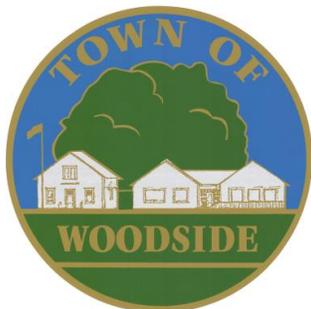
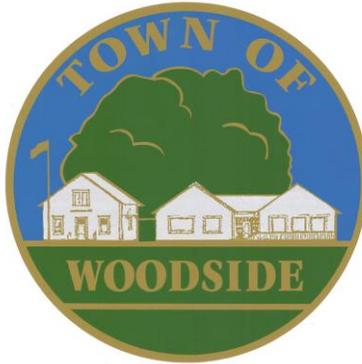




# Town of Woodside Emergency Operations Plan



## Basic Plan September 2017



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The original document template was provided by the San Mateo County Office of Emergency Services and has been edited by the staff of the Town of Woodside.

Adopted by the Woodside Town Council on September 26, 2017.

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## 1 - PURPOSE

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This Emergency Operations Plan (EOP) establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations within the Town of Woodside during an extraordinary emergency or disaster. It provides a framework for understanding the emergency management structure including how and when the Emergency Operations Center (EOC) is activated. The EOP should be seen as the “starting point” for understanding the Town’s responsibilities related to emergency operations as well as the ordinances, policies and procedures that guide decision-making before, during, and after an emergency.

To be consistent with county, regional and state emergency management efforts, staff utilized a template provided by the County Office of Emergency Services to develop the Town’s draft EOP. The template was created by city and town emergency coordinators throughout the County in May 2015 and was accepted by the San Mateo County Emergency Services Council Joint Powers Authority and the San Mateo County Board of Supervisors. This EOP reflects nationally recognized best practices in an Emergency Operations Plan describing the emergency management phases in brief and incorporating annexes and appendices that contain the detailed actions needed based on the type of disaster. This EOP is also consistent with Homeland Security Presidential Directive (HSPS-5), the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), Incident Command System (ICS) requirements and the California Emergency Services Act.

## 2 - GOALS

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The preservation of life and property is the inherent responsibility and primary goal of the Town of Woodside Town Council and staff. The Town of Woodside has prepared this EOP to ensure that all efforts are made to prepare, prevent, mitigate, and respond to emergency events. The Town of Woodside will commit all available resources to achieve these overarching goals in an emergency or major disaster:

- Provide effective life safety measures and reduce property loss and damage to the environment.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.

## 3 - ASSUMPTIONS

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The policies and procedures outlined in this EOP are based on the following assumptions.

- The Town of Woodside is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property and the environment.
- The Town Woodside and special districts will participate in the San Mateo County Operational Area (SMOA).
- The Town of Woodside will utilize Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) in emergency response and management of operations.

- The resources of the Town of Woodside will be made available to local agencies and citizens to cope with disasters affecting this area.
- The Town of Woodside will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when resource requirements exceed the Town of Woodside's ability to meet them.

## 4 - EXECUTIVE SUMMARY & EOC ACTIVATION QUICK GUIDE

### Introduction

The Town of Woodside Emergency Operations Plan (EOP) describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. The EOP facilitates response and short-term recovery activities (which set the stage for successful long-term recovery). It drives decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. The EOP is flexible enough for use in all emergencies. It also describes the purpose of the plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. Appendices and annexes support the EOP and include EOC Checklists, hazard specific annexes, and emergency contact information. The EOP identifies pre-designated jurisdictional and/or functional area representatives to the EOC Emergency Response Team to facilitate responsive and collaborative incident management. This EOP is a preparedness document - designed to be read, understood, and exercised prior to an emergency. Each Town department is responsible for insuring the preparation and maintenance of appropriate and current Standard Operating Procedures (SOPs), appendices and annexes that support the Town of Woodside EOP. Below is a quick guide on when and how to activate and operate the EOC.

### Town of Woodside EOC Location

**Primary EOC Location:** Woodside Town Hall, 2955 Woodside Road, Woodside, CA 94062

Alternate EOC location if situation requires it:

Woodside Library, 3140 Woodside Road, Woodside, CA 94062

The Director of Emergency Services, or their representative, in consultation with personnel commanding an incident that may impact the EOC site, is responsible for determining if or when re-location of the EOC is necessary.

### When to Activate the EOC

The EOC is activated when the Town needs emergency support. Activation may involve partial or full staffing, depending on the support required.

**How to Activate the EOC**

- Notify the Director of Emergency Services (Town Manager or designee) and request guidance.
- Contact the Sheriff’s Office to get information on the scope and severity of the incident (650-364-1811).
- Contact Woodside Fire Department to let them know the EOC is being activated (650-851-1594).
- Contact San Mateo County Office of Emergency Services and ask for help, if necessary (650-363-4790). Identify yourself and provide a callback confirmation phone number. Briefly describe the emergency/disaster situation causing the request.

**EOC Activation Levels**

EOC activation levels and procedures are scalable based on the changing needs of an event. The EOC may be activated to Level 1 (Minimum Activation), Level 2 (Partial Activation) or Level 3 (Full Activation) according to the needs of the event. Exhibit 4-1 below defines the EOC activation levels.

EXHIBIT 4-1: EOC ACTIVATION LEVELS

Level	Operational Status	Description	Examples include, but are not limited to:
Level 1	Minimum Activation	Monitoring a situation (or potential situation), incident or event.	<ul style="list-style-type: none"> <li>▪ Storm Watch</li> <li>▪ Public Health notifications</li> <li>▪ Monitoring Potential Incidents</li> </ul>
Level 2	Partial Activation	Activate the EOC positions necessary to the management of the specific incident as needed.	<ul style="list-style-type: none"> <li>▪ Planned Events</li> <li>▪ Sheltering Incidents</li> <li>▪ Oil Spills</li> <li>▪ Local Emergencies</li> </ul>
Level 3	Full Activation	Full activation of the EOC. All staff positions are activated.	<ul style="list-style-type: none"> <li>▪ Catastrophic Earthquake</li> <li>▪ Tsunami</li> <li>▪ Significant Mass Casualty Incident</li> <li>▪ Major Wildland Fire</li> <li>▪ Other events as required</li> </ul>

**Who Can Activate the EOC**

The following individuals, either acting as the Director of Emergency Services or on behalf of the Director of Emergency Services, are authorized to activate the EOC:

- Town Manager
- Town Engineer/Public Works Director
- Planning Director

In the event none of the individuals are available to activate the EOC, trained members of the Emergency Preparedness Committee, the Mayor, or Mayor Pro Tempore may open Town Hall for the purpose of receiving calls and information. Following the arrival of an authorized individual, they Mayor or Mayor Pro Tempore will be excused from the EOC.

## 5 - CONCEPT OF OPERATIONS

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The emergency management organization in the Town of Woodside will identify potential threats to life, property and the environment, and develop plans and procedures to protect, prevent and mitigate those assets from potential hazards. This organization will create, develop, and support the tools and structure for emergency response and recovery activities, which will be validated by actual response or exercises. The goal is to maintain a robust emergency management organization with strong collaborative ties among local government, community-based organizations and volunteers, public service agencies, and the private sector under SEMS/NIMS. Four emergency management phases indicated below often categorizes actions. However, not every disaster necessarily includes all indicated phases.

### Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. Preventative actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. Members of the emergency management organization should prepare Standard Operating Procedures (SOPs), and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and execution of procedures.

The SOPs for the EOC encompass: activation and deactivation procedures; EOC position roles and responsibilities; the EOC Action Planning process; and the methods and systems utilized for incident information management and communication. All components of the EOC SOPs will be detailed in a separate EOC Checklist Appendix. This appendix will include the following elements:

- EOC Start-Up Instructions
- EOC Position Checklists
- EOC Action Planning Procedures
- EOC Management Software Instructions
- EOC Communications Systems Instructions
- EOC Deactivation Instructions

### *Training and Exercises*

The Town of Woodside will inform Town departments of training opportunities associated with emergency management. Those with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities. Based on the limited number of Town staff, Woodside's internal training will focus on individual preparedness (i.e., Independent Study courses offered by FEMA), focused training developed by San Mateo County Office of Emergency Services (SMC OES) for specific functions, and tabletop exercises.

Woodside will participate to the extent possible with training opportunities (especially larger scale exercises) offered by SMC OES and the Woodside Fire Protection District. Exercises are the best method to validate plans, and to train emergency personnel. Exercises allow emergency personnel to become familiar with the procedures, facilities and systems that they will actually use in emergency situations. Exercises offered by SMC OES are anticipated to be Homeland Security Exercise and Evaluation Program (HSEEP) compliant and conducted on a regular basis to maintain readiness. Exercises should include as many town staff as possible. It is also anticipated that SMC OES will document Operation Area exercises by conducting a critique, and using the information obtained from the critique to complete an After Action Report and Improvement Plan (AAR-IP). The Town will utilize the AAR-IP to revise standard operating procedures as deemed necessary.

Woodside's annex to the San Mateo County Local Hazard Mitigation Plan (LHMP), along with the work of the Emergency Preparation Committee (EPC), shall assist in the understanding of the types of potential emergencies faced by the Town, and preparation activities for those emergencies.

## Response Phase

### *Pre-Emergency*

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Alerting necessary agencies, placing critical resources and personnel on stand-by
- Evacuation of threatened populations to safe areas
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented
- Identifying the need for mutual aid
- Proclamation of a Local Emergency by local authorities

### *Emergency Response*

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector. Responsibilities of the emergency management organization during this phase include:

- Maintaining overall coordination/support of emergency response and recovery operations, including on scene incident management as required.
- Coordinating and liaising with appropriate federal, state, operational area and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establishing priorities and resolve conflicting demands for support.
- Preparing and disseminating emergency public information to alert, warn, and inform the public.
- Disseminating damage information and other essential data.

### *Prolonged Emergency*

In addition to continuing life and property protection operations, mass care, relocation, public information, situation analysis, status and damage assessment operations will be initiated.

## Recovery Phase

At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery is both short-term activities intended to return vital life-support systems to operation, and long-term activities designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.

The recovery period has major objectives that may overlap, including:

- Reinstatement of family and individuals' autonomy
- Provision of essential public services
- Permanent restoration of private and public property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts
- Coordination of state and federal, private and public assistance

As the immediate threat to life, property and the environment subsides, the rebuilding of Woodside will begin through various recovery activities. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Examples of recovery activities include:

- Restoring all utilities
- Establishing and staffing Local Assistance Centers (LACs) and Disaster Assistance Centers (DACs)
- Applying for state and federal assistance programs
- Conducting hazard mitigation analysis
- Identifying residual hazards
- Determining recovery costs associated with response and recovery

## Prevention/Mitigation Phase

Preventing damage and losses from disaster includes those efforts known as mitigation activities. Mitigation efforts occur both before and following disastrous events. Post-disaster mitigation is part of the recovery process. Preventing, eliminating or reducing the impact of hazards that exist within the operational area and are a threat to life and property are part of the mitigation efforts.

Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)
- Structural measures
- Tax levee or abatements
- Public information and community relations
- Land use planning
- Studies and/or reports on local hazards

The prevention/mitigation phase is followed by the preparedness phase, and both of these phases are continuously occurring as part of the normal activities of the Town.

## 6 - EMERGENCY OPERATIONS PLAN, APPENDICES AND ANNEXES

### Emergency Operations Plan

The EOP Basic Plan provides the general framework based on an all-hazards planning model and is flexible enough for use in all emergencies. A complete EOP describes: the purpose of the plan; assumptions; Continuity of Operations (CONOPS); organization and assignment of responsibilities; administration and logistics; plan development and maintenance; and authorities and references.

The Basic Plan is supported by supplemental plans contained in the appendices and annexes to the EOP, which are described in more detail below. The appendices provide checklists, resources and references to carry out responsibilities in the EOC and the annexes outline operations related to specific functions (e.g., communications) and specific hazards (e.g., an earthquake).

A jurisdiction's EOP is a document that:

- Assigns responsibility to organizations and individuals for carrying out specific actions that exceed routine responsibility at projected times and places during an emergency
- Sets forth lines of authority and organizational relationships and shows how all actions will be coordinated
- Identifies personnel, equipment, facilities, supplies, and other resources available within the jurisdiction or by agreement with other jurisdictions
- Reconciles requirements with other jurisdictions.

### Appendices

Appendices to the EOP are the “nuts and bolts” of the Town's emergency operations; they include, but are not limited to: the ordinances of emergency governance, EOC checklists, emergency contact information, County of San Mateo EOC Communications Directory, County of San Mateo Hazard Vulnerability Assessment and the County of San Mateo Local Hazard Mitigation Plan. Appendices provide the detailed instructions and resources that an organization or an individual needs to fulfill responsibilities and perform tasks assigned in the EOC. They will be attached to the EOP or published separately as deemed appropriate, and shall be updated as necessary.

### Annexes

While the Basic Plan provides information relevant to the EOP as a whole, annexes emphasize responsibilities, tasks, and operational actions that pertain to the function being covered (e.g., communications). The hazard-specific and functional annexes provide additional direction and guidance for specific operations within an incident.

#### *Hazard-Specific Annexes*

Hazard-specific annexes outline emergency response strategies applicable to a specific hazard (e.g. an earthquake). The content of hazard-specific annexes focuses on the special planning needs generated by the hazard and does not duplicate the information in the functional annex. The annex contains unique and regulatory response planning details that apply to a single hazard. It addresses the essential operational actions that must be accomplished to facilitate the successful completion of a particular response function.

### *Functional Annexes*

Functional annexes are plans organized around the performance of a broad task; for example, restoration of emergency communications in San Mateo County during a disaster. Each functional annex focuses on one of the critical emergency functions that may be needed in response to an emergency. Functional annexes are oriented toward operations; their primary audience consists of those who perform the tasks in an emergency. They do not repeat general information contained in the Basic Plan.

The Town of Woodside’s EOP relies on the Emergency Functions Annexes developed by SMC OES. The 17 Emergency Functions (EFs) outlined below facilitate planning and coordination prior to an incident and to achieve an effective emergency response and recovery. Details of each EF are included in EF Annexes to this plan and are published separately. Each EF outlines the various departments of the local jurisdiction, County, and/or regional agencies needed to perform the task and assigns an EF Coordinating agency, Primary Agencies and Supporting Agencies. The EF Coordinator is designated because they either have statutory responsibility or the prerequisite expertise and resources due to their programmatic or regulatory responsibilities. The EF Coordinator is responsible for all pre-incident planning and coordination to ensure that all EF agencies are prepared to provide resources and perform operational roles. EFs will be activated as needed to support actual or anticipated requirements and will provide representatives to the Town EOC as needed upon activation.

