EVERGREEN VALLEY COLLEGE

Volume Three

NIMS / SEMS BASIC PLAN

October 2011
Disclaimer

The material presented in this publication has been written in accordance with federal and state guidelines to meet current industry standards. However, this plan cannot anticipate all possible emergency events and situations or emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by qualified emergency management professionals. It should be tested by the Emergency Operations Center (EOC) team after they have received appropriate emergency management training. Conditions will develop in operations where standard methods will not suffice and nothing in this manual shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the officers in overcoming the complexities that exist under actual emergency conditions. Users of this plan assume all liability arising from the plan’s use.

The Emergency Management Consultant's Emergency Operations Plan ©
Prepared for Evergreen Valley College

by:

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VOLUME THREE

EXECUTIVE SUMMARY

BACKGROUND

The Evergreen Valley College Emergency Operations Plan (EOP) has been created to serve as a blueprint for actions to be instituted by the employees of the College whenever a real or perceived emergency threatens the College population and/or campus. For the purpose of this plan, an emergency is defined as a situation or the threat of an impending situation with potential to negatively affect the health, safety and welfare of the campus community and/or the integrity of campus buildings or environment, which is not covered by routine, day-to-day operations.

This plan provides a uniform approach for managing response to all types and sizes of real, potential or perceived emergency, with full implementation required only for major disasters involving a large portion of the campus community. Following identification of an emergency situation, the Evergreen Valley College President will notify the necessary Emergency Response Team (ERT) members and activate the appropriate level of response in accordance with this plan.

The EOP contains three volumes. It is designed to meet both California and Federal Plan requirements. The plan:

- Conforms to the National Incident Management System (NIMS)
- Conforms to the California Standardized Emergency Management System (SEMS)
- Conforms to the Incident Command System (ICS)
- Provides Emergency Operations Center (EOC) responders with procedures, documentation, and user friendly checklists to effectively manage emergencies
- Provides detailed information of supplemental requirements such as Public Information, Damage Assessment, and Recovery Operations

The Evergreen Valley College Emergency Operations Plan is a document that will be continually evolving. A review of the plan will be accomplished annually.

ORGANIZATION OF THE EVERGREEN VALLEY COLLEGE EOP

The Evergreen Valley College Emergency Operations Plan is composed of Volumes One Immediate Action and Event Specific Checklists, Volume Two EOC Guidebook and Section Checklists, and Volume Three Evergreen Valley College NIMS / SEMS Basic Plan. The three volumes provide a comprehensive emergency response document that include detailed information covering Emergency Operations Center (EOC) procedures, documentation, and reference and support information.

VOLUME ONE - IMMEDIATE ACTION AND EVENT SPECIFIC CHECKLISTS

☐ Immediate Action Checklists

This section provides guidelines on Crisis Action Team (CAT) and Emergency Operations Center (EOC) activation plus provides contact lists for activation of the EOC and coordination of the initial emergency response.
Event Specific Checklists
This section provides guidelines on event specific emergencies and the recommended response actions by management, faculty and staff.

VOLUME TWO - EMERGENCY OPERATIONS CENTER GUIDEBOOK AND SECTION CHECKLISTS

Immediate Action Checklists
This section provides guidelines on Crisis Action Team (CAT) and Emergency Operations Center (EOC) activation plus provides contact lists for activation of the EOC and coordination of the initial emergency response.

NOTE: The Immediate Action Checklists are repeated in Volume One and Two to provide key information such as the alert lists to both the Crisis Action Team and the EOC Emergency Response Team in the event the CAT decides on EOC activation.

Executive Summary
This section provides a quick overview of the Emergency Operations Plan (EOP) and how to use the plan.

Chapter One - Emergency Operations Center (EOC) Activation Procedures
This chapter provides general material on Who, What, When, Where and How to activate the Evergreen Valley College Emergency Operations Center. Additional information is provided on the Evergreen Valley College Crisis Action Team (CAT), the National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) and EOC organization and responsibilities.

Chapter Two - Emergency Operations Center (EOC) Section Checklists
This chapter contains Emergency Operations Center (EOC) section specific information including EOC Section overview information and individual EOC position checklists. The EOC Section Chiefs are responsible for ensuring each member within their section reads and follows the checklist for their position. The operations section has supplemental event specific checklists for law enforcement.

Chapter Three - Emergency Operations Center (EOC) Documentation
This chapter provides Emergency Operations Center (EOC) support documentation and essential information used in the completion of individual and section responsibilities. The accurate completion of this documentation is essential for the timely dissemination of information within and between EOCs and to help with cost recovery after the response is completed. Section Chiefs are responsible for ensuring that all personnel understand and utilize the documentation.

During the initial response, the completion of documentation is not more important than responding to save lives and property. However, as the initial response is completed and additional responders assume their positions in the EOC, accurate completion of documentation must commence.
VOLUME THREE - EVERGREEN VALLEY COLLEGE NIMS / SEMS BASIC PLAN

The primary purpose of the Volume Three - Evergreen Valley College NIMS / SEMS Basic Plan is to provide a separate document of reference information. This reference information is recommended by federal and state authorities to be included in emergency plans but is not normally utilized by either the Crisis Action Team (CAT) or Emergency Operations Center (EOC) responders. The NIMS / SEMS Basic Plan is provided in a separate document to simplify, as much as possible, time sensitive response operations and to reduce the size of an emergency plan utilized during these operations.

- **Executive Summary and Forward**
  This section provides a quick overview of the Emergency Operations Plan (EOP) and how to use the plan plus provides background information and assumptions relating to Evergreen Valley College emergency response operations.

- **Chapter One - Basic Plan**
  This chapter provides supplemental detailed information related to plan assumptions, goals, training, and exercises. It also discusses plan maintenance, preparedness elements, the National Incident Management System (NIMS) / Standardized Emergency Management System (SEMS) and Incident Command System (ICS). Finally it reviews procedures for alerting and warning, continuity of operations, awareness and education, and hazardous materials response.

- **Chapter Two - Authorities and References**
  This chapter contains federal, state, and city authorities that provide the legal basis for the Evergreen Valley College Emergency Operations Plan.

- **Chapter Three - Threat Summary and Assessments**
  This chapter provides threat summaries and hazard analysis for Evergreen Valley College.

- **Chapter Four - Recovery**
  This chapter provides detailed information relating to federal, state, and local jurisdiction recovery categories and procedures.

- **Appendices**
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FORWARD

BACKGROUND

The Evergreen Valley College EOP is consistent with Homeland Security Presidential Directive (HSPD-5), the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS) requirements. The Evergreen Valley College EOP:

- Supports the NIMS / SEMS utilized by the Evergreen Valley College EOC Emergency Response Team.
- Supports the Incident Command System (ICS) utilized by field responders.
- Provides Emergency Operations Center (EOC) Emergency Response Team members with procedures, documentation and user friendly checklists to effectively manage emergencies.
- Provides detailed information on supplemental requirements such as public information, damage assessment, and recovery operations.

The Evergreen Valley College Emergency Operations Plan (EOP) should be used to respond to major emergency situations that cannot be managed by existing daily operating procedures. The plan is flexible and can be used to respond to virtually any emergency situation from a major disaster to lesser emergencies and/or short term recovery activities. It defines the scope of preparedness and incident management activities necessary for the College. The Evergreen Valley College EOP describes organizational structures, roles and responsibilities, policies and protocols for emergency management. 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. 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. It contains functional Emergency Operations Center (EOC) Section Checklists, hazard-specific appendices (Event Specific Checklists) and a glossary.\(^1\)

Each separate college and department covered by the Evergreen Valley College EOP must develop procedures that translate the response tasks to that organization into specific action-oriented checklists for use during incident management operations. This development of procedures is required in accordance with the law for certain risk-based, hazard-specific programs. There are four standard levels of procedural documents:

- **Overview**—a brief concept summary of an incident-related function, team, or capability.
- **Standard Operating Procedure (SOP) or Operations Manual**—a complete reference document that details the procedures for performing a single function or a number of interdependent functions. Resource and Alert Lists and specific authorities for responders should be included in this document.
- **Field Operations Guide (FOG) or Handbook**—a durable pocket or desk guide that contains essential information required to perform specific assignments or functions.
- **Job Aid**—a checklist or other aid that is useful in performing or training for a job.\(^2\)

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\(^1\) 05 NIMSCAST III-B-2-a-1
\(^2\) 05 NIMSCAST III-B-2-a-2
ASSUMPTIONS

Evergreen Valley College Response Assumptions

- **Most Emergencies are Handled Locally:** The initial response to most domestics incidents is typically handled by local "911" dispatch centers, emergency responders within a single jurisdiction, and direct supporters of emergency responders. Most responses need go no further. In other instances, incidents that begin with a single response discipline within a single jurisdiction may rapidly expand to multi-discipline, multi-jurisdictional incidents requiring significant additional resources and operational support. Whether for incidents in which additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction, or for complex incidents with national-level implications (such as an emerging infectious disease or a bioterror attack), the Incident Command System (ICS) provides a flexible core mechanism for coordinated and collaborative incident management. When a single incident covers a large geographical area, multiple local ICS organizations may be required. Effective cross-jurisdictional coordination using processes and systems described in NIMS is absolutely critical in this instance.\(^5\)

- Evergreen Valley College is primarily responsible for emergency actions within its property and will commit all available resources to save lives, minimize injury to faculty, staff and students of Evergreen Valley College, and to minimize property damage.
- Evergreen Valley College will utilize NIMS/SEMS/ICS in emergency response operations.
- The EOC Director / Director of Emergency Services will coordinate the disaster response in conformance with Evergreen Valley College emergency response policy.
- Evergreen Valley College will coordinate emergency response with the city of San José and Santa Clara County.
- Evergreen Valley College will commit its resources to a reasonable degree before requesting mutual aid assistance. Mutual aid assistance will be requested only when disaster relief requirements exceed the College's ability to meet them.
- This EOP does not guarantee a perfect response for all situations. The plan outlines hazards that are treated as hypothesis rather than fact and identifies recommended guidelines to coordinate response activities.
- The EOP is NOT intended for day-to-day emergencies, but rather for disaster situations where normal resources are exhausted or have reached very low levels.
- It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the College and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- Outside assistance may be available for major emergency situations effecting Evergreen Valley College. Since it takes time to summon external assistance, it is essential for Evergreen Valley College to be prepared to carry out the initial emergency response on an independent basis.
- Proper mitigation actions (i.e., fire inspections, proper storage of hazardous materials, etc.) can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personal, and conducting periodic emergency drills and exercises can improve Evergreen Valley College's readiness to deal with emergency situations.

\(^5\) 05 NIMSCAST II-A-1-a
RESPONSIBILITY
In accordance with the Government Code of the State of California, Section 3100-3101, all College employees are hereby declared civil defense workers, subject to such civil defense activities as may be assigned to them (...all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.). The majority of staff (administration, certified, classified, etc.) is available during daytime hours so a special callback system (notification chain) should be devised to facilitate adaptation of the basic plan during the evening hours.

EVERGREEN VALLEY COLLEGE EMERGENCY MANAGEMENT COORDINATOR
The Director of WIN/CalWorks will fill the role of Evergreen Valley College Emergency Management Coordinator. The Emergency Management Coordinator is designated the single point-of-contact within the agency to coordinate NIMS implementation."d

EMERGENCY MANAGEMENT GOALS

- Provide effective life safety measures for students, faculty and staff of Evergreen Valley College.
- Reduce property loss.
- Provide for the rapid resumption of Evergreen Valley College classes and services.
- Provide accurate documentation and records required for cost recovery efforts.

ACTIVATION OF THE EVERGREEN VALLEY COLLEGE EMERGENCY OPERATIONS PLAN (EOP)

- The EOP can be activated on the order of select members of the College Crisis Action Team (CAT). See Volume One or Two Immediate Action Checklists.
- When the Governor of California has proclaimed a state of emergency in an area which includes Evergreen Valley College.

HAZARDOUS MATERIALS
The Santa Clara County Fire Department Fire Department Hazardous Materials Response Teams are designated as the administering and response agencies for Hazardous Materials (HAZMAT) Response events for Evergreen Valley College. (Volume One, Immediate Action and Event Specific Checklists, Hazardous Materials Incident).

APPROVAL AND PROMULGATION
This Evergreen Valley College EOP will be reviewed by the Director of WIN/CalWorks. Upon completion of review and concurrence by these individuals, the EOP will be submitted to the College President for approval.

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"d 10 NMSCASTS METRIC 1.3
PREPAREDNESS

Achieving Preparedness
NIMS guidance stipulates that "Individual Federal, State, local, and tribal jurisdictions are responsible for implementing the preparedness cycle in advance of an incident and appropriately including private sector and nongovernmental organizations in such implementation." The guidance depicted in the Training and Exercise and Maintenance of the NIMS Emergency Operations Plan paragraphs will ensure establishment of an appropriate preparedness cycle.

Preparedness Organizations
Preparedness is the responsibility of Evergreen Valley College. This responsibility includes coordinating various preparedness activities among all appropriate agencies within a jurisdiction, as well as across jurisdictions and with private organizations. This coordination is affected by mechanisms that range from individuals to small committees to large standing organizations. These mechanisms are referred to in this document as "preparedness organizations," in that they serve as ongoing forums for coordinating preparedness activities in advance of an incident. Preparedness organizations represent a wide variety of committees, planning groups, and other organizations that meet regularly and coordinate with one another to ensure an appropriate focus on planning, training, equipping, and other preparedness requirements within a jurisdiction and/or across jurisdictions. The needs of the jurisdictions involved will dictate how frequently such organizations must conduct their business, as well as how they are structured. When preparedness activities routinely need to be accomplished across jurisdictions, preparedness organizations should be multi-jurisdictional. Preparedness organization at all jurisdictional levels should establish and coordinate emergency plans and protocols including public communications and awareness; integrate and coordinate the activities of the jurisdictions and functions within their purview; establish the standards, guidelines, and protocols necessary to promote interoperability among member jurisdictions and agencies, adopt standards, guidelines, and protocols for providing resources to requesting organizations, including protocols for incident support organizations; set priorities for resources and other requirements, and ensure the establishment and maintenance of multi-agency coordination mechanisms, including EOCs, mutual-aid agreements, incident information systems, nongovernmental organization and private-sector outreach, public awareness and information systems, and mechanisms to deal with information and operations security.

Preparedness Programs and Unified Approach
Evergreen Valley College has established programs that address the requirements for each step of the preparedness cycle (planning, training, equipping, exercising, evaluating, and taking action to correct and mitigate potential problems). These programs have adopted relevant NIMS/SEMS/ICS standards, guidelines, processes, and protocols. Evergreen Valley College will use a unified approach to preparedness, ensuring mission integration and interoperability across functional and jurisdictional lines, as well as between public and private organizations. A major objective of preparedness effort is to ensure mission integration and interoperability in response to emergent crisis across functional and jurisdictional lines as well as between public and private organizations.

