describes the general expectation of plans from all levels of government, quick response when activated, and generic list of disaster challenges (e.g., food, water). Stresses the importance of citizen preparedness based on risks/hazards in their area. In addition, all levels of government should plan for PWDEs and animal protection.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Establishes OES authority • Establishes policies, strategies such as emergency management activities accomplished using SEMS • Assigns specific functions to specific agencies • Establish operational goals for the entire emergency management life cycle
<p>a) California State Hazard Assessment</p>	
<p><i>i) Types of Emergencies</i></p>	<p>Describes lists principal hazards and consequences as well as frequency of occurrence.</p>
<p><i>ii) Planning Assumptions</i></p>	<p>Lists assumptions such as the threat will strike little or no warning and citizen preparedness helps to reduce immediate demands, preparations for PWDEs and animal protection.</p>
<p><i>iii) Disaster Magnitude Classification</i></p>	<p>Defines minor disaster, major disaster, and catastrophic disaster. Update of disaster dataset.</p>
<p>9) Stakeholders and Roles and Responsibilities</p>	<p>Lists SEP stakeholders and the roles and responsibilities and activities that stakeholders are responsible for by state law or as an individual or community service. In addition, agency and organization assignments to the SOC will be described. Includes OES’ goal, objectives, and responsibilities along with State Agency Tasking. The roles, objectives, and responsibilities of other state government entities such as cities and counties, Special Districts, Operational Areas, State agencies, federal government, utilities, business and industry, NGOs, elected officials, judicial system, and citizens will also be discussed. This section will coordinate with the CA-EFs. Describes what mechanisms have been put in place to appropriately educate and respond to vulnerable populations (e.g., PWDEs) and animal protection. Training of elected officials to be internal information gathering source also highlighted. This section will reference the Primary</p>

Plan Element	Definition
	and Support Agencies Matrix.
a) State Government	
b) Local Government	
c) Tribal Government	
d) Business and Industry	
e) Non-Governmental Organizations	
f) Elected Officials	
g) Judicial System	
h) Citizens	
i) Vulnerable Populations	
10) Concept of Operations	Describes the primary goals and approach of emergency management, the sequence and scope of a planned response, how local requests will be met, and who and under what circumstances will federal aid will be requested.
a) Planning Concepts	
i) Comprehensive Emergency Management	Describes why addressing all components of emergency management is beneficial.
ii) All-Hazards Planning	Describes the benefits of all-hazards risk mitigation and planning.
b) Operational Priorities	Lists the operational priorities such as life safety, medical care, food, water, shelter.
c) State Agency Funding	Describes how agencies may be asked to incur costs out of their normal operating budget unless constitutionally restricted.
d) Emergency Proclamations	Describes the three types of proclamations.
i) Local Emergency	
ii) State Emergency	
iii) State of War Emergency	
e) Standardized Emergency Management System (SEMS)	
i) CA Emergency Organization	
f) CA-EF Primary and Support Agencies	Briefly describes the overall purpose and function for CA-EFs. Lists the CA-EFs, primary and secondary agencies, agency responsibilities, and references the Annexes.
g) Events Requiring Significant State Intervention	Describes those incidents which are so significant that local government may cease to operate; command and control of mutual aid resources is not possible; statewide resources may not be sufficient to mitigate the effects of the event, or cannot reach the area of impact; or massive

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	amounts of Federal resources are required. Describes priorities for state action; state leadership and formation of a state-level MAC group; state assumption of local government responsibilities until such time as local government can be reconstituted; proactive deployment of state resources; and coordination with the Federal government.
h) State and Federal Integration	Describes how Federal government fits into California’s emergency management system, and describes CA-EFs will collaborate with Federal ESFs when necessary. Describes the integration of Federal systems and resources for a range of events, from minor activations focused on recovery programs to catastrophic events in which significant direct Federal assistance is expected.
i) Mutual Aid Agreements	
i) Intrastate	Describes Master Mutual Aid Agreement and Fire and Law Enforcement’s System (Coroner and emergency management).
ii) Interstate	Describes EMAC
iii) International	Border State Mutual Aid Compact
j) Phases of Emergency Management	Generally describes preparedness, response, recovery, and mitigation.
i) Planning and Preparedness	
(1) Preparedness Operational Goal	Describes a specific preparedness goal for the State of California such as funding objectives, public education objectives, resource management objectives, and shelter and evacuation objectives.
(2) Prepositioning of Resources	Describes taking a forward-leaning approach to response activities.
(3) Public Information	Describes public information communication strategies for relaying information to the public before, during, and after a disaster.
(4) Training and Exercises	Describes the State training and exercise program, who should participate in the trainings and exercises, and expectations for completing trainings and exercises as well as documenting participation and results.
(a) Expectations	
(b) After Action Report	
(c) Corrective Action Plan	