#### EXHIBIT 6-1: EMERGENCY FUNCTIONS (EF)

Emergency Functions (EF)	
EF-1	Transportation
EF-2	Communications
EF-3	Construction & Engineering
EF-4	Fire & Rescue
EF-5	Emergency Management
EF-6	Care & Shelter
EF-7	Resources
EF-8	Public Health & Medical
EF-9	Search & Rescue (merged into EF-4 & EF-13)
EF-10	Hazardous Materials
EF-11	Food & Agriculture
EF-12	Utilities
EF-13	Law Enforcement
EF-14	Long-Term Recovery
EF-15	External Affairs
EF-16	Evacuation (merged into EF-13)
EF-17	Volunteer & Donations Management

## 7 - EMERGENCY MANAGEMENT ORGANIZATION

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There are many organizations and entities with overlapping jurisdiction involved in emergency management and preparedness. Below is an overview of the emergency management structure from the local to the state level and the Town of Woodside's role.

### Woodside Director of Emergency Services

The Director of Emergency Services (Town Manager) assumes the ultimate responsibility and authority for directing the Town of Woodside's emergency management organization (including emergency response and recovery). The Director of Emergency Services is responsible for implementing the Town of Woodside EOP.

The Director of Emergency Services is supported by other assigned Town staff and volunteers and has overall responsibility for the following:

- Organizing, staffing and operating the EOC
- Operating communications and warning systems
- Providing information and guidance to the public and elected officials
- Maintaining information on the status of resources, services, and operations
- Directing overall operations
- Obtaining support for the Town of Woodside and providing support to other jurisdictions as needed
- Identifying and analyzing potential hazards and recommending appropriate counter-measures
- Collecting, evaluating and disseminating damage assessment and other essential information
- Training for staff and volunteers in the EOC

### San Mateo County Operational Area (SMOA)

The "Operational Area" is an intermediate level of the state's emergency services organization, which is defined by the State's Standardized Emergency Management System (SEMS) as the county and all political subdivisions located within the county, including special districts. The Operational Area coordinates information, resources, and priorities among local governments within the area and serves as the communication link between the local government level and the regional level. Governing bodies of the county and the political subdivisions within the county make OA-level decisions. San Mateo County Sheriff's Office of Emergency Services (OES) manages information and coordinates resources for all local government within the "Operational Area," known as the San Mateo County Operational Area (SMOA).

### Emergency Services Council

The Emergency Services Council (ESC) is a Joint Powers Authority (JPA), which established the San Mateo County Operational Area (SMOA) Emergency Services Organization Authority, and is responsible for the collective goal to provide coordinated plans for the protection of persons and property based on the four phases of emergency management: mitigation, preparedness, response and recovery. They work in coordination with local government entities to review, approve, and recommend for adoption emergency and mutual aid plans and agreements, rules, ordinances, resolutions and regulations by the Board of Supervisors and other legislative agencies. Woodside is signatory to the JPA and has an assigned member on the ESC.

### San Mateo County Emergency Managers Association (SMC EMA)

The SMC EMA is made up of Emergency Managers/Representatives from cities/towns, county departments, special districts, and NGOs within the San Mateo County Operational Area for the purpose of supporting emergency management, training and exercise planning. This multipronged purpose is accomplished collaboratively with various partners, in order to identify existing needs, to develop strategies for programs and processes for all entities in the San Mateo County Operational Area. The SMC EMA meets monthly to ensure that the scope of emergency management functions that are coordinated and provided by the County meet the expectations of cities/towns. Woodside is a member of and participates in the SMC EMA.

### Mutual Aid Region Emergency Management

The San Mateo County Operational Area is part of the Mutual Aid Region II and the Coastal Administrative Region. The primary mission of Coastal Region's emergency management organization is to support operational area response and recovery operations and to coordinate non-law and non-fire and non-EMS Mutual Aid Regional response and recovery operations through the Regional EOC (REOC).

### State Emergency Management

The Governor, through California Office of Emergency Services (Cal OES) and its Mutual Aid Regions will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required.

## 8 - SEMS, NIMS & ICS

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The Town of Woodside is responsible for emergency response within its geographic boundaries. The San Mateo County Office of Emergency Services (SMC OES) is responsible for emergency response within the geographic boundaries of the County (known as the San Mateo County Operational Area during a disaster). The California Emergency Services Act requires local jurisdictions to manage and coordinate emergency operations within its jurisdiction. During disasters, the Town of Woodside is required to coordinate emergency operations with San Mateo County Operational Area, OES Coastal Region and, in some instances, other Operational Area local governments. There are three systems in place to manage emergencies across multiple agencies, jurisdictions and public and private entities with a common objective for response:

- Standardized Emergency Management System (SEMS): California State emergency management system required for use by local governments to be eligible for State funding.
- National Incident Management System (NIMS): national standard for response and emergency management, based on SEMS; local governments are required to use NIMS to apply for federal preparedness grants.
- Incident Command System (ICS): a management tool that may be used for all hazards and all disciplines; includes positions used in both the field and in the EOC. The SEMS and NIMS systems are both based on ICS and are designed to facilitate the flow of communication and resources in a disaster.

SEMS, NIMS and ICS are applicable at all jurisdictional levels and across disciplines and can expand or contract as needed to support an incident of any size or complexity. The systems share a common terminology, set of roles and responsibilities and work together to improve:

- the flow of information and resources
- coordination and cooperation between all responding agencies
- rapid mobilization, deployment and tracking of resources.

Under SEMS and NIMS, the county has responsibilities at two levels: the field response and the local government levels. At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response. At the Town level, the designated EOC is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with the operational area.

### Standardized Emergency Management System (SEMS)

After the 1991 Oakland East Bay Hills Fire, State Senator Petris passed the Senate Bill 1841 (SB1841) introducing the Standardized Emergency Management System (SEMS). Since 1994, SEMS has been required by Government Code Section 8607(a) for managing response to multiagency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary: field response, local government, operational area, regional and state.

SEMS has been used throughout the State of California to manage and coordinate any emergency response involving more than one agency or jurisdiction. Local governments must use SEMS to be eligible for reimbursement of their personnel-related costs under state disaster assistance programs.

A local government under SEMS is a county, city/town, or special district. Special districts under SEMS are units of local government with authority or responsibility to own, operate or maintain a project (as defined in

California Code of Regulations §2900(s) for purposes of natural disaster assistance). This may include joint powers authority established under Section 6500 et seq. of the Code.

Cities/towns are responsible for emergency response within their boundaries, although some cities contract for some municipal services from other agencies. Woodside contracts with the San Mateo County Sheriff's Office for law enforcement. Fire protection is provided within the Town by the independent Woodside Fire Protection District.

Special districts are primarily responsible during emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations.

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.