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\[\text{\textsuperscript{e}}\text{ 05 NIMSCAST III-B & III-B-1}\]
\[\text{\textsuperscript{f}}\text{ 05 NIMSCAST III-B-2}\]
\[\text{\textsuperscript{g}}\text{ 05 NIMSCAST III-A-2}\]
\[\text{\textsuperscript{h}}\text{ 05 NIMSCASSST III-A-2.a}\]
Preparedness Planning
The Evergreen Valley College Emergency Operations Plan describes how personnel, equipment, and other governmental and nongovernmental resources will be used to support incident management requirements. The plan represents the operational core of preparedness and provides mechanisms for setting priorities, integrating multiple entities and functions, establishing collaborative relationships, and ensuring that communications and other systems effectively support the complete spectrum of incident management activities.

Preparedness plans describe the process and schedule for identifying and meeting training needs (based on expectations the EOP has outlined); the process and schedule for developing, conducting, and evaluating exercises and correcting identified deficiencies; arrangements for procuring or obtaining required incident management resources through mutual-aid mechanisms; and plans for facilities and equipment that can withstand the effects of hazards that the jurisdiction is more likely to face. Evergreen Valley College has put in place procedures to meet these essential requirements.

CONTINUITY OF OPERATIONS

A major disaster or national security emergency could result in the death or injury of key College officials and/or the partial or complete destruction of established facilities, and public and private records essential to continued operations. Management, faculty and staff are responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. College staff Lines of Succession list must be established and maintained. (Volume Two, Chapter 3, Tab 9)

Preservation of Vital Records
At Evergreen Valley College, the following offices are responsible for the preservation of vital records:

- The Office of Admissions and Records
- The Personnel Office
- The Payroll and Benefits Office

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 student records, payroll and other accounting records.
- 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.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Vital records of the College are routinely stored electronically in secure off campus locations. College managers are responsible to ensure adequate maintenance of backup “essential records and information” to enable continued operations if the primary documents or information is lost. Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial

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1 05 NIMSCAST III-B-2-a
2 05 NIMSCAST III-B-2-a-3
records would be available following any disaster. Each department within the College should identify, maintain and protect its own essential records.

EVERGREEN VALLEY COLLEGE STAFF AND STUDENT BODY AWARENESS AND EDUCATION

The College community’s response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Awareness and education of the Evergreen Valley College faculty, staff, and students prior to any emergency are crucial to successful College information and response efforts during and after the emergency. The pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local officials to ensure their contribution to emergency preparedness and response operations.

TRAINING AND EXERCISES

An emergency plan is not an end in itself. Training is necessary to make the planning concepts a natural response, in addition to training on the plan itself.

NIMS guidance stipulates that “Incident management organizations and personnel at all levels of government, and within the private-sector and nongovernmental organizations, must be appropriately trained to improve all-hazards incident management capability nationwide. Incident management organizations and personnel must also participate in realistic exercises - including multi-disciplinary and multi-jurisdictional events and private sector and nongovernmental organization interaction - to improve integration and interoperability. Training involving standard courses on incident command and management, incident management structure, operational coordination processes and systems - together with courses focused on discipline specific and agency specific subject matter expertise - helps ensure that personnel at all jurisdictional levels and across disciplines can function effectively together during an incident.”

The best method for training emergency response personnel to manage emergency operations is through realistic exercises that test the interaction between the local jurisdictional EOC, field units, Operational Area, and include private sector and nongovernmental organizations. During these exercises, emergency response personnel are required to respond as though a real emergency had occurred. The exercises should be designed to provide personnel with an opportunity to become thoroughly familiar with procedures that will actually be used in emergency situations. Exercises findings should be documented using an After Action Report critique format which addresses identification of plan, and equipment shortfalls, additional training requirements, corrective measures and deadlines for completion. NIMS/SEMS/ICS requires that emergency responders document this training. There are several forms of Preparedness Exercises that should be conducted:

- Tabletop exercises provide a convenient and low-cost method designed to evaluate policy, plans and procedures, and resolve coordination and responsibility issues. Such exercises are a good way to see if policies and procedures exist to handle certain issues.

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05 NIMSCAST III-B-2-b
Functional exercises are designed to test and evaluate the capability of an individual function such as evacuation, medical, communications or public information or to provide an opportunity for the jurisdiction Emergency Response Team to respond to a realistic scenario in the EOC environment.

Full-scale exercises simulate an actual emergency. They typically involve the complete emergency management staff and field units and are designed to evaluate the operational capability of the entire emergency management system.¹

Evergreen Valley College will conduct regular exercises of this plan to train all necessary EOC Emergency Response Team members in the proper response to disaster situations. Mutual Aid Agreements will be a key component that will be included in all levels of training and Exercises. m

**Personal Qualifications and Certification**

Under the NIMS, preparedness is based on national standards for the qualification and certification of emergency response personnel. Standards will help ensure that participating agencies and organizations field personnel who possess the minimum knowledge, skills, and experience necessary to execute incident management and emergency response activities safely and effectively. Standards typically include training, experience, credentialing, currency, and physical and medical fitness. Personnel that are certified for employment in support of an incident that transcends interstate jurisdictions through the Emergency Management Assistance Compacts System will be required to meet national qualification and certification standards. Federal, State, local, and tribal certifying agencies, professional organizations, and private organizations should credential personnel for their respective jurisdictions. n Entry-level first responders, first line supervisors, middle management, Command and General Staff and personnel trained as trainers are required to complete all or portion of the following:

- IS-100
- IS-200
- IS-300
- IS-400
- IS-700
- IS-800
- Other Preparedness Training (Basic NIMS / SEMS / ICS and EOC Procedures and Documentation Classes) o

The Evergreen Valley College Emergency Management Coordinator will maintain up-to-date training status records of agency and other support response organization personnel in accordance with the courses listed above. p

NIMS/ICS will be incorporated into all emergency management classroom training programs and Table Top, Functional and Full Scale EOC Exercises at the local and/or levels whenever they are conducted and records will be maintained of when, where, type of exercise and findings of the success of implementation and corrective actions required. The scenarios developed for the exercise programs should cover an all-hazards approach and be as realistic as possible. Participants of the training and

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¹ 10 NIMSCAST METRIC 5.1-5.7
m 10 NIMSCAST METRIC 3.8
n 05 NIMSCAST III-B-2-c
o 10 NIMSCAST METRIC 4.1
p 10 NIMSCAST METRIC 4.2
exercise programs should include responders from multiple disciplines and multiple agencies, districts or jurisdictions whenever possible.  

The Emergency Management Coordinator will follow-up all exercises with a written After Action Report and/or Lessons Learned. Copies will be provided to all participating agencies and jurisdictions. Corrective Action Plans with realistic completion dates will be assigned to the appropriate agencies, departments or individuals to ensure that corrective action has been completed on preparedness plans, response plans, response procedures, recovery plans or procedures, training programs, or other problems identified during the training or exercise program. All documentation will be maintained by the Emergency Management Coordinator as part of a formal Corrective Action Program.

**Equipment Certification**

Incident management and emergency responder organizations at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with equipment used by other jurisdictions. To enable national-level equipment certification, the NIMS Integration Center in coordination with appropriate Federal agencies, standards-making, certifying, and accrediting organizations and with appropriate State, local, tribal, private sector, and nongovernmental organizations, facilitate the development and/or publication of national standards, guidelines, and protocols for equipment certification. This effort includes the incorporation of standards and certification programs already in use by incident management and emergency response organizations nationwide. Review and approve (with the assistance of national professional organizations and with input from Federal, State, local, tribal, and private sector and nongovernmental entities) lists of emergency responder equipment that meet national certification requirements.

**MAINTENANCE OF THE EVERGREEN VALLEY COLLEGE NIMS/SEMS EMERGENCY OPERATIONS PLAN**

The Evergreen Valley College Emergency Operations Plan will be reviewed annually to ensure that plan elements are valid and current. Each responsible Evergreen Valley College staff member will review and upgrade his/her portion of the Evergreen Valley College EOP and/or modify its SOP/EOP(s) as required based on identified deficiencies experienced in drills, exercises or actual occurrences. Changes in local government and District emergency response organizations will also be considered in the Evergreen Valley College EOP revisions. The Emergency Preparedness Coordinator is responsible for making revisions to the College EOP that will enhance the conduct of response and recovery operations. The Director, Risk Management will prepare, coordinate, publish and distribute any necessary changes to the plan to all College departments and other entities as shown on the distribution list on the Records Revision Page of this Emergency Operations Plan.

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9 10 NIMSCAST METRIC 5.1, 5.2, 5.3 and 5.4  
10 NIMSCAST METRIC 5.5, 5.6 and 5.7  
05 NIMSCAST III-B-2-d
LETTER OF PROMULGATION

TO: OFFICIALS, FACULTY, STAFF AND STUDENTS OF EVERGREEN VALLEY COLLEGE

The preservation of life and property is an inherent responsibility of Evergreen Valley College Management. Evergreen Valley College has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the protection of Evergreen Valley College staff and students in any emergency situation.

While no plan can guarantee the prevention of death and destruction during an emergency, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the emergency staff and service elements utilizing the National Incident Management System (NIMS), California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS).

The objective of this plan is to incorporate and coordinate all the resources, facilities, and personnel of the College into an efficient organization capable of responding to any emergency.

This NIMS/SEMS Emergency Operations Plan is an extension of city, county, state and federal emergency plans.

The Evergreen Valley College President gives full support to this plan and urges all Evergreen Valley College faculty, staff and students, individually and collectively, to do their share in maintaining total emergency preparedness and response capability of the College.

Concurrence of this promulgation letter constitutes the adoption of the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS) and Incident Command System (ICS) by Evergreen Valley College. The Evergreen Valley College Emergency Operations Plan will become effective on approval by the College President.

__________________________

Evergreen Valley College President
# RECORD OF REVISIONS

<table>
<thead>
<tr>
<th>Date</th>
<th>Section</th>
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## DISTRIBUTION LIST

**EVERGREEN VALLEY COLLEGE DEPARTMENTS RECEIVING COPIES OF THE ICS EMERGENCY OPERATIONS PLAN:**

<table>
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<th>Department Name</th>
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SIGNED CONCURRENCE BY PRINCIPAL DEPARTMENTS

The __________________________ (Department) concurs with Evergreen Valley College’s NIMS/SEMS Emergency Operations Plan. As needed, revisions will be submitted to the ____________.

Signed __________________________

(Name) ____________

(Title)

__________________________

(Department)

The __________________________ (Department) concurs with Evergreen Valley College’s NIMS/SEMS Emergency Operations Plan. As needed, revisions will be submitted to the ____________.

Signed __________________________

(Name) ____________

(Title)

__________________________

(Department)

The __________________________ (Department) concurs with Evergreen Valley College’s NIMS/SEMS Emergency Operations Plan. As needed, revisions will be submitted to the ____________.

Signed __________________________

(Name) ____________

(Title)

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(Department)

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1 10 NIMSCAST METRIC 3.3
Evergreen Valley College Emergency Operations Plan

Executive Summary

The ____________________ (Department) concurs with Evergreen Valley College’s NIMS/SEMS Emergency Operations Plan. As needed, revisions will be submitted to the ____________________.

Signed

(Name) (Title)

(Department)

The ____________________ (Department) concurs with Evergreen Valley College’s NIMS/SEMS Emergency Operations Plan. As needed, revisions will be submitted to the ____________________.

Signed

(Name) (Title)

(Department)

The ____________________ (Department) concurs with Evergreen Valley College’s NIMS/SEMS Emergency Operations Plan. As needed, revisions will be submitted to the ____________________.

Signed

(Name) (Title)

(Department)
CHAPTER ONE

BASIC PLAN

PURPOSE

The NIMS/SEMS Emergency Operations Plan (EOP) addresses Evergreen Valley College's planned response to emergencies associated with natural disasters and technological incidents. This document provides an overview of operational concepts and identifies components of Evergreen Valley College's emergency response team established by the National Incident Management System (NIMS) / California Standardized Emergency Management System (SEMS), and Incident Command System (ICS).

CONCEPT OF OPERATIONS

Operations during emergencies involve a full spectrum of response levels. Some emergencies will be preceded by a warning period which provides sufficient time to notify the Evergreen Valley College community and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the College Emergency Operations Plan and commitment of College response resources. The College emergency response team must be prepared to respond promptly and effectively to any foreseeable emergency.

When a major emergency occurs on one or both of the District's campuses or at the District Offices the emergency response commences with a number of events occurring simultaneously. These response efforts include the following:

- "On-Scene" response (District law enforcement and College Safety Marshals)
- Crisis Action Teams meet or confer to manage emergency and decide on Emergency Operations Center Activation (Affected College(s) and/or District levels)
- Teachers provide safety guidance to students based on situation

Note: On-Scene responders, Crisis Action Team Members and Teachers should use Standard Operating Procedures or the Emergency Operations Plan to ensure all appropriate steps are followed.

EVERGREEN VALLEY COLLEGE EMERGENCY MANAGEMENT SYSTEM

The Evergreen Valley College is responsible for the overall strategic level management of response and recovery efforts. Evergreen Valley College and San José College are responsible for the management of emergency operations on their individual campus and will be supported by the District. San José / Evergreen Community College District will activate their Emergency Operations Center when requested by one of the colleges or automatically when both of the individual colleges activate their Emergency Operations Centers. The District will manage all essential information for media dissemination and coordinate resource requests for local city or county jurisdictions.
Levels of Emergency Management System

Evergreen Valley College’s emergency management system consists of four levels:

- "On-Scene" (field response which includes the Safety Marshals)
- Crisis Action Team
- Emergency Operations Center Response Team
- Policy/Advisory Group

The four management levels provide an efficient means of establishing and carrying out the different management and coordination activities required to:

- Coordinate College wide support of “On-Scene” response personnel and equipment
- Manage and coordinate resources and mutual aid
- Coordinate response efforts with the San José and Santa Clara County

“On-Scene” or Field Response Level

The "On-Scene" or field response level is where emergency response personnel and resources, under the command of an appropriate fire or law enforcement authority, and the Safety Marshals carry out tactical decisions and activities in direct response to an incident or threat. The Incident Command System (ICS) is the “On-Scene” management structure used for emergency response. ICS provides for five functions: Command (Incident Commander), Operations, Planning, Logistics, and Finance. The College level Safety Marshals are under the command and control of the College Crisis Action Team or the Operations Section within the College Emergency Operations Center (EOC).

Note 1: The NIMS requires that field command and management functions be performed in accordance with a standard set of ICS organizations, doctrine, and procedures. However, Incident Commanders generally retain the flexibility to modify procedures or organizational structure to align as necessary with the operating characteristics of their specific jurisdictions or to accomplish the mission in the context of a particular hazard scenario."