Plan Element	Definition
ii) Response	Describes the SEP, describes the leadership, and five functional sections – Management, Planning and Intelligence, Operations, Logistics, and Finance and Administration.
(1) Response Operational Objectives	Describes a specific response goal for the State of California.
(2) SEMS	
(a) Incident Command System (ICS)	
(b) Unified Command	
(c) Multi-agency Coordination	
(3) Interoperable Communications	
(4) Administration and Logistics	This section covers general support requirements and availability of support services from external sources. Liability provisions, reassigning employees, general policies on financial record keeping, tracking resources, information systems communication, transportation, personnel and private property owner compensation should also be covered in this section. Volunteer management will be covered in a CA-EF.
iii) Recovery	Describes what recovery teams should be deployed, describes efforts to keep the public informed by working closely with FEMA ,discusses how victims will be provided with centralized assistance, and describes the leadership, and five functional sections – Management, Planning and Intelligence, Operations, Logistics, and Finance and Administration.
(1) Recovery Operational Objectives	Lists the objectives such as recovery teams reaching the disaster sight within 24 hrs of the disaster and establish centralized assistance to help victims.
(2) Public Assistance Activities	Describes the Presidential Declarations of emergency or disaster as activity that initiates the process, describes federal and non-federal share. Discusses the Project Worksheet process and OES responsibilities for grants management.
(3) Individual Assistance Activities	Describes mechanisms for individuals to receive assistance, the means for beginning the application process, and state coordination activities. Local Assistance Centers will be discussed in this section.
(4) Administration and	This section covers general support requirements

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Logistics	and availability of support services from external sources. Liability provisions, reassigning employees, general policies on financial record keeping, tracking resources, information systems communication, transportation, personnel and private property owner compensation should also be covered in this section. Volunteer management will be covered in a CA-EF.
iv) Mitigation	Describes mitigation goals such as enhance and maintain state capability to implement a comprehensive statewide hazard loss strategy, support locals in hazard mitigation activities, increase private and public awareness concerning hazard mitigation, and Reduce the vulnerability of state-owned facilities and infrastructure to natural and man-made hazards.
(1) Pre-Disaster Mitigation Activities	Describes State hazard mitigation planning efforts.
(2) Post-Disaster Mitigation Activities	Describes damage assessments, mitigation assessment reports, and post-disaster mitigation technical assistance, public assistance programs.
11) Continuity of Government	Describes the preservation and maintenance of leadership during an emergency.
a) Succession of Authority	
b) Delegation of Emergency Authority	
c) Emergency Actions	Describes the leadership and alternate designee for each state agencies assigned a functions under a CA-EF.
d) State Essential Functions	
e) Alternate Operating Facilities	
f) Vital Records Protection	
g) Protection of Government Resources	
12) Authorities and References	Describes how the following authorities and references can be consulted for further advice and guidance.
a) Statutes	
b) Administrative Rules	
c) Executive Orders	
d) Memorandums of Understandings and Agreements	
e) Supporting Documents	

Plan Element	Definition
13) Plan Development and Maintenance	Describes the advisory body, OES' responsibility to revise the plan, and procedures for documenting changes to the plan. Designates one person or position to be responsible for plan development and maintenance.
14) Attachments	Lists documents such as SEMS Minimum Activation Requirements.
a) Mutual Aid System	
b) Warning Systems	
c) Plans and Procedures Cross Referenced to Event	
d) History of California Proclaimed States of Emergency 1950 to 2007	
e) Emergency Proclamation Procedures	
f) SOC Staffing	
g) Legal References, Emergency Plans and Supporting Documents	
h) Glossary	Lists acronyms and definitions. In addition to SEMS terms, this section includes NIMS definitions and acronyms. The use of NIMS terms should be consistently used as they apply throughout the document.

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