### National Incident Management System (NIMS)

In response to the September 11, 2001 attacks on the World Trade Center in New York City, the Pentagon and Flight 93, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5). Released on February 28, 2003, HSPD-5 directed the Secretary of the Department of Homeland Security (DHS) to develop and administer a National Incident Management System (NIMS) based on the successful SEMS model. NIMS include the following components:

- Command and Management, including the Incident Command System (ICS)
- Communications and Information Management
- Preparedness
- Resource Management
- Supporting Technologies
- Joint Information System (JIS)
- NIMS Management and Maintenance

### Incident Command System (ICS)

ICS was developed in the 1970s following a series of catastrophic fires in California's urban interface. Property damage ran into the millions, and many people died or were injured. The personnel assigned to determine the causes of these outcomes studied the case histories and discovered that response problems could rarely be attributed to lack of resources or failure of tactics. Surprisingly, studies found that response problems were far more likely to result from inadequate management than from any other single reason. The Incident Command System:

- Is a standardized management tool for meeting the demands of small or large emergency or non-emergency situations
- Represents "best practices" and has become the standard for emergency management across the country
- May be used for planned events, natural disasters, and acts of terrorism
- Is a key feature of the National Incident Management System (NIMS)

The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government—Federal, State, local, and tribal—as well as by many private sector and non-governmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five essential functional areas: command, operations, planning, logistics, and finance and administration.

### Organization Flexibility – Modular Organization

The five essential ICS functional areas in SEMS and NIMS are identified as “sections” in the EOC. All other functions are organized as branches, groups or units within these sections. Only functional elements that are required to meet current objectives will be activated.

### Management of Personnel – Hierarchy of Command and Span-of-Control

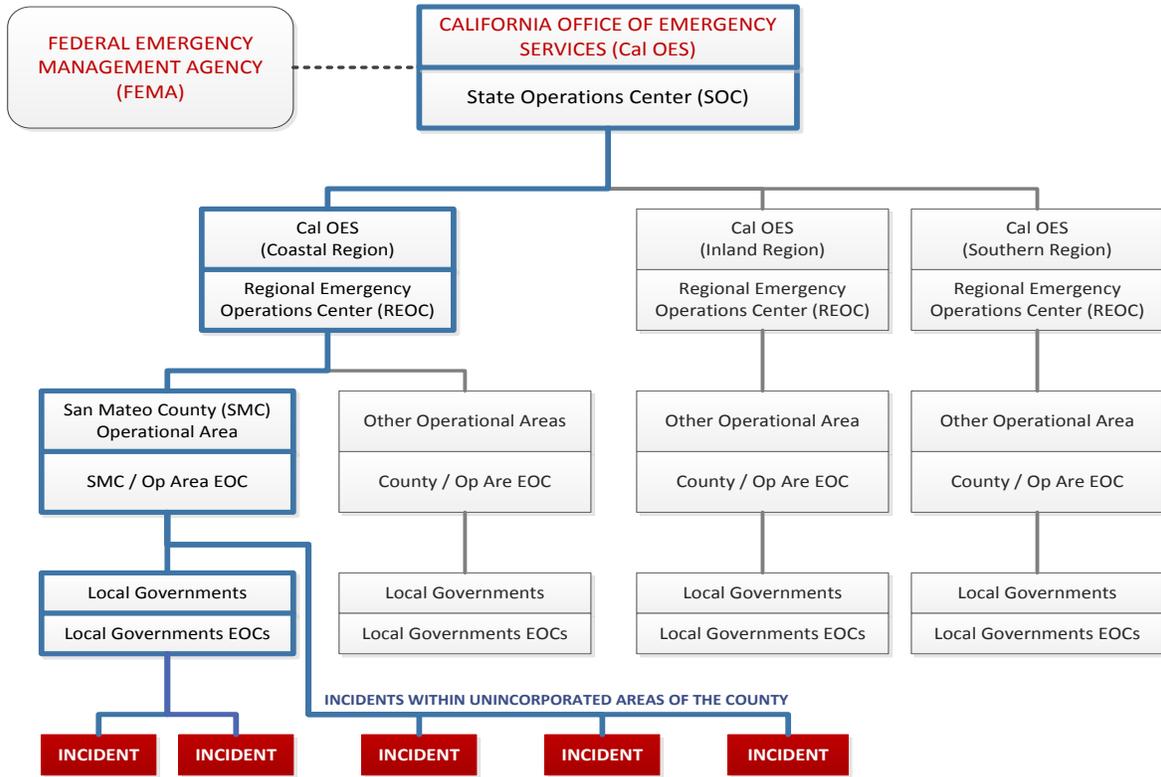
Management of personnel within the EOC will be accomplished through the assignment of Section Chiefs for Operations, Planning, Logistics, and Finance functions. Section Chiefs will report to the Director of Emergency Services. Span-of- Control will be maintained by dividing the EOC Sections into Branches and Units as needed.

### Multi-Agency or Inter-Agency Coordination

Multi-agency or inter-agency coordination is important for establishing priorities for response and allocating critical resources.

Strategies for handling multi-agency response problems need to be developed while jurisdictional and agencies’ objectives are not compromised. County departments, agencies including special districts, volunteer agencies and private organizations coordinate emergency response at the EOC. The Town of Woodside EOC functions as the Multi-Agency Coordination Center (MACC) for most disaster incidents and will facilitate liaisons from operational area, local, state, and federal agencies as needed. Coordination with agencies not represented in the EOC may be accomplished via various communications systems such as telephone, fax, radio and computer networks.

EXHIBIT 8-1: MULTI-AGENCY COORDINATION



Source: Cal OES

**EOC Action Plans**

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be attained and the steps required for achievement. Action plans give direction and provide a basis for measuring achievement of objectives and overall system performance in the EOC.

**Special District Involvement**

Special districts are defined as local governments in SEMS/NIMS. The emergency response role of special districts is generally focused on the return to normal services. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

Coordination and communications should be established among special districts that are involved in 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/towns, 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 communication in emergencies.

When a special district is wholly contained within the city/town, the special district should have a liaison at the city/town EOC to provide direct support. An exception may occur when there are many special districts within the city/town.

## 9 - MUTUAL AID

### Introduction

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided in the *California Emergency Services Act*. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements.

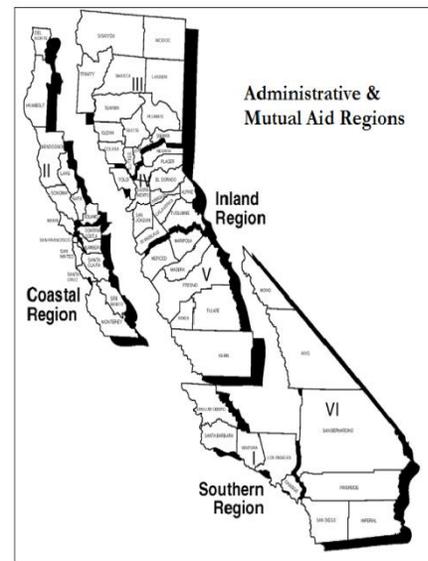


EXHIBIT 9-1

Source: Cal OES

### Mutual Aid System

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law enforcement, medical, coroner, building and safety, and public works. These systems work through local government, operational area, regional and state levels consistent with SEMS/NIMS (Exhibit 9-2). Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinate through federal agencies.

### Mutual Aid Regions

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The San Mateo Operational Area is within Region II. Each mutual aid region consists of designated counties. Region II is in the Coastal Administrative Region (Exhibit 9-1).