Note 2: Tactical “On-Scene” response decisions are made at the field Incident Commander level - NOT by the Crisis Action Team or in the EOC.

Crisis Action Team

Depending on the nature of the emergency, the Crisis Action Team (CAT) can meet at the Chancellor’s office (or another pre-determined location) or confer by telephone to make immediate decisions about an emergency response. The precise composition and activities of the Crisis Action Team will depend on the specific emergency circumstances and functions needed. Other District or assisting jurisdiction/agency representatives may be included in the Crisis Action Team discussions/meetings as needed. Standing members of the Crisis Action Team include the:

- College President
- Vice President Administrative Services
- Vice President Student Services
- Interim Vice President of Academic Affairs
- CTSS Supervisor
- Executive Secretary
- Chief of District Police

* 10 NIMSCAST METRIC II-A-1-b
Any member of the Crisis Action Team (CAT) may call a meeting or initiate a conference call. The Crisis Action Team records its decisions. Possible options may include:
- A decision to do nothing
- A decision to proceed with “watchful waiting” while being prepared to either meet again or mobilize the EOC in response to the situation
- Manage the emergency themselves or assign responsibilities to Department heads
- A decision to partially activate the EOC
- A decision to fully activate the EOC

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<th>FUNCTION</th>
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<tr>
<td>CRISIS ACTION TEAM</td>
<td>Made up of key College management personnel who will meet or confer by phone to:</td>
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<td>- Manage emergency themselves</td>
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<td>- Activate the EOC</td>
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<td>- Identify appropriate level of EOC activation</td>
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<td>- Manage emergency while EOC is being set up</td>
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<td></td>
<td>- Identify beginning and ending time of 1&lt;sup&gt;st&lt;/sup&gt; operational period</td>
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<tr>
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<td>- Develop 1&lt;sup&gt;st&lt;/sup&gt; operational period Objectives and Priorities</td>
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Evergreen Valley College Emergency Operations Center Response Team
If the scope of the emergency is beyond the capabilities of the Campus Security and/or the Crisis Action Team the Evergreen Valley College Emergency Operations Center (EOC) may be activated to manage the emergency response. The College Emergency Operations Center (EOC) Emergency Response Team coordinates the overall College emergency response and recovery activities utilizing the NIMS / SEMS organization. NIMS / SEMS, like ICS, provides for five functions: Management (Director of Emergency Services), Operations, Planning, Logistics, and Finance. Note: Tactical “On-Scene” response decisions are made at the field Incident Commander level - NOT by members of the EOC Response Team. The EOC provides a centralized location for the strategic decisions and planning for the College's various response and recovery activities.

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<th>FUNCTION</th>
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<tr>
<td>MANAGEMENT SECTION</td>
<td>Provides the overall direction and sets priorities for an emergency.</td>
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<tr>
<td>OPERATIONS SECTION</td>
<td>Coordinates the employment of College resources (law enforcement, fire/rescue, medical, etc.) to mitigate the effects of the emergency.</td>
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<tr>
<td>PLANNING/ INTELLIGENCE SECTION *</td>
<td>Gathers and assesses information and develops an EOC Action Plan. The EOC Action Plan sets the objectives for the operational period. The operational period is set by management.</td>
</tr>
<tr>
<td>LOGISTICS SECTION</td>
<td>Provides facilities, services, personnel, equipment and supplies in support of EOC and field response operations.</td>
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<tr>
<td>FINANCE/ADMINISTRATION SECTION *</td>
<td>Responsible for all financial and cost analysis management.</td>
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The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its ICS has interactive management components that set the stage for effective and efficient incident management and emergency response. These components consist of the functions of Management, Operations, Planning, Logistics and Finance sections within the jurisdiction EOC. 

* Note: The titles “Planning/Intelligence” and “Finance/Administration” are shortened to “Planning” and “Finance” throughout the EOP for simplicity and to fit in the organization charts.

**Policy/Advisory Group**
The Policy/Advisory Group is made up of the San José / Evergreen Community College District Chancellor and the members of the Board of Trustees. The Policy/Advisory Group will convene when needed or at the request of District EOC Director/Director of Emergency Services. The Policy/Advisory Group may convene to develop executive level policies and/or facilitate multi-jurisdictional coordination. The Policy/Advisory Group can assist the District and College Directors of Emergency Services through advice and policy direction and by creating a conduit to other government officials and the public. In the event of a disaster the Policy/Advisory Group will meet at a location other than the EOC to avoid congestion and provide a secure quiet location for discussion of sensitive issues.

The Policy/Advisory Group may request assistance or advice from city or county officials. Any other city, county department/agency, or assisting organization (e.g., hospital, utility, etc.) may also be solicited for advice.

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<td>POLICY/ADVISORY GROUP</td>
<td>Policy level management members (Chancellor and Board of Trustees) that provide policy guidance to the District Chancellor.</td>
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**EMERGENCY RESPONSE PHASES**

Emergency management activities are often associated with the four emergency management phases indicated below, however, not every disaster necessarily includes all phases.

**Preparedness Phase**
The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and pre-established responses procedures to an emergency. These actions might include mitigation activities, emergency/disaster planning, training and exercises, and faculty, staff, and student preparedness education. Individual Colleges and departments identified in this plan as having either a primary or support roles relative to emergency response should review this EOP and prepare appropriate supplemental Standard Operating Procedures (SOPs)/ Emergency Operating Procedures (EOPs) and Checklists detailing personnel assignments, policies, notification rosters, and resource lists.

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\*05 NIMCAST II-A-1-d
Increased Readiness
Increased readiness actions will be initiated after the receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to the points listed below:

- Review and update of Evergreen Valley College Emergency Operations Plans (EOP), SOPs, and resources listings
- Dissemination of accurate and timely emergency public information
- Inspection of critical facilities
- Recruitment of additional response staff
- Mobilization of resources
- Testing warning and communications systems

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

- Evacuation of threatened populations to safe areas
- Advising threatened populations of the emergency and appraising them of safety measures to be implemented
- Advising the San José and Santa Clara County, the Evergreen Valley College Chancellor, and the Evergreen Valley College Board of Trustees of the emergency
- Identifying the need for mutual aid and requesting such through the city of San José and/or the Santa Clara County Office of Emergency Services
- Request an emergency proclamation by local government authorities (San José and Santa Clara County)

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 on District property by District resources and local government agencies (fire, law enforcement, EMS etc.). One of the following conditions will apply to the jurisdiction during this phase:

- The situation can be controlled without mutual aid assistance from outside Evergreen Valley College
- Evacuation of all or portions of Evergreen Valley College is required due to uncontrollable immediate and ensuing threats
- Mutual aid from outside Evergreen Valley College is required
- Evergreen Valley College is either minimally impacted or not impacted at all and is requested to provide mutual aid to other jurisdictions

The District emergency management organization will give priority to the following operations:

- Dissemination of accurate and timely emergency information and warning to the District community and the public
- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Care and shelter operations
- Restoration of classes and vital services
When District resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the San José and Santa Clara County Office of Emergency Services or County EOC. The Evergreen Valley College Security Director will request or render mutual aid directly through established channels. Any action which involves financial outlay by the District or a request for military assistance, must be authorized by appropriate officials through County OES. If required, the California Office of Emergency Services may be requested by Santa Clara County to coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in affected area(s).

Depending on the severity of the emergency, the city of Evergreen Valley College Emergency Operating Center (EOC) may be activated, and the San José and Santa Clara County will be advised. A state of emergency may be proclaimed at the city and/or county levels. Should a gubernatorial state of emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with California OES. State OES may also activate the State Operations Center (SOC) in Sacramento to support local jurisdictions and other entities in the affected areas and to ensure the effectiveness of the state's emergency response.

Sustained Emergency
In addition to continuing life and property protection operations, mass care, relocation, registration of displaced people, and damage assessment operations will be initiated.

RECOVERY PHASE

As soon as possible, the state OES will bring together representatives of federal, state, county, and city agencies, as well as representatives of the American Red Cross, to coordinate the implementation of assistance programs and establishment of support priorities. The general public can obtain individual disaster assistance through the FEMA telephone coordination center by dialing (800) 462-9029 or (800) 462-7585 (for the hearing impaired).

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

- Resumption of classes and other Evergreen Valley College services
- Restoration of essential utility services
- Permanent restoration of District property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts
- Cleanup and waste disposal
MITIGATION PHASE

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards that exist within Evergreen Valley College that are a threat to life and property are part of the mitigation efforts. There are various mitigation tools:

- Coordination with local and state officials to change ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)
- Structural measures
- Public information and community relations
- Land use planning
- Response team training

EMERGENCY RESPONSE LEVELS

The magnitude of the emergency will dictate the appropriate District and College response level. Response levels are used to describe the type of event, extent of coordination or assistance needed, and degree of participation from the individual Colleges and District departments.

Readiness and Routine Phase - Normal Operations

At this level the Evergreen Valley College colleges and departments respond to daily emergency situations. Stand-by and activation procedures should be issued in advance of an anticipated or planned event.

Minor Emergency - Level One - Decentralized Coordination and Direction

A Level One emergency is a minor to moderate incident wherein District resources are adequate and available. The Evergreen Valley College EOC is not activated. Off-duty personnel may be recalled. District Security, local law enforcement, fire, public works, or medical responders use on-scene Incident Command System (ICS) procedures. Based on the type of emergency, the appropriate authority monitors the situation and provides assistance. The Evergreen Valley College Crisis Action Team may be formed to deal with Level One emergencies.

Moderate Emergency - Level Two - Centralized Coordination and Decentralized Direction

A Level Two emergency is a moderate to severe emergency in which District resources are not adequate and mutual aid may be required. Key management personnel from the involved departments will collocate to provide District coordination. The Evergreen Valley College EOC may be partially or fully activated based on the severity of the situation. Off-duty personnel may be recalled. A local emergency and a state of emergency may be requested and the San José and/or Santa Clara County OES will be notified. The San José and/or Santa Clara County EOCs may be activated.

Major Emergency - Level Three - Centralized Coordination and Direction

A Level Three emergency is a major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive county, state and/or federal resources are required. A declaration of emergency is usually issued at the state and federal levels. The overall response and early recovery activities will be managed from the San José or Santa Clara County EOC with the Evergreen Valley College EOC being activated based on the situation. Off-duty Evergreen Valley College response personnel will be recalled as required.
EMERGENCY MANAGEMENT SYSTEMS
Well defined and established emergency management systems have been established to manage emergency operations at all levels of government. Evergreen Valley College has adopted and will utilize these well established emergency management systems to conduct emergency response operations. The following systems will be discussed in detailed including the:

- National Incident Management System (NIMS)
- California Emergency Management System (SEMS)
- Incident Command System (ICS)

Note: NIMS and SEMS is utilized primarily at the Emergency Operations Center level and ICS is used for "On-Scene" field operations. All three systems possess many of the same structure and procedures.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

On February 11, 2003, the President of the United States issued Homeland Security Presidential Directive (HSPD)-5 which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). State, County and City level jurisdictions are required to comply with NIMS. The essential elements of the NIMS are:

- Standardized organizational structures, processes, and procedures
- Standards for planning, training and exercising of personnel
- Equipment acquisition and certification standards
- Interoperable communications processes, procedures, and systems
- Information management systems
- Supporting technologies - voice and data communications systems, information systems, data display systems, and specialized technologies

Each day communities respond to numerous emergencies. Most often, these incidents are managed effectively at the local level. However, there are some incidents that may require a collaborative approach that includes personnel from:

- Multiple jurisdictions
- A combination of specialties or disciplines
- Several levels of government,
- Nongovernmental organizations
- The private sector

The National Incident Management System, or NIMS, provides the foundation needed to ensure that we can work together when our communities and the Nation need us the most. NIMS integrates best practices into a comprehensive, standardized framework that is flexible enough to be applicable across the full spectrum of potential incidents, regardless of cause, size, location, or complexity. Using NIMS allows us to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents.
CALIFORNIA STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

SEMS is the system required by Chapter 7 of Division 2 of the Government Code §8607. SEMS came about after the Oakland Fire Storm event which occurred in 1991 which highlighted major problems at jurisdiction level emergency operations. SEMS was adopted to standardize jurisdiction and district level emergency response organization structures and procedures and was based on the Incident Command System (ICS) that was developed by fire departments to give them a common language when requesting personnel and equipment from other agencies and to give them common tactics when responding to emergencies. The system is designed to minimize the problem common to many emergency response efforts--duplication of efforts--by giving each person a structured role in the organization, and each organization its piece of the larger response.

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

By standardizing key elements of the emergency management system, the SEMS is able to achieve the following goals:
- Facilitate the flow of information and resources within and between levels of the system
- Establish emergency communication system, channels, and contacts in advance
- Facilitate coordination among all responding agencies
- Improve mobilization, use and tracking of resources
- Manage priorities with limited resources

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

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

CCR, Title 19, Division 2, Chapter 5, NDAA, §2900(y) defines Special Districts as a “unit of local government in the state (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project, including a joint powers authority established under CCR Section 6500 et seq., of the Code.” For the purposes of SEMS, special districts are political subdivisions of the State of California with limited power. The Emergency Services Act defines a political subdivision as “any city, city and county, district or other local governmental agency or public agency authorized by law.” Broadly interpreted, this means virtually all forms of government including special districts come under some or all of the provisions of the Emergency Services Act and the Standardized Emergency Management System.
Promotion and encouragement methods to promote and encourage the adoption of NIMS.

- The following groups are encouraged to adopt NIMS:
  - Associations
  - Critical Infrastructure
  - Utilities
  - Private Sector Incident Management Organizations
  - Non-governmental Organizations (NGO)
  - Local Departments and Agencies

- The following methods should be used to encourage the adoption of NIMS.
  - Formal NIMS Training Programs
  - Meetings
  - E-mail and/or other electronic means
  - Table Top and Functional Emergency Operations Center Exercises
  - Other methods.

Like ICS NIMS / SEMS is flexible, enabling systematic management of any type of emergency. NIMS / SEMS is easily expandable for from small incidents to large emergency area-wide disasters, provides for standardization of response organization structures and procedures, ensures interoperability and compatibility of response equipment. These capabilities enable virtually agency or jurisdiction to join the emergency response effort. NIMS concepts and principals will be incorporated into the jurisdiction incident management policies at the strategic response level and within department/agency SOPs/OGs.

INCIDENT COMMAND SYSTEM (ICS)
The Incident Command System (ICS) is a standard, on-scene, all hazard incident management response system used in field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. It should be noted that NIMS, SEMS and ICS are all based on the same principals and response functions. Therefore, jurisdictions within California are covered by all three emergency management systems. The Incident Command System:

- Provides the foundation for SEMS and NIMS
- Was originally adopted for field response to multi-agency, multi-jurisdictional wildland fires
- Has been adopted by other disciplines such as law enforcement, emergency medical services, public works and others
- Utilizes management by objectives that are measurable which are set at the top and communicated throughout the entire organization
- Institutionalized processes, procedures, and/or plans to ensure its ICS has interactive management components.