### 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 and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels.

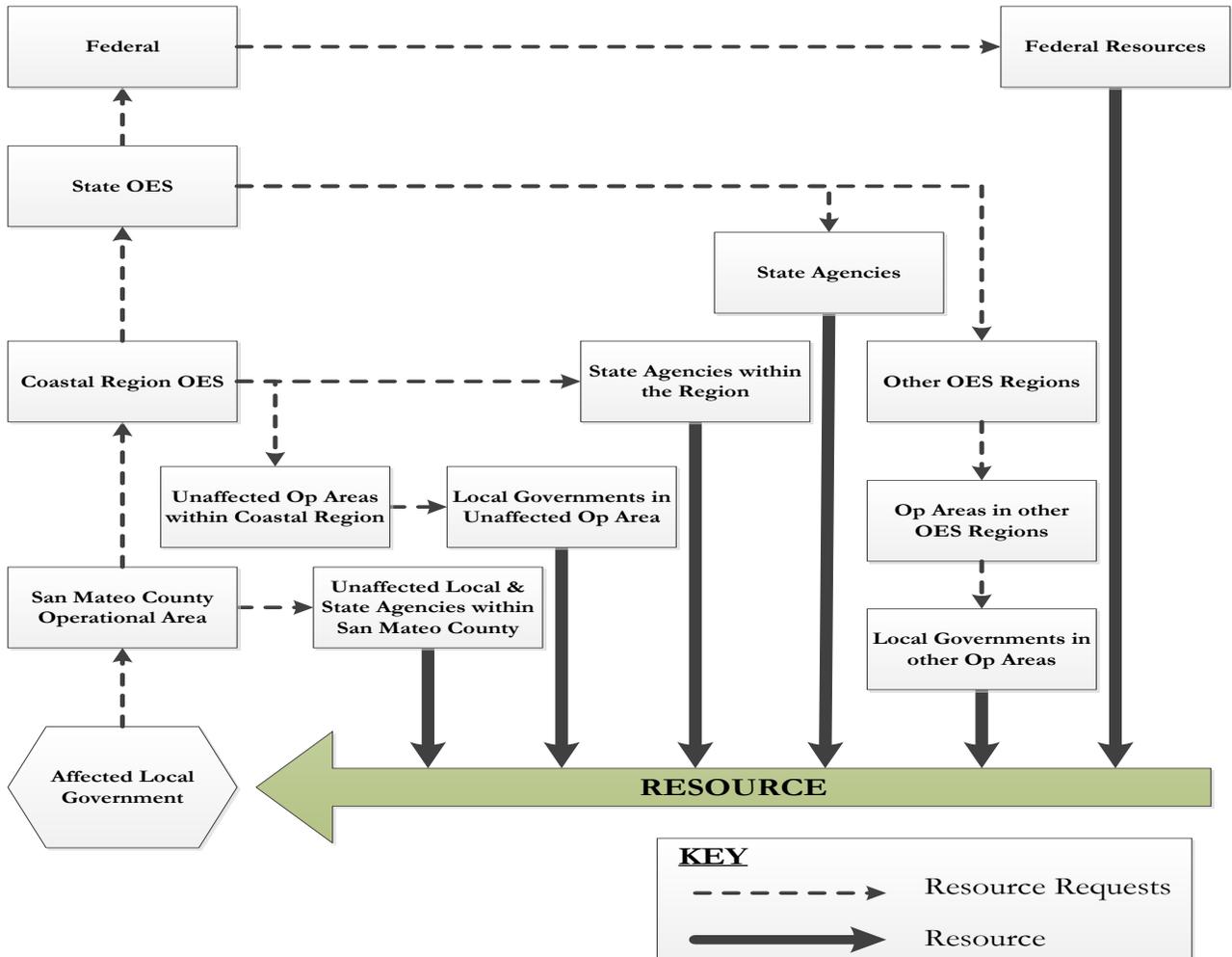
Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When EOCs are activated, all activated discipline-specific mutual aid systems should establish coordination and communications with the EOCs as follows:

- When a local EOC is activated, operational area mutual aid system representatives should be at the local EOC to facilitate coordination and information flow.
- When the OES Coastal Region EOC (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the REOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.
- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.
- Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

EXHIBIT 9-2 MUTUAL AID FLOW OF RESOURCE REQUESTS

Source

Mutual Aid Flow of Resource Requests



Cal OES

**Volunteer & Private Agencies in Mutual Aid**

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources.

Some volunteer agencies such as the American Red Cross, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

A liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

## Policies & Procedures

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement. During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.

Local cities/towns and special districts will make mutual aid requests through the Operational Area EOC. Requests should specify, at a minimum:

- Number and type of personnel needed
- Type and amount of equipment needed (including equipment operators if needed)
- Reporting time and location
- To whom forces should report
- Access routes
- Estimated duration of operations
- Risks and hazards following a major disaster
- San Mateo County OES can assist local governments with the preparation of reimbursement processes for response-related costs.

## Mutual Aid Authorities & References

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

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides federal support to state and local disaster activities
- California Public Health and Medical Emergency Operations Manual (EOM)

## 10 - VOLUNTEER RESOURCES

In response to disaster, management of resources requires integration of material, as well as personnel, into the existing Emergency Management System of the County. Operational Area volunteer groups trained in emergency response can greatly enhance and supplement emergency response personnel. Jobs for all personnel assigned to emergency response must be trained, equipped, and aligned with a qualified organization.

Examples of existing, trained volunteers in San Mateo County include the following volunteer organizations:

### Community Emergency Response Team (CERT)

The CERT training program in San Mateo County are locally managed and is designed to educate people about disaster preparedness for hazards that may affect the area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.

Woodside is assisted by the Citizens Emergency Response and Preparedness Program (CERPP), which was established in 1997 to promote community-based disaster preparedness and response in the Woodside Fire Protection District. The district included the Towns of Woodside and Portola Valley and the surrounding unincorporated areas of Ladera, Vista Verde, Los Trancos Woods, and Emerald Lake. The district is divided into 25 CERPP divisions based loosely on natural geographical boundaries, major roads and pre-existing homeowners' associations. In a major emergency, CERPP will serve as the first line of information to the Town, providing on-the-ground information on the conditions of Town infrastructure and casualties.

### San Mateo County Sheriff's Office Volunteers

There are additional volunteer groups who contribute significantly during both disaster and non-disaster times. Volunteers may be called upon for their specialized training and professional skills in the following areas:

- Air Squadron
- Bay Area Mt Rescue Unit
- Cliff, Dive, & Marine Rescue
- Communications Unit
- Explorer Post 810 (Law Enforcement)
- Explorer Post 830 (Search & Rescue)
- Mounted Search & Rescue
- Reserve Deputy Sheriff
- Search & Rescue
- Sheriff's Volunteers in Policing

## 11 - EMERGENCY OPERATIONS CENTER

### Introduction

An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

An EOC provides a central location of authority and information gathering. It allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the Town of Woodside EOC:

- Coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to county, city/town, special district, state agencies, military, and federal agencies and political representatives.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Directing, controlling and coordinating, within established policy, the operational and logistical support of Town resources committed to the emergency.
- Maintaining contact and coordination with support to Disaster Operations Centers, other local government EOCs, and the Operational Area.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.

### Town EOC Primary and Alternate Locations

Primary EOC Location: Woodside Town Hall, 2955 Woodside Road, Woodside, CA 94062

Alternate EOC location: Woodside Library, 3140 Woodside Road, Woodside, CA 94062

Relocation to the alternate EOC will be considered when any of, but not limited to the following situations are encountered:

- Primary EOC is in imminent threat.
- Structural or non-structural damage that make the building unsafe or uninhabitable.
- Loss of power, water, phone service or other utilities.
- Toxic or hazardous material releases in the building or neighborhood that would present a safety hazard to occupants.
- Significant security threat.
- EOC operations during a catastrophic disaster significantly exceed available space.

The Director of Emergency Services, or their representative, in consultation with personnel commanding an incident that may impact the EOC site, is responsible for determining if or when re-location of the EOC is necessary.

### When to Activate the EOC

The EOC is activated when Town departments need emergency support. Activation may involve partial or full staffing, depending on the support required. According to SEMS Regulations (California Code of Regulations, Title 19, §2409 f), the EOC must activate and SEMS must be used when the following conditions exist:

- A Town department requests activation of the OA EOC to support its emergency operations.
- The Town has requested a Governor's Proclamation of a State of Emergency, as defined in the California Government Code §8558(b).
- Within the Town:
  - The Town is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement or EMS mutual aid; and
  - The Town has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations, which are obtained through existing agreements such as fire or law enforcement or EMS mutual aid.

### Who Can Activate the EOC

The following individuals, either acting as the Director of Emergency Services or on behalf of the Director of Emergency Services, are authorized to activate the EOC:

- Town Manager
- Town Engineer/Public Works Director
- Planning Director

In the event none of the individuals are available to activate the EOC, trained members of the Emergency Preparedness Committee, the Mayor, or Mayor Pro Tempore may open Town Hall for the purpose of receiving calls and information. Following the arrival of an authorized individual, they Mayor or Mayor Pro Tempore will be excused from the EOC.

### How to Activate the EOC

- Notify the Director of Emergency Services (Town Manager or designee) and request guidance.
- Contact the Sheriff's Office to get information on the scope and severity of the incident (650-364-1811).
- Contact Woodside Fire Department to let them know the EOC is being activated (650-851-1594).
- Contact San Mateo County Office of Emergency Services and ask for help, if necessary (650-363-4790). Identify yourself and provide a callback confirmation phone number. Briefly describe the emergency/disaster situation causing the request.

**EOC Activation Levels**

EOC activation levels and procedures are scalable based on the changing needs of an event. An activation level is defined as an organization’s readiness to carry out its mission during an emergency. The EOC may be activated to Level 1 (Minimum Activation), Level 2 (Partial Activation) or Level 3 (Full Activation) according to the needs of the event. Exhibit 11-1 below defines the EOC activation levels.

**EXHIBIT 11-1 EOC ACTIVATION LEVELS**

Level	Operational Status	Description	Examples include, but are not limited to:
Level 1	Minimum Activation	Monitoring a situation (or potential situation), incident or event.	<ul style="list-style-type: none"> <li>▪ Storm Watch</li> <li>▪ Public Health notifications</li> <li>▪ Monitoring Potential Incidents</li> </ul>
Level 2	Partial Activation	Activate the EOC positions necessary to the management of the specific incident as needed.	<ul style="list-style-type: none"> <li>▪ Planned Events</li> <li>▪ Sheltering Incidents</li> <li>▪ Oil Spills</li> <li>▪ Local Emergencies</li> </ul>
Level 3	Full Activation	Full activation of the EOC. All staff positions are activated.	<ul style="list-style-type: none"> <li>▪ Catastrophic Earthquake</li> <li>▪ Tsunami</li> <li>▪ Significant Mass Casualty Incident</li> <li>▪ Major Wildland Fire</li> <li>▪ Other events as required</li> </ul>

**EOC Deactivation Overview**

The EOC will be deactivated or the activation level will be lowered as dictated by event needs. Deactivation or change in activation level may also occur as a result of a transition of the EOC mission from response to recovery. EOC activation status may be changed when determined appropriate by the following authorities:

- Policy Group
- EOC Management Team, and
- Lead Responding Departments

**EOC Coordination with Volunteer & Private Agencies**

Woodside’s EOC will generally be a focal point for coordination of response activities with many non-governmental agencies and should establish communication with private and volunteer agencies providing services within their jurisdiction.

Agencies that play key roles in the response should have representatives in the EOC. If an agency supports several functions and has only one representative in the EOC, the agency representative should be located in the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

## 12 - EOC POSITION DESCRIPTIONS & RESPONSIBILITIES

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### EOC Structure

SEMS regulations require local governments to provide five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization. Based on the limited number of Town staff and volunteers, it is highly unlikely that the EOC will be staffed to include all the positions listed in the organizational chart below; EOC functions will be staffed as necessary with available resources.

*Management* - Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

*Operations* - Responsible for coordinating all jurisdictional operations in support of emergency response through implementation of the EOC Action Plan.

*Planning/Intelligence* - Responsible for collecting, evaluating and disseminating information; assist in developing the Town's EOC Action Plan, After Action Report, and Corrective Action Report, in coordination with the EOC Emergency Services Coordinator.

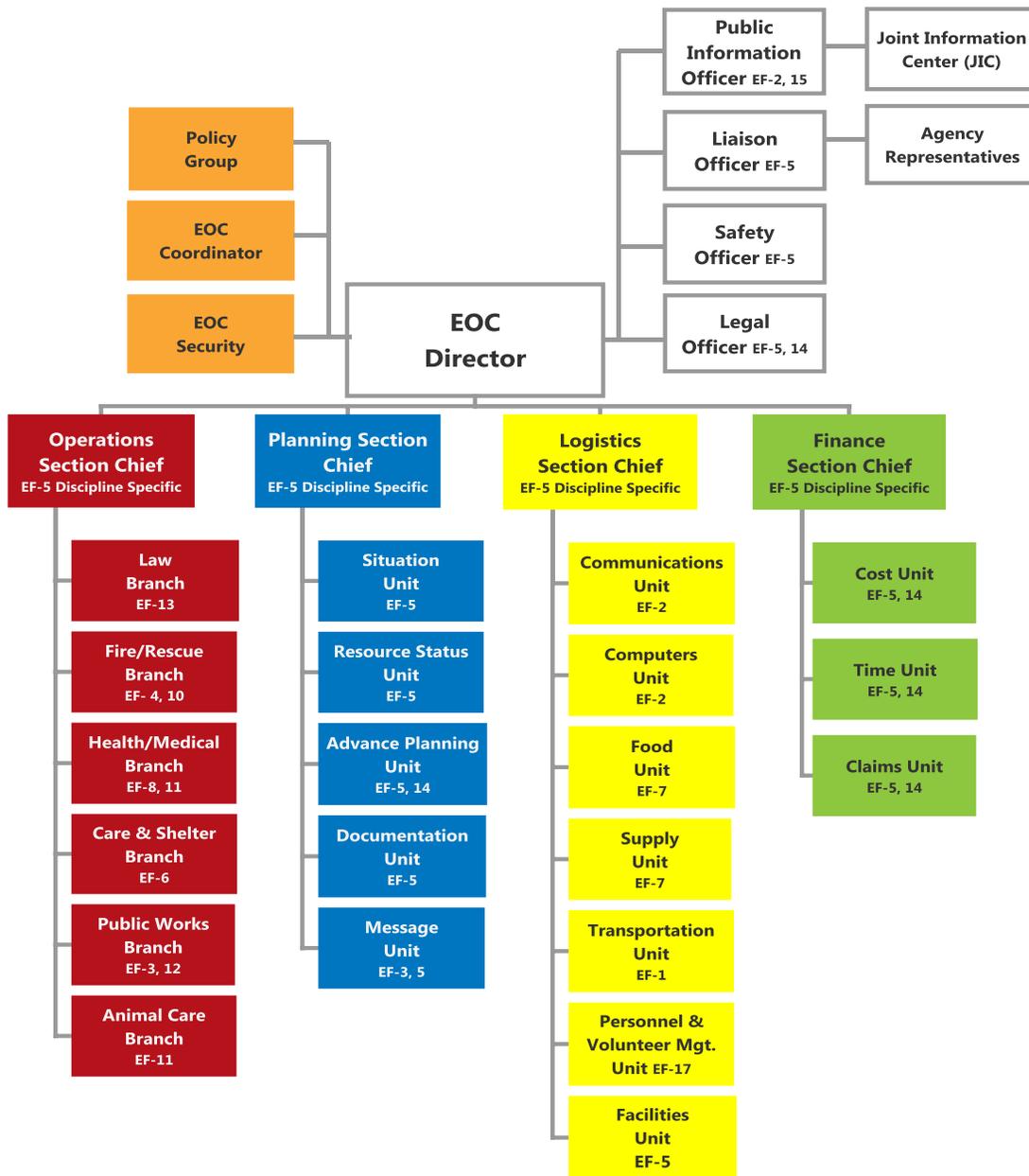
*Logistics* - Responsible for supporting operations, providing facilities, services, personnel, equipment and materials.