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\[w\] 10 NIMCAST METRIC 1.2  
\[x\] 10 NIMCAST METRIC 3.4  
\[y\] 10 NIMCAST METRIC 2.1  
\[z\] 05 NIMCAST II-A-1-d
CHARACTERISTICS OF NIMS / SEMS / ICS

Standardized Emergency Organization Structure
NIMS / SEMS / ICS are all based on a common organization structure of five key functions:

- Management / Command: Overall incident management responsibility delegated by the appropriate jurisdictional authority.
- Operations: Responsible to the EOC Director or Incident Commander for the direct management of all incident-related operational activities.
- Planning / Intelligence: Responsible for gathering and disseminating information and intelligence critical to the incident.
- Logistics: Responsible for providing equipment, supplies and personnel support for the incident.
- Finance / Administration: Responsible for providing financial management and administrative support for the incident.

Modular and Scalable Organization
The incident command organizational structure develops in a top-down, modular, fashion that is based on the size and complexity of the incident as well as the specifics of the hazard environment created by the incident. When needed, separate functional elements can be established each of which may be further subdivided to enhance internal organizational management and external coordination. Responsibility for the establishment and expansion of the ICS or NIMS/SEMS modular organization ultimately rests with the Incident Commander (IC) or EOC Director as appropriate, who bases these on the requirements of the situation. As incident complexity increases, the organization expands from the top down as functional responsibilities are delegated. Concurrently with structural expansion, the number of management positions expands to adequately address the requirements of the incident.aa

Evergreen Valley College has implemented and institutionalized processes, procedures, and/or plans to ensure it’s NIMS/SEMS/ICS is modular and scalable through the following operating characteristics:

- Suitable for operations within its jurisdiction
- Suitable for operations within its jurisdiction with multiagency involvement.
- Readily adaptable to new technology.
- Adaptable to any emergency or incident to which domestic incident management agencies would be expected to respond.
- Scalable in organizational structure based on the size and complexity of the incident.b

Area Command
NIMS directs that an “Area Command” be established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations. Area Command is also used when there are a number of incidents in the same area and of the same type, such as two or more hazardous material (HAZMAT) or oil spills.c For incidents under its authority, an Area Command has the responsibility to set overall incident-related priorities; allocate critical resources according to priorities; ensure that incidents are properly managed; ensure that incident management objectives are met and do not conflict with each other or with agency policy; identify critical resource needs and report them to

aa 05 NIMSCAST II-A-1-c
bb 05 NIMSCAST II-A-1-b
cc 05 NIMSCAST II-A-4-a
EOCs and/or multiagency coordination entities; and ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.\textsuperscript{dd} Area Command is not a term that is identified in SEMS. For the purpose of the Evergreen Valley College Emergency Operations Plan the “Operational Area” concept will be used in place of the NIMS “Area Command” term. For incidents under its authority, an Area Command has the responsibility to set overall incident-related priorities; allocate critical resources according to priorities; ensure that incidents are properly managed; ensure that incident management objectives are met and do not conflict with each other or with agency policy; identify critical resource needs and report them to EOCs and/or multiagency coordination entities; and ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

\textbf{Multi Agency Coordination System (MACS)}

MACS should be used to coordinate and support emergency management and incident response Objectives through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs) and other organizational elements. Staff training will be provided to EOC and field responders on an annual basis to facilitate an understanding of NIMS, ICS and MACS concepts. These concepts should be practiced during Table Top, Functional and Full Scale Exercises and utilized during preplanned events\textsuperscript{e} (recurring/special), incident specific hazards, no-notice events and specific events.\textsuperscript{ff} MACS is applicable to the following primary functions:

\begin{itemize}
\item Situation assessment
\item Critical resource acquisition and allocation
\item Tribal/local, state/territory, and Federal disaster support
\item Coordination with elected and appointed officials
\item Coordination of summary information
\item Incident priority determination
\item Other functions that tribal/local MACS provide\textsuperscript{gg}
\end{itemize}

\textbf{Multi-Agency or Inter-Agency Coordination Group}

When a number of Multi-Agencies or Inter-Agencies are present a Multi-Agency Group:

\begin{itemize}
\item May be established formally.
\item Should develop consensus on priorities, resource allocation and response strategies.
\item May function within the EOC, at another location or through conference calls - but should remain in contact with the EOC.
\item The EOC Action Plan should incorporate group priorities and objectives.
\item Group objectives should be implemented through the EOC.
\item The jurisdiction may participate with other local governments and agencies in a multi-agency coordination group organized by another local government(s) or at the State Level.
\end{itemize}

\textsuperscript{dd} 05 NIMSCAST II-A-4-b
\textsuperscript{e} 10 NIMSCAST METRIC 2.2
\textsuperscript{ff} 10 NIMSCAST METRIC 2.7 and 2.8
\textsuperscript{gg} 10 NIMSCAST METRIC 2.9
Multi-agency Coordination Entities
Regardless of form or structure, the principal functions and responsibilities of multi-agency coordination entities typically include the following:

- Ensuring that each agency involved in incident management activities is providing appropriate situational awareness and resource status information.
- Establishing priorities between incidents and/or Area Commands (Operational Areas in California) in concert with the IC or UC(s) involved.
- Acquiring and allocating resources required by incident management personnel in concert with the priorities established by the IC or UC.
- Anticipating and identifying future resource requirements.
- Coordinating and resolving policy issues arising from the incident(s).
- Providing strategic coordination as required. Following incidents, multi-agency coordination entities are also typically responsible for ensuring that improvements in plans, procedures, communications, staffing, and other capabilities necessary for improved incident management are acted on.\(^{bb}\)

Multi-Agency or Inter-Agency Coordination
Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response.
- Allocating critical resources.
- Developing strategies for handling multi-agency response problems.
- Sharing information.
- Facilitating communications.

Unified Command
Unified Command is an important element in multi-jurisdictional or multi-agency domestic incident management. In incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support participate in the Unified Command structure and contribute to the process of determining overall incident strategies; selecting objectives; ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives; ensuring the integration of tactical objectives; and approving, committing, and making optimum use of all assigned resources. It should be remembered that no agency’s legal authorities will be compromised or neglected.\(^{ii}\) A Unified Command structure contributes to the process of:

- Determining overall incident strategies
- Selecting objectives
- Jointly planning tactical activities in accordance with approved incident objectives.
- Integrating tactical operations
- Approving, committing, and making optimum use of all assigned resources

\(^{bb}\) 05 NIMSCAT II-B-2-b
\(^{ii}\) 05 NIMSCAT II-A-2-k
\(^{ii}\) 05 NIMSCAT II-A-3-b-1-b
Command Practices
Unified Command works best when the participating members of the Unified Command collocate at the Emergency Operations Center (or Incident Command Post) and observe the following practices:

- Select an Operations Section Chief for each operational period.
- Keep each other informed of specific requirements.
- Establish consolidated incident objectives, priorities, and strategies.
- Coordinate to establish a single system for ordering resources.
- Develop a consolidated EOC Action Plan (Incident Action Plan) written or oral, evaluated and updated at regular intervals.
- Establishing procedures for joint decision making and documentation.\textsuperscript{kk}

Manageable Span-of-Control
Span-of-Control is essential to effective and efficient incident management. Within NIMS / SEMS / ICS, the Span-of-Control of any individual with incident management supervisory responsibility should range from three to seven subordinates. The type of incident, nature of the task hazards and safety factors, and distances between personnel and resources all influence Span-of-Control considerations.\textsuperscript{ll}

Minimal Disruption
NIMS guidance states that the implementation of ICS should have the least possible disruption on existing systems and processes. This will facilitate its acceptance across a nationwide user community and ensure continuity in the transition process from normal operations. This is certainly true for the State of California which was already using SEMS/ICS.\textsuperscript{mm}

Consolidated Action Plans
Consolidated Action Plans identify objectives and strategy determinations made by the EOC Director (Director of Emergency Services) for the incident based upon the requirements of the affected jurisdiction. In the case of Unified Command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The consolidated Action Plan (EOC Action Plan or field Incident Action Plan) documents the tactical and support activities that will be implemented during an operational period.

Accountability
Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principals must be adhered to:

- Check-In—All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the EOC Director.
- EOC Action Plan—Response operations must be directed and coordinated as outlined in the EOC Action Plan.
- Unity of Command—Each individual involved in incident operations will be assigned to only one supervisor.
- Span of Control—Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.

\textsuperscript{kk} 05 NIMSCAST II-A-3-b-1-b-iv
\textsuperscript{ll} 05 NIMSCAST II-A-2-e
\textsuperscript{mm} 05 NIMSCAST II-A-1-g
- Resource Tracking—Supervisors must record and report resource status changes as they occur.\textsuperscript{mn}
- Deployment—Personnel and equipment should respond only when requested or when dispatched by appropriate authority.\textsuperscript{oo}

Management by Objectives
- Established overarching objectives.
- Developing and issuing assignments, plans, procedures, and protocols.
- Establishing and directing efforts to attain specific, measurable objectives for various incident management functional activities in support of defined strategic objectives.
- Documenting results to measure performance and facilitate corrective action.

Comprehensive Resource Management
Management of resources is essential for emergency operations. Maintaining an accurate and up-to-date picture of resource utilization is a critical component of domestic incident management. Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources, as appropriate. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.

Establishment and Transfer of Command
- The command function is clearly established at the beginning of incident operations.
- The process for transferring command includes a briefing that captures all essential information for continuing safe and effective operations.

Common Terminology
NIMS / SEMS / ICS establishes common terminology that allows diverse incident management and support entities to work together across a wide variety of incident management functions and hazard scenarios. This common terminology covers the following areas:

- Organizational Functions. Major functions and functional units with domestic incident management responsibilities are named and defined. Terminology for the organizational elements involved is standard and consistent.
- Resource Descriptions. Major resources—including personnel, facilities, and major equipment and supply items—used to support incident management activities are given common names and are "typed" with respect to their capabilities, to help avoid confusion and to enhance interoperability.
- Incident Facilities. Common terminology is used to designate the facilities in the vicinity of the incident area that will be used in the course of incident management activities.\textsuperscript{pp}

\textsuperscript{mn} 05 NIMSCAST II-A-2-1  
\textsuperscript{oo} 05 NIMSCAST II-A-2-m  
\textsuperscript{pp} 05 NIMSCAST II-A-2-a
Broad Applicability
NIMS guidance states that ICS should be user friendly and be applicable across a wide spectrum of emergency response and incident management disciplines. This will enable the communication, coordination, and integration critical to effective and efficient NIMS.98

Coordination with Volunteer and Private Agencies and Businesses
The EOC will be a focal point for coordination of response activities with volunteer and private agencies and businesses. Based on the tactical situation the appropriate Evergreen Valley College EOC Section Chiefs may establish communication with private and volunteer agencies providing services with the District.

Mutual Aid Systems
California OES has three administrative offices encompassing six mutual aid regions. The Southern Administrative Region consists of mutual aid regions one and six. The Inland Administrative Region has mutual aid regions three, four, and five. The mutual aid system:

- Was initially used by fire and law systems, expanded to include public works, medical, hazmat and others.
- Now used by cities, counties, special districts and the state to voluntarily provide services, resources and facilities when needed.
- Based on the neighbor helping neighbor concept.

Mutual Aid Agreements
Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement (such as the California Master Mutual Aid Agreement) with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident. This would normally include all neighboring or nearby jurisdictions, as well as relevant private-sector and nongovernmental organizations. States should participate in interstate compacts and look to establish intrastate agreements that encompass all local jurisdictions. Mutual aid agreements are also needed with private organizations, such as the American Red Cross, to facilitate the timely delivery of private assistance at the appropriate jurisdictional level during incidents. At a minimum, mutual-aid agreements should include the following elements or provisions:

- Definitions of key terms used in the agreement.
- Roles and responsibilities of individual parties.
- Procedures for requesting and providing assistance.
- Procedures, authorities, and rules for payment, reimbursement, and allocation of costs.
- Notification procedures.
- Protocols for interoperable communications.
- Relationships with other agreements among jurisdictions.
- Workers compensation.
- Treatment of liability and immunity.
- Recognition of qualifications and certifications.
- Sharing agreements, as required.99

98 05 NIMSCAST III-B-2-a
Authorized officials from each of the participating jurisdictions will collectively approve all mutual-aid agreements.

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

**Involvement and Coordination**
Universities are classified as *Special Districts* by the California Emergency Services Act. The emergency response role of special districts is generally focused on their 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 the emergency response, and in other local governments, and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government, and the Operational Area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in emergencies.

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

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

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

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

COMMUNICATION
Effective communications is essential to emergency management at all levels of NIMS/SEMS/ICS. The Emergency Operations Center will utilize a range of communications including hard line telephone, cell phone and hand held radios. They will coordinate field operations through direct telephone or radio link. Assumptions:

- Adequate communications will be made available for effective and efficient warning, response and recovery operations.
- Any number of natural or manmade hazards may neutralize or severely reduce the effectiveness of communications currently in place for emergency operations.
- Additional communications equipment required for emergency operations will be made available from citizens, business, volunteer organizations, and/or other governmental agencies.
- To the extent possible, an José / Evergreen CCD will ensure that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into acquisition programs. Additionally, whenever possible the agency acquisition program will incorporate the Standard Equipment List (SEL) and other Federal equipment standard data when purchasing interoperable equipment. 
- Working closely with the State College Emergency Management Coordinator José / Evergreen CCD will validate inventory of response assets and ensure they conform to homeland security typing standards. Inventory information will be provided to the State College Emergency Management Coordinator required by NIMS guidance.
- José / Evergreen CCD will develop and use a Response Asset Inventory for Mutual Aid Requests, exercises and actual events.
- Whenever possible the jurisdiction will apply standardized and consistent terminology, including the establishment of plain language communications standards across the communications sector Multi-Agency or Multi-Jurisdiction events.

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55 10 NIMCAST METRIC 6.4 & 6.5
56 10 NIMCAST METRIC 6.6
57 10 NIMCAST METRIC 6.7
58 10 NIMCAST Metric 7.1
Communications Plan

The Communications Unit Leader working closely with the Operations Section should develop a formal Communications Plan that identifies:

- The utilization of communications equipment and facilities assigned to the incident.
- The installation and testing of all communications equipment.
- The supervision and operation of incident communications.
- The distribution and recovery of communications equipment assigned to incident personnel.
- The maintenance and repair of communications equipment on site.

Operational Area Satellite Information System (OASIS)

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

Response Information Management System (RIMS)

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

RIMS has a set of reports available to all levels of government that categorizes disaster related information in a manner that quickly provides an overview of an event or multiple events. Because RIMS allows multiple users to submit and receive information on demand, it has dramatically improved the dissemination of disaster related information statewide.