*Finance/Administration* - Responsible for financial activities and other administrative aspects.

The EOC organization may include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

Mutual Aid Assignments include the responsibility to liaise between the EOC and their respective agency/jurisdiction.

EXHIBIT 12-1, EOC ORGANIZATIONAL CHART



Emergency Functions (EF)			
EF #1	Transportation	EF #10	Hazardous Materials
EF #2	Communications	EF #11	Food and Agriculture
EF #3	Construction and Engineering	EF #12	Utilities
EF #4	Fire and Rescue	EF #13	Law Enforcement
EF #5	Emergency Management	EF #14	Long-Term Recovery
EF #6	Care and Shelter	EF #15	Public Information
EF #7	Resources	EF #17	Volunteer and Donations Management
EF #8	Public Health and Medical		

## Management Section

The Management Section is responsible for overall management and administration of the incident. Management also includes certain support staff functions to support the EOC Management function and the field command function.

- EOC Director (Dir. of Emergency Services)
- EOC Coordinator
- Liaison Officer
- Safety Officer
- Public Information Officer
- Legal Officer
- Policy Group
- EOC Security

*EOC Director (Director of Emergency Services)* - The Director of Emergency Services is responsible for directing the Town's response and recovery for any disaster or emergency. In Woodside, the Town Manager is the primary Director of Emergency Services and may delegate this responsibility.

*EOC Coordinator* - The EOC Coordinator serves as a resource, and assists the Director of Emergency Services in the administration of the emergency response. In addition, the EOC Coordinator provides guidance to all other EOC staff in performing their responsibilities.

*Liaison Officer* - When an incident has a multi-agency or multi-jurisdictional response, the Liaison Officer provides and maintains coordination with outside agency representatives, local businesses and employers, the other Operational Area, Region EOC, Cal OES, and other political representatives.

*Safety Officer* - The Safety Officer acts as an advisor to the Director of Emergency Services. He or she watches over all aspects of the emergency organization to ensure the safety of all personnel. The Safety Officer is responsible for correcting unsafe operations and for working with all sections to protect the safety of all emergency services workers in the EOC.

*Public Information Officer* - The Public Information Officer (PIO) acts under the direction of the Director of Emergency Services and Emergency Services Coordinator and coordinates Town and county public information activities. The PIO ensures that the media and citizens are fully informed on all aspects of the emergency. During regional events, the PIO will be the point of contact for the designated regional Joint Information Center (JIC).

*Legal Officer* - The Legal Officer is the Town Attorney or his or her designate. The Legal Officer provides advice to the Director of Emergency Services in all legal matters relating to the emergency. The Legal Officer assists the Director of Emergency Services and the Director of Emergency Services in declaring a local emergency and implementation of emergency powers.

*EOC Security Officer* - The EOC Security Officer is responsible for controlling personnel access to and from the EOC and other facilities as determined and in accordance with policies established by the Director of Emergency Services.

*EOC Policy Group* - The EOC Policy Group is an advisory body comprised of Town officials/department head chosen by the Town Manager. They may be part of the management team that will convene during an emergency or as necessary in or order to:

1. Advise and assist the Town Council on policy issues affecting the Town; and
2. Respond to requests for policy direction from the EOC

## Operations Section

The Operations Section is under the supervision of the Operations Section Chief who is in charge of all functions within the Operations Section. The Operations Section supports the Town of Woodside resources and coordinates mutual aid resources. In addition, the Operations Section is responsible for coordinating with the field incident commanders. The following branches are in the Operations Section. Various Branches/Groups can be added as needed.

- Law Branch
- Fire/Rescue Branch
- Health/Medical Branch
- Animal Care Branch
- Public Works Branch
- Care and Shelter Branch

## Planning Section

The Planning Section is under the supervision of the Planning Section Chief. The duties and responsibilities of the Planning Section are to gather and analyze all data regarding the incident and the assigned resources. The Planning Section maintains an incident log, EOC display maps, and charts. The Planning Section is also responsible for preparing situation reports, assessing damage, conducting planning meetings, documenting all EOC activities, and assisting in the preparation of the Action Plan. The following units are established as necessary in the Planning Section:

- Situation Status Unit
- Resource Status Unit
- Advance Planning Unit
- Message Unit
- Documentation Unit

## Logistics Section

The Logistics Section is under the supervision of the Logistics Section Chief and provides all emergency support needs. The Logistics Section orders all resources, manages volunteer personnel, and provides communications, facilities, transportation, supplies, equipment, fuel, food, and shelter. The Logistics Section is made up of the following units:

- Personnel & Volunteer Mgmt. Unit
- Facilities Unit
- Supply Unit
- Food Unit
- Computer Unit
- Communications Unit
- Transportation Unit

## Finance Section

The Finance Section provides for the tracking of the time worked by all emergency personnel involved in the incident, provides cost analysis and projections, and records any and all injury claims for compensation. The Finance Section is managed by the Finance Section Chief. The Finance Section is made up of the following units:

- Cost Unit
- Time Keeping Unit
- Claims Unit

## 13 - EMERGENCY PROCLAMATIONS

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A government or division of government (i.e., a city/town, county, state) may declare that their area is in a state of emergency. The Town of Woodside is the primary local coordination agency for emergencies and disasters affecting residents, public infrastructure, and government operations in the town. A “local emergency” affecting the Town may be proclaimed when hazardous conditions cause significant damages or pose an imminent threat to people, property, and/or the environment. Proclaiming a local emergency can provide the Town a pathway to additional resources. Cities/towns may independently proclaim local emergencies, while county proclamations include all cities, regions, and special districts within the Operational Area. When the Town’s needs exceed the coordinated capacity of local response agencies, the California Governor’s Office of Emergency Services (Cal OES) is available to provide additional resources. When local and state resources are insufficient during a catastrophic disaster, the assistance of the Federal Emergency Management Agency (FEMA) may be requested to supplement available state resources, primarily during post-incident recovery.