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

Special districts should report problems, needs, incident/status reports, etc. to the Operational Area (OA) within which they have a problem with their facilities. Special Districts may also report incidents to other locations in addition to the OA; for example, if they are a utility they may report to the Utilities Operations Center located at OES and they may also have reporting requirements to the Public Utilities Commission. If there is a disruption of services to a special district (for example, East Bay Municipal Utility District) they may also have to report to the OA where the service has been impacted in addition to reporting to the OA where the facility has been impacted. The Operational Area EOC may take care of the communications from the Special District to the cities, and to an OES REOC.
The special district may have entered into a mutual aid agreement with another special district. In this case, the district may request assistance directly in accordance with their agreement and also notify the OA of facility damage and/or service disruption. If they are a part of a statewide mutual aid system, they must follow the protocols of that particular system; for example, fire districts.

PLANNING

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

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

The following are some of the benefits a special district will have if it has an Emergency Operations Plan and coordinates with the OA:

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

ALERTING AND WARNING

Warning is the process of alerting District responders and the faculty, staff, and student body to the threat of imminent extraordinary danger. Dependent upon the nature of the threat, warning can originate at either the District level or any level of government. Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas.

Local government is responsible for warning the populace of the jurisdiction. Government officials accomplish this using warning devices located within the community or mounted on official vehicles. The warning devices are normally activated from a point staffed 24 hours a day.

There are various mechanical systems in place, described below, whereby an alert or warning may originate or be disseminated. Following the description of the systems is an explanation of the Emergency Conditions and Warning Actions through which these systems may be accessed.
FEDERAL ALERTING AND WARNING SYSTEMS

EAS - Emergency Alerting System
The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President, federal, state, and local governments to communicate with the general public through commercial broadcast stations. This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures, and the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations within an EAS operating area to broadcast a common program. Each broadcast station volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.
EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:
- Priority One - Presidential Messages (carried live)
- Priority Two – EAS Operational (Local) Area Programming
- Priority Three – State Programming
- Priority Four – National Programming and News

Presidential messages, national programming, and news will be routed over established network facilities of the broadcast industry. State programming will originate from the state operations center and will be transmitted throughout the state using the state's CLERS VHF/UHF radio relay stations.

Appropriate authorities at Evergreen Valley College can activate a warning using EAS though the Santa Clara County Office of Emergency Services. A representative for the Office of Emergency Services will make contact with the appropriate radio link.

RESEARCH AND DEVELOPMENT
Research and Development (R&D) planning will be based on the operational needs of the entire range of NIMS users. These needs represent key inputs as the Nation formulates its R&D agenda for developing new and improved incident management capabilities. Since operational needs will usually exceed the resources available for research to address them, these needs must be validated, integrated, and prioritized. The Department of Homeland Security is responsible for integrating user needs at all levels into the national R&D agenda.\textsuperscript{xx}

\textsuperscript{xx} 05 NIMSCAST V-B-3
CHAPTER TWO

AUTHORITIES AND REFERENCES

PURPOSE

Emergency response, like all governmental action, is based on legal authority. The Evergreen Valley College Emergency Operations Plan follows state and federal guidelines for conducting emergency operations planning, training, emergency response, and recovery.

National Incident Management System (NIMS)
On February 11, 2003, the President of the United States issued Homeland Security Presidential Directive (HSPD)-5 which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). State, County and City level jurisdictions are required to comply with NIMS.

California Emergency Services Act
The California Emergency Service Act (Chapter 7 of Division 1 of Title 2 of the Government Code) in Article 3, Section 8568, states: “The state emergency plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.”

Title 5, California Administrative Code, Section 41302 states: "During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property and maintain educational activities.”

California Emergency Plan and Sub-Plan (as issued).

California Standardized Emergency Management System (SEMS)
Standardized Emergency Management System (SEMS): Local governments including Community College Districts must use SEMS in order to be eligible for state funding of response-related personnel costs occurring in response to an incident as defined in Government Code Section 2402. This program is mandated by SB 1841, Section 8607 of Government Code, California Emergency Services Act (Chapter 7 of Division 1 of Title 2) and California Code of Regulations 2400.

SEMS is based on the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program.

SEMS incorporates the use of ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept, multi-agency or inter-agency coordination and OASIS.

The California Emergency Plan, which is promulgated by the governor, is published in accordance with the Act and provides overall state-wide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime.
Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the State, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan. The 1990 California Emergency Plan is generally compatible with SEMS but will be updated.

The California Civil and Government Codes contain several references to liability release (Good Samaritan Act) for those providing emergency services.

**Emergency Proclamations**

**Local Emergency**

A local emergency may be proclaimed by the Director of Emergency Services. The City and County should be notified immediately if a Local Emergency is proclaimed at Evergreen Valley College. The Local Emergency must be terminated as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the jurisdiction, caused by natural or man-made situations.

The proclamation of a local emergency provides the governing body with the legal authority to take the following actions:

- If necessary, request that the governor proclaim a state of emergency.
- 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 local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies/equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- 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**

A state of emergency may be proclaimed by the governor in the following situations:

- 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.
- He/she is requested to do so by local authorities.
- He/she 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 and county, or city 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.
• Jurisdiction 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.

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. Additionally, 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 for in the Emergency Services Act.

AUTHORITIES

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal
• Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
• Federal Response Plan
• Federal Civil Defense Act of 1950 (Public Law 920), as amended
• NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)
• Debris Removal Guidelines for State and Local Officials (FEMA DAP-15)
• A Guide to Federal Aid and Disasters (DAP-19)
• Digest of Federal Assistance (DAP-21)

State
• Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (Government Code Section 8607(a)
• Standardized Emergency Management System (SEMS) Guidelines
• California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) “Good Samaritan” Liability
• California Emergency Plan, Rev. 1989
• California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code)
• California Hazardous Materials Incident Contingency Plan
• California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
• Orders and regulations which may be selectively promulgated by the governor during a state of emergency
- Orders and Regulations promulgated by the governor to take effect upon the existence of a state of war emergency
- California Master Mutual Aid Agreement
- California Code of Regulations §2400-2450 - Regulations establishing SEMS
- SEMS Guidelines - Guidance for emergency response agencies on planning, developing, operating and maintaining SEMS consistent with regulations.
- SEMS Approved Courses of Instruction - Training courses for emergency response personnel at field and emergency operations center (EOC) levels developed pursuant to SEMS Regulations. The approved courses include an introductory course, field level course (incident command system), EOC course, and executive course.
- Emergency Planning Guidance for local government - Guidance document intended to provide local governments with tools to develop emergency plans.

COUNTY
- Santa Clara County Ordinance # NS-300.152

CITY
- City of San José Ordinances, Emergency Operations Plan and Resolutions

SAN JOSÉ/EVERGREEN COMMUNITY COLLEGE DISTRICT
- San José Evergreen Community College District Board Policies and Resolutions

REFERENCES
Federal Response Plan (FEMA).
CHAPTER THREE

THREAT SUMMARY AND ASSESSMENTS

BACKGROUND

The following threat summaries are the product of a historical, meteorological, geographical, geological and visual assessment of the San José/Evergreen Community College District, the City of San José and Santa Clara County which also includes the Special District influences of school, water and fire protection districts.

Natural and technological risks are described in gross terms for the Santa Clara County with specific references to the Jose/Evergreen Community College District and the City of San José area when appropriate. No order of importance is meant to be implied by the order of listing and this list is not all inclusive, but seeks only to identify the most likely hazard risks with potential to impact the area.

Threats to public health and safety listed here include:
- Earthquake
- Transportation Accident
- (highway/rail/aircraft)
- Hazardous Material Spill/Release
- Severe Weather/Flooding
- Land/Rock/Mud Slide
- Wildland/Urban Interface Fire
- Civil Disobedience
- National Security Emergency, including Terrorism

MAJOR EARTHQUAKE

General Situation

The State of California is one of the most active earthquake regions in the world and, along with the States of Alaska and Hawaii, by far the most active region in the United States. California's geographic features are dominated by juncture of two of the world's tectonic plates. The long scar where they meet and either grind alongside one another or subduct one or the other sides is the notorious San Andreas Fault which runs the entire length of the state, north to south. However, the San Andreas Fault is not the only fault system capable of causing loss of life and considerable property and environmental damage. The western half of the state, particularly in the southern and northern regions is honeycombed with smaller fracture faults of the San Andreas and small to moderate independent fault systems each capable of causing significant damage.

Historically, there has been regular activity along these faults. In any given year, California experiences between 2,000 and 6,000 seismic events, however, most are of low enough magnitude and surface effect as to go unfelt or confined to a limited area. There have been significant events over the past 100 years, particularly in the southern and south-central section of the state.
Major earthquakes in the Santa Clara Valley region have caused deaths and injuries, substantial property loss and disruption of services for an extended period. Santa Clara County is the meeting point for three of the areas most active and dangerous faults: the San Andreas, the Calaveras, and the Hayward Faults. Over the past two decades there have been significant events which have foretold of the seismic threat to the area: the Hall’s Valley Earthquake of 1983 and the Loma Prieta earthquake of 1989. The economic impact upon the area would be considerable due to loss of employment, infrastructure, and loss of tax base.

**Considerations for Jose/Evergreen Community College District within the City of San José**

Although three faults directly affect the Santa Clara County. **San Andreas Fault** dominates in shear size and scope of past and potential seismic impact. The San Andreas Fault runs the entire length of the state of California and is quite capable of producing a magnitude 8.5 or greater earthquake. The San Andreas Fault runs north and south and is located approximately 15 miles west of Jose/Evergreen Community College District. The last major movement along the fault was a 7.1 Richter movement in the Loma Prieta fault zone in 1989 which caused millions of dollars damage to Santa Clara and San Mateo Counties and hundreds of millions damage to Santa Cruz, Alameda and San Francisco counties. The other two faults, while possessing their own identification; **The Monte Vista Fault** and the **Berrocal Fault**, may best be considered as fracture faults of the more dominate San Andreas. The Monte Vista Fault lies about 20 miles to the northwest of the college district. Seismologist forecast that this fault is capable of producing a moderate seismic event as is the Berrocal Fault which lies in and around Monte Sereno.

Also of significant effect on the area would be movement along the Hayward and/or Calaveras Faults. Both have significant histories of damaging movement. Seismologists predict that the **Hayward Fault** is easily capable of releasing a magnitude 7.5 or better earthquake. The **Calaveras Fault** is equally as capable of spawning a damaging event. Both have had recent history of movement, although movement in recent history has not produced excessive damage. Although dormant for a longer period, the San Gregorio Fault located off the coast of California, and diving in and out of the San Mateo and Santa Cruz county shorelines could produce sizable movement as it makes the boundary between the North American and Pacific subduction zones.

Liquefaction occurs when the surface soil is rearranged by the shaking of strong ground motion and infused with surface water or areas of high ground water. Liquified solids behave like a heavy fluid or thin mud. It may cause underground tanks to float to the surface, or cause structures to sink several inches or feet.

Major traffic arteries pass adjacent to the campus. Interstate 101 runs just to the west of the campus. Interstate 101 could be severely affected by a major earthquake.

Also vulnerable are high pressure natural gas lines which run through the area. Without natural gas, the city’s water district, sewage lines and gas lines would be unable to generate the power to run their pump stations, thus effectively shutting down the service.

San José Water and the Santa Clara County Water District pumps from numerous wells and services the area’s drinking and fire suppression water needs. Water is both pumped from wells and imported through the Santa Clara County Water District resources and has a storage capacity exceeding 8,000,000 gallons to serve this area. Water from wells is pumped through pipeline to the storage tanks. Within the immediate city limits water is obtained from San José Water which imports water from
various storage facilities and fresh water springs. Strong ground movement could severely impact the District's ability to deliver and store water. Although manual shutoff can quickly isolate breaks, distribution of product would be disrupted until breaks could be repaired. In a major event this could have serious implications for fire suppression capabilities; particularly in the hilly region to the east of the college district.
MODIFIED MERCALLI INTENSITY SCALE

I. Not felt except by a very few under especially favorable circumstances.

II. Felt only by a few persons at rest, especially on upper floors of buildings. Delicately suspended objects may swing.

III. Felt quite noticeably indoors, especially on upper floors of buildings, but many people do not recognize it as an earthquake. Standing automobiles may rock slightly. Vibration like a passing truck.

IV. During the day felt indoors by many, outdoors by few. At night some are awakened. Dishes, windows, doors disturbed; walls make a cracking sound. Sensation like a heavy truck striking a building. Standing automobiles rocked noticeably.

V. Felt by nearly everyone; many awakened. Some dishes, windows, etc broken; a few instances of cracked plaster; unstable objects overturned. Disturbance of trees, poles and other tall objects sometimes noticed. Pendulum clocks may stop.

VI. Felt by all; many frightened and run outdoors. Some heavy furniture is moved; a few instances of fallen plaster or damaged chimneys. Damage slight.

VII. Everybody runs outdoors. Damage negligible in buildings of good design and construction; slight to moderate in well built ordinary structures; considerable in poorly built or badly designed structures; some chimneys broken. Noticed by persons driving automobiles.


IX. Damage considerable in specially designed structures; well designed frame structures thrown out of plumb; great in substantial buildings, with partial collapse. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken.

X. Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations; ground badly cracked. Rails bent. Landslides considerable from river banks and steep slopes. Shifting sand and mud. Water splashed (slopped) over banks.


XII. Damage total. Waves seen on ground surfaces. Lines of sight and level distorted. Objects thrown upward into the air.
TRANSPORTATION ACCIDENT

General Information
There are numerous opportunities for disruption of normal day-to-day activities in the Jose/Evergreen Community College District area due to either highway, rail or aircraft accident. Interstate 101 is the home for truck traffic between the City of San José, Santa Clara County and points north. Although the highway is modern, new and extremely well designed and a wide (3-4 lanes in each direction) serviceable roadway, a multiple vehicle accident could and has caused serious disruption of traffic flow for an extended period. Historically there have been occasions where severer weather in the form of fog has reduced the flow of traffic to a trickle and has been a factor in more than a few multi-car pile-ups. During peak traffic hours just the sheer number of vehicles dictate reduced traffic flows in some areas.

The major airport within the Santa Clara County sphere of influence is San José Airport, west of Jose/Evergreen Community College District a distance of about 10 miles. Airplanes taking off do so in a direction away from the college or northward out over the San Francisco Bay. The same is true for landing patterns. The reception pattern from aircraft coming from the Pacific to San Francisco International Airport would fly over the peninsula. Moffett Field used to handle a large volume of military and government air traffic, many of it coming in over the Los Gatos-Los Altos/Sunnyvale corridor, however since the closing of the active Naval base has resulted in drastically reduced air traffic, this field no longer poses much of a threat potential.