### Local Emergency

Pursuant to Woodside Municipal Code Chapter 33, the Director of Emergency Services (or designee) may request the Town Council to proclaim the existence or threatened existence of a local emergency, or may issue such proclamation if the Town Council is not in session. As soon as possible after the declaration of a local emergency, the Director of Emergency Services shall advise the San Mateo County Office of Emergency Services (SMC OES) of the declaration. The Town Council must ratify a Local Emergency proclaimed within seven (7) days. The Town Council (i.e., governing body) must review the need to continue the proclamation at least every fourteen (14) days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

Incorporated cities/towns within the Operational Area may declare a local emergency as provided under their municipal code. The city/town shall advise the SMC OES of the declaration. The proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request that the Governor proclaim a State of Emergency, if necessary.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any Town officer or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies, equipment and other properties found lacking and, if required, immediately commandeer the same for public use.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. *(Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities)*

## State of Emergency

The Governor may proclaim a State of Emergency when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- The Governor is requested to do so by local authorities.
- The Governor finds that local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city/town and county, or city/town for outside assistance.
- The Governor shall, to the extent he deems necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulations of any state agency; and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The Governor may promulgate, issue and enforce orders and regulations deemed necessary.
- The Governor can request additional assistance by asking for a Presidential declaration.

## State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply. In addition, all state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided in the Emergency Services Act.

## Declaration Recovery Process

The recovery effort usually follows these steps after a disaster occurs:

- Local government response to the local emergency, supplemented by neighboring local governments and volunteer agencies.
- The Local Government declares an Emergency Proclamation and the local EOC advises the Operational Area Director of OES, or designee, of the proclamation and, in turn, the Operational Area EOC advises the Cal OES Regional Administrator.
- If the local government and Operational Area are unable to adequately respond to the emergency, the local government may request state assistance under the California Emergency Services Act (ESA). The request should include a copy of the proclamation document and an Initial Damage Estimate (IDE).
- If necessary, a State Disaster Declaration is declared by the Governor, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery. The California Disaster Assistance Act (CDAA) funding may be made available to eligible applicants.
- If the disaster is large enough, the Governor will request federal assistance. FEMA coordinates with the State to conduct a Preliminary Damage Assessment (PDA) and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. The PDA also identifies any unmet needs that may require immediate attention.

- A PDA is made by local government to determine losses and recovery needs.
- FEMA evaluates the request and recommends an action to the White House based on the disaster, the local community and the State's ability to recover.
- The President approves the request for federal disaster funding or FEMA informs the governor it has been denied. This decision process could take a few hours or several weeks depending on the nature of the disaster.
- Recovery efforts begin in conjunction with federal, State and local agencies.

## 14 - LEVELS OF DISASTER ASSISTANCE AND SUPPORTING INFORMATION

### Secretary's Concurrence

**Purpose:** The CDAA authorizes the Cal OES Secretary, at his or her discretion, to provide financial assistance to repair and restore damaged public facilities and infrastructure.

**Deadline:** Cal EMA must receive a request from local government within 10 days after the actual occurrence of a disaster (Govt. Code Section 8685.2).

**Supporting Information Required:** Local Emergency Proclamation, IDE, and a request from the Mayor or Administrative Officer, or County Board of Supervisors.

### Governor's Proclamation of State of Emergency

**Purpose:** Provides the Governor with powers authorized by the Emergency Services Act; may authorize the Cal OES Secretary to provide financial relief for emergency actions, restoration of public facilities and infrastructure, and hazard mitigation; prerequisite when requesting federal declaration of a major disaster or emergency.

**Deadline:** Cal OES must receive a request from local government within 10 days after the actual occurrence of a disaster (Govt. Code Section 8685.2).

**Supporting Information Required:** Local Emergency Proclamation, IDE, and a request from the Mayor or Administrative Officer, or County Board of Supervisors.

### Presidential Declaration of an Emergency

**Purpose:** Supports response activities of the federal, State and local government. Authorizes federal agencies to provide "essential" assistance including debris removal, temporary housing and the distribution of medicine, food, and other consumable supplies.

**Deadline:** Governor must request on behalf of local government within 5 days after the need for federal emergency assistance becomes apparent, but no longer than 30 days after the occurrence of the incident (Title 44 of the Code of Federal Regulation (44 CFR) Section 206.35(a)).

**Supporting Information Required:** All of the supporting information required above and, a Governor's Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state's emergency plan, information describing the state and local efforts, identification of the specific type and extent of federal emergency assistance needed.

### Presidential Declaration of a Major Disaster

**Purpose:** Supports response and recovery activities of the federal, state, and local government and disaster relief organizations. Authorizes implementation of some or all federal recovery programs including public assistance, individual assistance and hazard mitigation.

**Deadline:** Governor must request federal declaration of a major disaster within 30 days of the occurrence of the incident (44 CFR) Section 206.36(a).

Supporting Information Required: All of the supporting information required above and, a Governor's Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state's emergency plan, and identification of the specific type and extent of federal aid required.

## 15 - CONTINUITY OF GOVERNMENT

### Purpose

A major disaster or an enemy attack could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. To this end, it is particularly essential that local units of government continue to function. Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

### Responsibilities

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while others may provide additional resources upon request. A key aspect of this control is the ability to communicate official requests, situation reports, and emergency information throughout any disaster.

### Preservation of Local Government

Article 15 of the *California Emergency Services Act* (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to ensure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve.

### Lines of Succession for Officials Charged with Discharging Emergency

#### Responsibilities

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Article 15, Section 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body.

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.

Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property
- Reconstitute itself and any subdivisions
- Perform functions in preserving law and order and furnishing local service

**EXHIBIT 15-1, TOWN GOVERNMENT LINE OF SUCCESSION**

Service/Department	Title/Position
Town Manager’s Office	<ol style="list-style-type: none"> <li>1. Town Manager</li> <li>2. Planning Director</li> <li>3. Town Engineer/Public Works Director</li> </ol>

**Essential Facilities-Alternate Government Facilities**

In the event an alternate location is needed to perform the day-to-day governmental functions, staff will be notified to report to one of several identified governmental facility locations where those functions can be carried out.

**Preservation of Vital Records**

In Woodside, the Town Clerk is responsible for the preservation of vital records. Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Re-establish normal governmental functions and protect the rights and interests of government: constitutions and charters, statutes and ordinances, court records, official proceedings and financial records.

Each department within the Town should identify, maintain and protect its own essential records.

**Disaster Service Workers (DSW)**

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

- All public employees are included in the disaster service worker status which includes persons employed by any county, city/town, state agency or public district.

- Any public employees performing duties as a disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the effects of an emergency.
- Public employees are assigned disaster service activities by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.
- Before accepting the duties of employment, all public employees take and subscribe to the oath of affirmation set forth in the California Constitution, which declares them to be disaster service workers in time of need.
- Most public employees acting as disaster service workers get paid only if they have taken and subscribed to the oath or affirmation.
- Public employee disaster service workers for nonprofit organizations and government cannot be held liable for their actions during a disaster while acting within the scope of their responsibilities.
- Claims sustained by public employees while performing disaster services shall be filed as worker compensation claims under the same authorities and guidelines as all employees within their agency.