Considerations for Jose/Evergreen Community College District
Highway Traffic
Most truck traffic in the Jose/Evergreen Community College District and surrounding community is limited to delivery vans and deuce and a half with trailers. The exceptions are propane delivery trucks and gasoline tankers. Interstate 101 handles the burden of that traffic. Heavier trucks and trucks carrying placarded loads are specifically barred from travel along those routes.

Air Traffic
The major airports in the area, San José International, San Francisco International and Palo Alto Municipal are sufficiently removed from Jose/Evergreen Community College District as not to pose a significant threat of air crash. The take-off and reception patterns are far removed from the city area and an overflight of the city is a rare occurrence. Even the military and government aircraft which continue to land at Moffett Field are vectored to the west of the college district. Posing only the most minimal threat.
HAZARDOUS MATERIALS SPILL/RELEASE

General Information
The release of hazardous substances into the environment could cause a multitude of problem for any community. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of material released. While Jose/Evergreen Community College District itself has a minimum of hazardous substances; limited to fuels, dry cleaning chemicals, photo developers, and radio actives used in soils engineering and laboratory analysis. The college is surrounded by other municipalities which are replete with the full spectrum of hazardous and extremely hazardous substances.

Releases of explosive and highly flammable materials have caused fatalities and injuries; necessitated large scale evacuations; and destroyed millions of dollars worth of property. When toxic materials are allowed to enter surface and ground water supplies, serious health problems have resulted.

Considerations for Jose/Evergreen Community College District
Jose/Evergreen Community College District has minimum exposure to the potential of hazardous materials problems except for an accident occurring on Interstate 101. Within outlying portions of the city exposures are primarily from potential plume releases from businesses.

The major hazardous materials threat to the area is to the aquifer from neighboring cities and from illegal dumps of household substances into storm drains and creek beds.

Buried pipeline and high pressure lines supply the City of San José. Piped materials consist of natural gas, petroleum product, and water. Potable and fire suppression water storage from numerous wells throughout the area and additional water is imported from other commercial sources. All lines, water, gas and petroleum are equipped with manual shut-off valves at spaced intervals throughout their course. The most serious potential seen is the complete interruption of water service by the fracture of well supply lines and the import water line. This would cause an extremely limited water supply, which might soon be depleted if one or more major fires were to occur.
SEVERE WEATHER - FLOOD, FOG, FREEZE, DROUGHT

General Information

Flood
Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours to days, or possibly weeks. Evacuation and sandbagging for a slow-rise flood may lessen flood-related damage. Conversely, flash floods are the most difficult to prepare for, due to extremely short warning times, if any is given at all. Flash flood warnings to a populate area usually require immediate evacuations or response activities within the hour.

The risk of flooding is dependent on several variables: the amount and intensity of rainfall that is annually received in each watershed; the width and topographic setting of the flood basin; the degree to which flood control improvements have been made; and, most importantly, the amount of development which has occurred within known flood plains.

Of course there is another type of flooding possible - that of a sudden, complete failure of a large dam or reservoir and near capacity. The inundation from such an event would act much the same as flash flooding, pushing damaging debris flows along ahead of its path.

Once flooding begins, personnel will be needed to assist in life safety actions, securing utilities, cordoning off flooded areas and traffic control. These activities may overtax local agencies, and additional personnel and equipment may be required. Improvements in flood controls and warning/prediction systems for the greater Santa Clara Valley area has reduced the flooding threat considerably to all but the most serious and unusual events, however, there are still places which are prone to fast rising or nuisance flooding. Within Santa Clara County there are several large reservoirs of water which might have an impact downstream. The most notable is Lexington Reservoir, along with Anderson Dam and Stevens Creek Reservoir.

Fog
While normally not considered to be a high risk event, Tule fog, which settles close to the ground preventing clear visibility presents a risk to drivers and is often the cause of major pile-ups. Historically, this has happened upon occasion on the 280 - 85 corridor.

Freeze
Occasionally, during the winter months of December through October the Santa Clara Valley may encounter severely and abnormally cold weather. While, like the fog condition, it normally lasts for brief periods, there have been periods of several days to a week where record cold spells have occurred.

Drought
A variety of conditions including low rainfall, inadequate snowpack in the Sierra Nevada Mountains, runoff and carryover storage can produce condition that do not meet the water needs of many urban and agricultural areas. The years 1987-1989 were well below average in precipitation, especially in the mountain regions that provide the most runoff. The 2007 winter was also well below average precipitation for the entire west coast.
In an average year, ground water provides about 40% of the State's water for irrigation and urban usage. In severe drought years, ground water dependency increases dramatically. For example, in 1977 (a drought year) ground water in the Santa Clara Valley provided 76% of the water supply. In a normal year this percentage was reduced to 52%. The Valley is blessed with a large aquifer, however, there have been thousands of private wells drilled since the 1977 drought years and in some cases, excessive draw-down have adversely affected city water supplies.

Considerations for Jose/Evergreen Community College District

Flood
With an average rainfall of about 19-21 inches per year in Santa Clara Valley, some nuisance flooding occurs during the winter and spring rainy season. In the past there have been several seasons which have far exceeded seasonal norms and San José has had both nuisance and damaging flood conditions. Much of this flooding has been exacerbated by high wind conditions which have blown down limbs, trees and other debris clogging normal run-off channels. Also in the hilly region, new construction has replaced normal vegetation or controlled burn has stripped the slopes of their natural vegetation and even normal rainfall periods can give cause to mud flow and debris flows. Flood control within the city has been so effective that the Federal Emergency Management Agency have revised their flood plain maps reclassifying a previous "A" rating (requiring flood insurance) to a "C" rating (does not require mandatory flood insurance).

Also present in the Santa Clara Valley is the ALERT Warning system; a series of electronic precipitation and stream flow gages placed at strategic locations throughout the county that, by historical records, can predict in real time the flooding potential of various streams and creeks throughout the monitored area. There area at least three precipitation gages up in the watershed behind Los Altos and one stream flow gage located within the city limits.

Fog
The City of San José, along with other areas of the Santa Clara Valley, is occasionally visited by a thick low-lying type of Tule fog. Most often the fog, while thick and capable of severely restricting visibility, lasts only a few hours before "burning off". However, there have been fog events in recent history where zero visibility has been reported for several days running. This has and will continue to result in multiple car accidents which taxes area emergency response resources.

Freeze
The City of San José location within the Central Santa Clara Valley is at the center of one of what used to be the most fertile and productive agricultural areas in the world. Over the years this area has been built up so that, at present, there is precious little building area left within the city limits. The general climate is warm with hot, dry summers and mild winters. However, historically there have been episodes of extremely low temperatures lasting for several days. One low was recorded at 19° F. While agricultural crops are all but just a memory for most residents, the impact of the freezes used to be greater upon orchard owners who worked the area. What used to be a rather large economic effect upon the area has lessened in importance to a minor inconvenience with no major impact.
Drought
In the Santa Clara Valley the aquifer is moderate to shallow in depth with surface water existing in the wet seasons. San José Water District provides water for the area and acts as water master. They manage multiple wells which pump at a normal pressure 80psi into storage tanks with a total capacity of 9-10 million gallons. In drought periods the available water table not only risks being drawn down, but the water quality of the available supply is usually degraded. Not only is there less water, but the water that is available is less suited for its intended uses. Critical supplies of water are kept on hand as the Water Service also is responsible for keeping adequate supplies of fire suppression water on-hand at all times.

Santa Clara County works closely with the state and federal agencies toward water transfer agreements and temporary exchange facilities. The timely initiation of conservation measures, including rationing has also been used successfully in the San Francisco Bay Area.
FIRE

General Information
Both natural and man-made source of ignition are present in most area: lightning strike, discarded match or cigarette, spark from equipment, vehicle catalytic converter, and downed power lines are just a few. In the past, arson has also played a hand, especially in grassland and wildland fires.

Along with ignition source and favorable, dry weather conditions, two other conditions must be present and greatly affect the size, scope and impact potential for any fire: fuel loading and the slope or grade of the land over which the fire passes.

Fires burn unassisted up to 16 times faster traveling up slope as opposed to level ground. Of course there are exceptions due to prevailing weather, temperature, humidity and the relative wetness of the fuel, however the general rule is that the steeper the slope, the faster a fire burns. Also, areas that have short to long grasses as their predominant ground cover instead of dense shrubs or trees tend to spread quickly, but rarely attain the size and temperatures needed to threaten man-made structures. The more dense fuel (fallen branches, trees, dense dry shrubs with oily resins) appears in the area, the greater is the risk for impacting residential and commercial structures.

Considerations for Jose/Evergreen Community College District
Most of the area around the residential and commercial sections of the City of San José does not fall into the category of wildland interface as most of the area is cleared, with the presence of cultivated shrubs, grasses and plants. The risk of wildland fire is primarily limited to the eastern section in the foothills running north and south of San José. There is considerable building taking place in the hills west of the city, but here there is less in the way of lush trees and more scrub plants and grassland. The clearing in this area is good, but creek and ravine areas area loaded with dry materials and evidence severe fuel loading.

Urban conflagration presents a minimal threat potential to the college. Because, although it cannot be entirely ruled out, the city lacks some of the usual precursors to such an event i.e. large bulk storage of fuels and excellerants, presence of large deposits of oxidizers, narrow crowded streets.
CIVIL DISOBEDIENCE

General Information
The Bill of Rights and the other amendments to the Constitution of the United States protect the rights of the citizen to, among other things, freedom of speech which could include protesting of, what in the minds of some, are unfair practices. Our history is full of events where the citizenry engaged in acts of civil disobedience to gain support for a change of law or change of practice. While some geographic areas, either by quirk of population or physical location seem constantly in a state of turmoil (i.e. University of California, Berkeley), the City of San José has had little historically to show in the vein of civil unrest. Peaceful demonstration and protest has been part of our culture for generations, however, sometimes these demonstrations become violent or begin to infringe on the rights and/or well-being of others. At other times, individuals or groups of individuals act under the guise of social protest to conduct felonious and/or life threatening activities. At this point, social protest is outweighed by criminal behavior such as was witnessed in the aftermath of the Rodney King verdict in Los Angeles, and the bombing of the Federal Building in Oklahoma City.

Considerations for Jose/Evergreen Community College District and the City of San José
There has been very little history in the way of organized social protest in the City of San José. The population of the college and city is stable and predominately upper middle to upper class in composition. The city neighbors “Silicon Valley” and many of the citizenry are employed in the electronic, computer, of scientific communities.
NATIONAL SECURITY EMERGENCY/ TERRORISM

General Situation
With the end of the Cold War and the recent demise of the Soviet Union, the chance of war between super powers has been slightly reduced. Strategic Arms Reductions Treaties (START I & II) have been signed by the Soviet government and the United States to greatly decrease the number of nuclear arms the two countries possess.

Although the threat of conflict has diminished between these two super powers the number of conventional wars (non-nuclear) has greatly increased as well as the countries and nations with nuclear capabilities. These include major conflicts in the Middle East and Eastern Europe, India and Pakistan, and Southeast Asia with the ever-present China and North Korea. The United States has recently participated in major conflicts in Central America, and the Middle East. The proliferations of weapons technologies in the last decade have given many countries the capability to attack other nations with weapons of mass destruction. Fortunately, nuclear weaponry has not been used to date, while unfortunately, deadly poisons like Sarin gas, has been and now presents a major threat.

Terrorism appears to be on the rise with bombings of government facilities and civilian targets on a world wide basis to include the World Trade Center in New York City, the Murrah Federal Building in Oklahoma City, and the gassing of subway passengers in Tokyo. A new threat has surfaced with the breakup of the Soviet Union in the physical control of nuclear weapons, weapons grade nuclear material, biological and chemical weapons. The possibility of terrorists obtaining weapons of mass destruction now is a clear and present threat potential.

If a nuclear detonation of use of a chemical or biological weapon occurred anywhere in the world, the consequences for the United States would depend upon the location and nature of the attack. Any of the following conditions may prevail and require different responses.

International Crisis
When nations of differing political goals fail to settle disputes through diplomatic negotiations, war may result. It is possible an attack would be preceded by several days or possible longer periods of tense international crisis, rather than by surprise. When diplomatic relations fail and one or more nuclear, chemical or biological weapons are detonated, protective actions will be less effective than those taken before the attack. Preparations and evacuation prior to an attack can reduce casualties. Post-attack evacuation or relocation will be extremely difficult or impossible and risk exposure to a large portion of the population.

Trans- Oceanic Fallout
As evidenced by the near melt-down of the Soviet power plant at Chernobyl, prevailing westerly winds could result in fallout or rain-out along the west coast of North America. Radiation intensities could vary greatly, but depending upon the original yield of the detonation or accident and distance from the continent, would probably be limited, but could create an environmental or long term health problem.
Accidental Launch
A majority of strategic weapons within the former Soviet Union remain aimed at targets in the United States. The possibility remains for an accidental launch of a nuclear warhead toward the west coast of California. Should this occur, the affected area would be limited and the remaining resources of the state could be applied.

Limited Attack
The existing potential of war between the United States and a major nuclear power has been greatly reduced with the end of the Cold War. However, the possibility of a resurgence of ideological conflict cannot be discounted. It is therefore prudent to maintain plans for a possible nuclear attack against the United States.
1. Counter Force Areas
   An attack directed at military installations capable of retaliatory strikes would cause massive problems for adjacent areas. Since it is possible a period of intense crisis could precede such an attack, it may be feasible to initiate a shelter preparation programs in areas away from counter-force targets. This would include the use of other countermeasures in both risk and non-risk areas.

2. Other Military Targets
   An attack which begins as a Counter Force one may expand to include additional military targets; e.g., communications and control facilities, supply depots, and industries directly supporting the military mission.

3. Counter Value Areas
   An attack against economic targets and population centers could occur, but it would most likely happen after an attacking enemy had neutralized targets that could do damage to his own military forces. Unlike military activities, terrorist strikes are primarily focused upon counter value areas for their “terror” impacts. These strikes are usually intentionally deadly to a wide range of “victims” and rarely focused upon only one or two individuals except when these individuals could be held for ransom or used to win capitulation on some political point important to the cause of the terrorist group.

Chemical & Biological Weapons
The use of chemical and/or biological weapons is not limited to detonation of a weapon, although missiles and warheads are often used as delivery systems. These weapons may be released by any number of means into sources of potable water, large concentrations of people, etc.

Most chemical weapons may be transported in any of the three basic forms of matter: solid, liquid or gas. However, when placed into use, it is nearly always in the gaseous form. The lethal properties of the chemical dictate the type and scope of use. Most gases are heavier than air and tend to hug the ground. They are not easily dispersed and may have other properties than those of an asphyxiant or poison (i.e., corrosive, production of exothermic reaction). Others are lighter than air and are most effective when used inside a confined space. Many gases depend upon the respiratory process for a gateway into the body, however, there are toxins in use which do not require respiration or ingestion, but that are readily absorbable through the skin.

Biological weapons may be air-borne, water-borne or introduced to a solid. They are living organisms (e.g., a virus) and as such rely mostly on respiration and ingestion or introduction through a break in the skin barrier as infectious pathways. Examples of this type of weapon are Anthrax, Bubonic bacilli, HIV, among others.
Considerations for Jose/Evergreen Community College District and the City of San José
While Jose/Evergreen Community College District and the City of San José proper cannot be considered a prime target area either for the presence of counter force or military support targets, it is close enough to “Silicon Valley”, Lockheed-Ames, and Moffett Field to feel the full force of a moderate nuclear detonation. Particularly due to the fact that these recognized targets are considered “soft” and targeted for air bursts which maximize shock, thermal and over pressure effects.

As a terrorist target, there is really nothing within the City of San José that may be readily identified as a terrorist target. There are, however, living within the city limits individuals associated with companies, organizations or political groups which by virtue of their association may become individual targets. Generally, individual targets are not sought out for death, but to be held for ransom to fund future terrorist activities, or to win capitulation from a rival faction (i.e. the release of prisoners). There are exceptions. Most recently, the United States and the State of California have had experience with “hate crimes” which target religious or racial minorities or physicians associated with abortion clinics. Most of these latter crimes are not committed by organized groups but by individuals venting an individual agenda.
FLOODING

General Situation
Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours, to days, or possibly weeks. Evacuation and sandbagging for a slow-rise flood may lessen flood-related damage. Conversely, flash floods are the most difficult to prepare for, due to the extremely short warning time, if any is given at all. Flash flood warnings usually require immediate evacuation within the hour.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by flood water, securing utilities, and cordoning off flooded areas and controlling traffic. These actions may overtax local agencies and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.

Special Situation
Watersheds in Santa Clara County are relatively small and the run to the Pacific Ocean or to the San Francisco Bay. The typical long, slow-rising floods experienced in the Central Valley and along the great rivers of northern California do not occur here.

Major floods in the county have occurred in 1940, 1955, 1958, 1973, 1982, 1983, and 1986. The December 1955 flood was the most severe in recent history until the 1982 event. Major flooding also occurred in Dec 96 - Jan 97. The 1982 flood had its most severe impacts in Pacifica, where heavy rains induced mud flows which destroyed several homes and killed 3 children. The flood also impacted the community of Pescadero, the one part of the rural area where a significant amount of development has occurred in a natural flood plain. The storm almost completely flooded the rural service center, blocked all access roads to the town, and severed telephone and electric power services. Most of the residents of Pescadero had to evacuate.

Rural Flooding
The risk of flooding in the rural area is dependent on several variables: the amount and intensity of rainfall that is annually received in each watershed; the width and topographic setting of the flood plains of the major streams; the degree to which flood control improvements have been made; and, most importantly, the amount of development that is located within known flood plains.

In the rural area, the major streams remain almost completely in undisturbed natural conditions. Very few flood control improvements (outside of installation of culverts and occasional clearance of debris from creek channels) have taken place. Major flood control projects (such as channelization or channel diversion) have been undertaken in more densely populated urban areas on the bayside.

During years of average rainfall and relatively mild storm systems, the natural stream channels of the rural watersheds are adequate to drain runoff. However, in years of abnormally high rainfall or unusually severe storms, disastrous flooding can occur. Runoff during such conditions cascades rapidly down the narrow stream channels of the mountainous areas. The strong velocity of flood waters during these times can carry debris for long distances, block stream channels and create areas of severe localized flooding.
Urban Flooding
In more densely populated urban areas, the risks to life and property from flood hazards are increased. In the past, development patterns in urban areas have generally ignored the threat of flooding. As more and more development occurs within flood plain areas, it often became necessary to finance expensive engineering solutions to the flooding problems.

In the urban portion of the county, the problem of directing storm runoff from the mountains to the Bay has been addressed through various flood control and drainage districts (Exhibit 2). Improvements have included installation of culverts and bridges, construction of levees, various methods of channel alteration or installation of underground storm drains. In spite of these improvements, many of the creek channels could be overtopped during the 100-year flood.

The "solution" to the flood hazard problem in the urban area can itself create certain hazardous situations. When natural stream channels are altered and vegetation is removed, the velocity of the storm runoff increases because it can more efficiently flow toward the bay. This can create hazards to those who might accidentally fall into the creek, particularly young children.

Urban areas can also be victimized by the problem of debris blockage of creek channels. In many areas, residential neighborhoods border directly on creek channels. These areas could easily be spot flooded if the channels are not clear. Additionally, decaying flood-deposited garbage or other organic material could create health hazards in the aftermath of a flood.
CHAPTER FOUR

RECOVERY

INTRODUCTION TO RECOVERY ISSUES

Recovery from the effects of a major disaster begins immediately and may continue for many years after the emergency period. Recovery requires the efforts of residents, businesses, non-profit organizations, county government, state government, and federal agencies. Coordination of these efforts is critical to the recovery process.

DISASTER ASSISTANCE PROGRAMS

When requesting implementation of disaster assistance programs, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance. The disaster assistance programs have been developed for the needs of four distinct groups:

- **Individuals**
- **Businesses (including agriculture interests)**
- **Governments**
- **Non-profit organizations**

**Individuals**
Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.

**Businesses**
Loans for many types of businesses are often made available through the United States Small Business Administration, assisting with physical and economic losses as a result of a disaster or an emergency.

**Agriculture**
Programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses.

**Government**
Funds and grants are available to government and certain non-profit organizations to repair, reconstruct, and mitigate the risk of future damage.

A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recover from disasters.
At each level of emergency declaration, various disaster assistance programs become available to each of the following groups:

- Individuals
- Businesses (including agriculture interests)
- Governments
- Non-profit organizations

**Local Emergency Declaration**
Under local emergency declarations, Evergreen Valley College will be eligible for assistance under the Natural Disaster Assistance Act (with the OES Director's concurrence).

Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

**State of Emergency Proclamation**
Counties, special districts, individuals, and businesses may be eligible, in addition to the assistance available under a local emergency declaration, for services from the following agencies:

- Contractor’s License Board
- Department of Motor Vehicles
- Department of Aging
- Department of Insurance
- Department of Social Services
- Franchise Tax Board Tax Relief
- State Board of Equalization
- Department of Veteran’s Affairs

**Presidential Declaration**
Under a Presidential Declaration, the county, special districts, individuals, and businesses may be eligible for the following disaster assistance programs and services:

- Cora Brown Fund
- Crisis Counseling Program
- Disaster Unemployment
- Temporary Housing Program
- Individual and Family Grant Program
- Internal Revenue Service Tax Relief
- Public Assistance
- Hazard Mitigation
- Veteran’s Affairs Assistance
- Federal Financial Institutions
Public Assistance Program Responsibilities
Each jurisdiction and special district has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs.

In Santa Clara County the Office of Emergency Services (OES) will complete the necessary public assistance program application and supporting materials for the county. The county OES will also serve as the primary contact for state and federal field representatives. The City of Long Beach’s Office of Emergency Services will complete the application process and provide supporting materials to state and federal representatives. At Evergreen Valley College the Finance and Recovery Unit will complete the application materials and coordinate with state and federal representatives.

The following outline the Federal Public Assistance Program and the State of California's Public Assistance Program, the Natural Disaster Assistance Act (NDAA).

Federal Public Assistance Program
Authorities and Required Declarations
The federal public assistance program is authorized under the Federal Disaster Relief Act of 1974, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988. The federal program requires a local emergency declaration, state of emergency proclamation, and a federal declaration of a major disaster or emergency.

Eligible Applicants
State agencies, counties, cities, special districts, K-12 schools, Colleges, private non-profit organizations. The private non-profit organizations include educational, utility, emergency, medical, and custodial care facilities.

Private non-profit organizations who manage and operate essential governmental services facilities such as community centers, libraries, homeless shelters, senior citizen centers, shelter workshops, and similar facilities that are open to the general public are also eligible under the federal public assistance program.

Private non-profit organizations must, when applying for assistance, produce a letter from the Internal Revenue Service that grants them tax exempt status. They must also provide satisfactory evidence from the State of California showing they are a non-revenue-producing organization.
Eligible Work Projects

Eligible Work Projects:
- work project must be required as a result of a disaster event
- work project must be located within the designated disaster area
- work project must be the legal responsibility of the applicant

There are seven categories of work projects under the federal program:
- Category A - Debris Clearance
- Category B - Emergency Protective Measures
- Category C - Road System Repairs
- Category D - Water Control Facilities
- Category E - Buildings and Equipment
- Category F - Public Utility System
- Category G - Other (Parks, Recreational Facilities, etc.)

To qualify under the federal program, removal of debris from privately or publicly owned lands and waters must meet several objectives:
- eliminate immediate threats to life, public health, and safety
- eliminate immediate threats of significant damage to improved public or private property
- ensure economic recovery of the affected community at large

Measures undertaken to preserve public health and safety must meet several objectives:
- eliminate or lessen immediate threats to life, public health, and safety
- eliminate or lessen immediate threats of significant damage to improved public/private property
- eliminate or lessen immediate threats of additional damage to improved public or private property through cost-effective measures

Examples of emergency protective measures include shelter, temporary repairs, National Guard emergency labor, emergency communications, emergency transportation, and cooperative agreement costs.

Permanent restoration

Permanent restoration of eligible facilities will be based on the design of such facilities as they existed immediately prior to the disaster, and in conformity with current codes and standards. Standards must meet the following objectives:
- apply to the type of repair or restoration required
- be appropriate to the pre-disaster use of the facility
- be in writing and adopted prior to project approval
- apply uniformly to all similar types of facilities within the jurisdiction of the code granting authority

A facility is considered repairable when repairs can restore the facility to the pre-disaster function and the cost of such repairs can be made at a cost less than the estimated replacement cost of the damaged facility.
When a facility is deemed non-repairable by the FEMA Region IX Director, approved restorative work shall include replacement of the facility on the basis of pre-disaster design, in conformity with applicable codes and standards for new construction. The FEMA Region IX Director may require and approve funding for restoration of a destroyed facility at a new location when the facility is and will be subject to repetitive heavy damage.

Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were temporarily inactive due to repairs or remodeling. Reasonable repair costs for equipment are eligible or, if destroyed, equipment may be replaced with a comparable item. Replacement is subject to current fair market value, less salvage and/or insurance recovery.

**Eligible Cost**

Generally, in order for costs for work projects to be eligible, they must meet the following standards:

- necessary and reasonable
- authorized or not prohibited under state, local, or other federal laws, regulations, or other governing limitations
- consistent with policies, regulations, and procedures that apply uniformly to federal assistance and other activities of the unit government
- treated consistently through application of generally accepted accounting principles
- not allocable to or included as a cost of any other federally financed program
- net amount of all applicable credits

**Eligible wage costs include**

Overtime and overtime fringe benefits only for emergency protective measures performed by force account labor. Regular and overtime wages are eligible for permanent work performed by force account labor. If labor is contracted, whether emergency or permanent work, all costs are eligible: Extra hire costs; Limited Supervisor or management staff salaries; and Compensatory Time Off (CTO).

**Eligible equipment costs include**

Regulations allow for reimbursement for ownership and operation of costs of applicant-owned equipment used to perform eligible work. Reimbursement rates under local guidelines are established from the FEMA Schedule of Equipment Rates. Equipment damaged or destroyed as result of the disaster is also eligible. Rental equipment is reimbursed under a "reasonableness" rate schedule, as determined by FEMA.

**Consumable Supplies and Materials and Cooperative Agreements**

Consumable supplies that are eligible under the federal program include hand tools, materials, and other supplies used for the work project. Direct costs associated with cooperative agreements are also eligible under the federal program.
Administrative Allowances
Allowances for necessary costs of requesting, obtaining, and administering federal disaster assistance subgrants are as follows:

- $0 - $99,999: 3 percent
- $100,000 - $999,999: 2 percent
- $1,000,000 - $4,999,999: 1 percent
- $5,000,000 and up: .5 percent

Applying for Assistance Under the Federal Public Assistance Program
The governor's Office of Emergency Services (OES) is responsible for processing all subgrants for applicants, including providing technical assistance and advice to subgrantees, providing state support for damage survey activities, ensuring that potential applicants for assistance are aware of available federal assistance, and, submitting documents necessary for grant awards. The state OES conducts briefings for public officials and potential applicants. The applicant process and requirements for the City of San José and other members of the Santa Clara County Operational Area are as follows:

- Notice of Interest submittal within 30 days of the federal programs activation
- List of Projects (Exhibit B)
- Resolution Designating an Authorized Representative
- OES Project Application (OES 89)

Damage Survey Report (DSR)
Once the OES Project Application is received, a joint state/federal inspection team comes to the requesting jurisdiction to perform a Damage Survey Report (DSR). The DSR identifies the scope of work and the quantitative estimate of cost of each work project. The inspection team prepares a DSR data sheet for each project listed on the List of Projects. A project means all work performed at a single site. A large project is a project with an approved estimate of costs of $43,600 or more. A small project is a project with an approved estimate of costs under $43,600. Any damage not shown to the inspection team during its initial visit must be reported to the FEMA Region IX Director, through the governor's authorized representative (GAR), within 60 days following the completion of the initial visit. For large projects over $200,000, a construction monitoring program must be implemented. Within 45 days of receipt of the application for federal public assistance, the DSRs are reviewed by the FEMA Region IX Director and a decision to obligate the funds will be rendered. Once the projects are approved, State OES must submit quarterly progress reports to the FEMA Region IX Director.

Supplements to the original application may be approved for substantial errors or omissions, overruns/under-runs caused by variations in unit prices (cost adjustments), and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement on a Damage Verification Form.
If you do not agree with the inspection team's estimate, you may indicate your non-concurrence with the DSR. In addition to indicating your non-concurrence on the DSR form, you may also submit a letter of non-concurrence to state OES. In this letter, include the reasons why you disagree with the inspection team's estimate. Provide as much supporting documentation with your letter. State OES will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved. The letter to the state OES should include the disaster number, the Santa Clara County's federal Project Application Number (PA Number), and the Damage Survey Report (DSR) number(s).

Work Project Funding
To receive payment, the subgrantee must have a resolution that designates an authorized representative, filed an OES project application, and have a vendor data record (STD 204). Work project funding is subject to FEMA/State Agreement and 75% / 25% federal/state and local costs shares, as established as the minimum under the Stafford Act. Funding of improved projects are subject to the governor's authorized representative's (GAR) approval. Alternate projects are subject to the FEMA Region IX Director's approval and will be penalized 10%. Payments for administrative allowances and small projects are automatic advance payments (after supplement approval). Payments for large projects must be requested on a Request for Reimbursement form (OES 131). Reimbursement payments are sent in the form of progress payments, withholding 25% until after final inspection or audit.

Completion Deadlines
The following deadlines have been established for each work category:
- Debris Clearance: 6 Months*
- Emergency Work: 6 Months*
- Permanent Work: 18 Months*

* Dates established from date of major disaster declaration

The GAR may extend deadlines, when justified, as follows:
- Debris Clearance: 6 Months
- Emergency Work: 6 Months
- Permanent Work: 30 Months

The FEMA Region IX Director may extend the deadline beyond these dates, with adequate justification. Costs are allowed only to date of last approved time extension.

Final Claim
The applicant must submit final claim within 60 days of the completion of all approved projects. A state engineer will complete an onsite inspection of all completed projects. A final audit is performed. The applicant must retain all records for six years.
State Natural Disaster Assistance Act (NDAA) Program
Authorities and Required Declarations
The State Natural Disaster Assistance Act (NDAA) Program is authorized under Title 19, Subchapter 5, the Natural Disaster Assistance Act, California Code of Regulations. NDAA requires a local government to declare a local emergency within 10 days of the incident. For permanent restoration assistance under NDAA, the director of the governor's Office of Emergency Services (OES) must concur with the local declaration. For disaster response and permanent restoration assistance under NDAA, the Governor of California must proclaim a state of emergency. For matching fund assistance for cost sharing required under federal public assistance programs, the President of the United States must declare a major disaster or emergency.

Eligible Applicants
Eligible applicants for NDAA include city and county, counties, cities, special districts, school districts, county offices of education, community College districts.

Eligible Work Projects
Eligible Work Projects:
- work project is a result of a natural disaster (fire, flood, earthquake, Tsunami, etc.)
- work project is performed within area covered by the local declaration
- work project is the responsibility of the applicant agency

There are seven (7) categories of work projects under the federal program:
- Category A - Debris Clearance
- Category B - Emergency Protective Measures
- Category C - Road System Repairs
- Category D - Water Control Facilities
- Category E - Buildings and Equipment
- Category F - Public Utility Systems
- Category G - Other (Parks, Recreational Facilities, etc.)

Eligible Cost
Eligible costs generally include local agency personnel regular hourly wage and overtime costs. Also included are equipment costs, the cost of supplies and materials used during disaster response activities incurred as a result of a state of emergency proclaimed by the governor. Excluded are the normal hourly costs of regularly assigned emergency services and public safety personnel. Costs to repair, restore, reconstruct, or replace public facilities belonging to local agencies are also eligible. Matching fund assistance for cost-sharing required under federal public assistance programs is an eligible cost. Indirect costs, based on the Indirect Cost Rate Proposal, as approved by the state controller's office is an eligible cost (40 % maximum, subject to state/local cost sharing). A 4 % allowance for administrative cost is also eligible for NDAA funding, subject to state/local cost-sharing.
Eligible Wages
Eligible wages under the NDAA program now follow the same guidelines as the federal public assistance program. That is, the state will not assume any regular time costs which are ineligible under the federal program. The state will cost share any wages which are eligible for federal program funding.

Eligible Equipment Costs
Actual reasonable equipment rental costs are eligible. Force account equipment may be claimed based on the applicant's own rate schedule or, in the absence of such a rate schedule, current Department of Transportation Labor Surcharge and Equipment Rental Rates.

Supplies, Materials and Cooperative Agreements
Consumable supplies that are eligible under NDAA include hand tools, materials, and other supplies used for the work project. Costs for work performed under cooperative agreements between local governments are eligible under NDAA, but shall be limited to those costs of the responding entity for which an applicant is legally obligated to pay.

Applying for Assistance under NDAA
The Governor's Office of Emergency Services (OES) is responsible for transmitting applications for NDAA to all eligible applicants. The State OES conducts briefings for public officials and potential applicants. Project application for assistance (NDAA Form 1) must be filed within 60 days of the date of the local declaration. The application must include the List of Projects (Exhibit B) and a Resolution Designating an Authorized Representative (OES Form 130). In the event of a federal major disaster declaration, the federal Notice of Interest (NOI) establishes eligibility in both programs.

Damage Survey Reports (DSR)
Damage surveys are conducted by a state engineer accompanied by a local representative. The engineer prepares a DSR for each project reported on the "List of Projects." The DSR identifies the scope of work and the quantitative estimate of cost of each work project. All damage sites must be reported within the 60-day application period. All sites must be surveyed within 60 days of the date of a local agency's application. DSRs are reviewed and approved by the Chief, Disaster Assistance Division. The complete application, with copies of approved DSRs, DSR summary, and a cover letter, will be sent to applicants for review and approval. The Applicant Approval forms (Exhibit D) must be returned to State OES within 10 days from date of approval letter.

Supplements to the original application may be approved for substantial errors or omissions, overruns/underruns caused by variations in unit prices (cost adjustments), and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement.
If you do not agree with the inspection team's estimate, you may indicate your non-concurrence with the DSR. In addition to indicating your non-concurrence on the DSR form, you may also submit a letter of non-concurrence to state OES. In this letter, include the reasons why you disagree with the inspection team's estimate. Provide as much supporting documentation with your letter. State OES will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved. The letter to state OES should include the disaster number, the Redwood City's federal Project Application Number (PA Number), and the Damage Survey Report (DSR) number(s).

**Work Project Funding**
Eligible projects are subject to 75 %25 % state/local cost sharing. The local share may be waived. Project applications resulting in a state share of less than $2,500 will not be approved. Replacement provisions of the NDAA operation are similar to those applied for federal "Improved Project." NDAA funds can be used for the local share of a federal Alternate Project when the program is implemented under federal major disaster declaration. An applicant may receive up to 90% of the estimated State share of a project as an advance. Advances must be requested, using a "Request for Advance" form (NDAA Form 3). Applicants are expected to comply with federal requirements when federal funds are involved. Applicants are expected to fully pursue federal funds otherwise available in the absence of State financial assistance. State funds cannot be used to replace funds lost through noncompliance with other program requirements.

**Completion Deadlines**
When federal funds are involved, the federal deadlines apply. In the event of a director's concurrence with a local declaration or a governor's proclamation of a state of emergency, the following deadlines apply:

- Debris Clearance 6 months from date of declaration
- Emergency Work 6 months from date of declaration
- Permanent Work 18 months from date of declaration

Extensions are allowable with adequate justifications.

**Final Claim**
Applicant must submit final claim within 60 days of the completion of all approved projects. A state engineer will complete an on-site inspection of all completed projects. Claims including more than $50,000 in state assistance will be subject to a field audit. Any funds owed to an applicant by the state will be paid after final determination of eligible costs by state OES and after review of the final inspection report or audit.
Individual Assistance Program Responsibilities
Individuals are expected, whenever possible, to provide for themselves and be responsible for their own personal recovery. However, many individuals will expect the county and cities to deliver assistance to them well after the disaster. Both the county and cities will assist individuals in any way possible, including providing them with the Federal Emergency Management Agency’s (FEMA) hotline number for individual assistance. A Sequence of Delivery Guide has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. The objective of City of Long Beach and Santa Clara County is to provide the citizens of their community with all the necessary information to help themselves recover from the disaster. The sequence of delivery appears as follows:

- Individual actions for assistance (family, friends, volunteer organizations, churches, etc.)
- Recovery/Assistance from private insurance carrier
- FEMA Disaster Housing Assistance
- United States Small Business Administration Assistance
- Individual and Family Grant Program Assistance
- Cora Brown Fund Assistance

The Santa Clara County Operational Area's objective is to provide Evergreen Valley College with all the necessary information so they may help themselves recover from a disaster. A brief summary of some individual assistance programs and services are listed below:

- American Red Cross (ARC)
  Provides for the critical needs of individuals such as food, clothing, shelter, and supplemental medical needs. Provides recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payment may be provided. Contact local ARC.

- Cora Brown Fund
  Funds may be used for disaster-related needs that have not or will not be met by government or other organizations that have programs to address such needs. These funds are awarded through FEMA.

- Crisis Counseling Program
  Provides grants to state and county mental health departments, who in turn provide training for screening, diagnosing, and counseling techniques. Also provides funds for counseling, outreach, and consultation for those affected by disaster. Individuals and government should contact local mental health agency.

- State Department of Aging
  Provides special outreach services for seniors, including food, shelter, and clothing. Individuals may contact the California Department of Aging for a referral to nearest location.

- State Department of Consumer Affairs
  Offers consumer information, investigates and corrects price gouging, and provides a toll-free number so that consumers can check on license status of contractors.
- State Department of Insurance
  Provides assistance in obtaining copies of policies and provides information regarding filing claims. Contact California Department of Insurance.

- Department of Motor Vehicles
  May offer waivers of certain fees. Contact California Department of Motor Vehicles.

- Department of Veteran's Affairs
  Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits. Contact the California Department of Veteran's Affairs.

- United States Department of Agriculture
  Assistance provided includes Federal Crop Insurance, Emergency Conservation Program, Non-Insured Assistance, the Agriculture Conservation Program, Emergency Watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service. Contact the Santa Clara County Agriculture Commissioner regarding these programs.

- Disaster Unemployment
  Provides weekly unemployment subsistence grants for those who become unemployed because of a major disaster or emergency. Applicants must have exhausted all benefits for which they would normally be eligible.

- Federal Financial Institutions
  Member banks of FDIC, FRS or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.

- Franchise Tax Board
  Following proclamation of a state of emergency by the governor, the legislature authorizes the acceptance of casualty loss deductions within the California tax returns of those affected. Applicants may contact the California Franchise Tax Board.

- Individual and Family Grant Program
  Awards grants to individuals or families for disaster-related serious needs, such as moving and storage, medical, dental, funeral, essential personal or real property needs. Eligibility is dependent on the seriousness of need and exhaustion of FEMA and SBA funds. Referral to the program is automatic with FEMA registration and SBA application.

- Internal Revenue Service (IRS) Tax Relief
  Provides extensions to current year's tax return, allows deductions for disaster losses, and allows amendment of previous tax returns to reflect loss back to three years. Victims may contact the IRS.
• Mennonite Disaster Service
  Provides assistance for repair of private residences and community facilities, warning, evacuation, and search. Also assists with cleanup and repair for elderly, disabled, and underinsured citizens. May also provide mental health support. Contact nearest Mennonite Services location.

• Salvation Army
  Assistance includes mobile feeding, emergency shelter, applicant registration, collection and distribution of clothing and supplies, counseling, language interpretation, and assistance in locating missing persons. Contact local Salvation Army for assistance.

• State Board of Equalization
  Provides tax relief services which may allow for the transfer of tax basis to another property, exemptions for property losses, and deferment of a tax bill until the damaged property can be surveyed to reflect its value following a disaster. Contact the California Board of Equalization.

• United States Small Business Administration
  May provide low-interest disaster loans to individuals and businesses who have suffered a loss due to a disaster. Submit request for SBA loan assistance to the state's Southern Region Office of Emergency Services.

• Temporary Housing Assistance
  May provide for transient accommodations, rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs. Individuals should call FEMA to register.

Hazard Mitigation Grant Program Responsibilities
Following a presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only. Delivered as either part of a public assistance grant or as a stand-alone measure, mitigation projects must be cost-effective and represent a solution to a problem.

The HMGP fund is based upon a 15% share of the FEMA estimate of all Damage Survey Reports (DSRs) for public assistance work performed, and individual assistance costs. The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local, or private resources. HMGP funds cannot be used as the sole match for other federally funded programs.

Hazard Mitigation Grant Program
Eligible applicants include state agencies, local governments, and private non-profit organizations which own or operate facilities providing essential government services. Essential government services include educational facilities, utilities, emergency services, medical services, custodial care, etc. Although HMGP funds are based on a percentage of public assistance funding, awards are not limited to public projects, but must be sponsored by an eligible public entity.
Virtually all types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility. The priorities of funding will be established by the governor's Office of Emergency Services. Eligible projects must be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from natural disasters.

Eligible projects must meet the following criteria:
- be consistent with the community's long-range hazard mitigation planning goals; represent significant risk if left unresolved
- address, when applicable, long-term changes to the areas and entities it protects, and have manageable future maintenance and modification requirements
- comply with all applicable codes and standards for the project locale
- have a direct beneficial impact upon the designated disaster area
- not fund personnel only - except for short-term projects which will result in long-term benefits
- not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts were future disasters to occur
- provide solutions, rather than merely identify or analyze hazards, unless such constitutes a functional portion of a solution
- provide the most practical, effective, and environmentally sound solution, given a well-considered range of options
This glossary contains definitions of terms commonly used in the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS) and the Incident Command System (ICS).

**A**

**Advance Element of the Emergency Response Team (ERT-A)**
The portion of the Emergency Response Team (ERT) which is the first group deployed to the field to respond to a disaster incident.

**Action Plan**
The plan prepared in the EOC containing the emergency response objectives of an NIMS / SEMS and ICS levels and reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

**Activate**
At a minimum, a designated official of the emergency response agency that implements NIMS/SEMS/ICS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

**Aerial Reconnaissance**
An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

**After Action Report**
A report covering response actions, application of NIMS/SEMS/ICS, modifications to plans and procedures, training needs, and recovery activities. After action reports are encouraged following any emergency which requires a declaration of an emergency.

**Agency**
An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In SEMS/ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, and Multi-Agency)

**Agency Assistance**
Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the agency.
Agency Dispatch
The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Executive or Administrator
Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative
An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency representatives report to the liaison officer at the incident or to the liaison coordinator at EOC levels.

Air Operations Branch Director
The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Alert
Method in which campus community is informed of an emergency (verbal notification, designated alarm signal).

All Clear
Method in which campus community is informed of the conclusion or dismissal of an emergency threat (verbal notification, designated alarm signal).

Allocated Resources
Resources dispatched to an incident.

American Red Cross
A quasi-governmental volunteer agency that provides disaster relief to individuals and families.

Area Command
NIMS directs that an "Area Command" be established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations. Area Command is also used when there are a number of incidents in the same area and of the same type, such as two or more hazardous material (HAZMAT) or oil spills. For incidents under its authority, an Area Command has the responsibility to set overall incident-related priorities; allocate critical resources according to priorities; ensure that incidents are properly managed; ensure that incident management objectives are met and do not conflict with each other or with agency policy; identify critical resource needs and report them to EOCs and/or multiagency coordination entities; and ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations. Area Command is not a term that is identified in SEMS. For the purpose of the San Jose / Evergreen CCD Emergency Operations Plan the "Operational Area" concept will be used in place of the NIMS "Area Command" term.

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40 05 NIMSCAT II-A-4-b
Area Control Points
Assembly points for area managers to establish initial first aid.

Assigned Area
An assigned area is a designated geographical area on campus

Assigned Resources
Resources checked in and assigned tasks on an incident.

Assignments
Tasks given to resources to perform within a given operational period based on tactical objectives in the Incident or EOC Action Plan.

Assistant
Title for subordinates of the command staff positions at the Field ICS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency
An agency directly contributing tactical or service resources to another agency.

Available Resources
Incident-based resources which are available for immediate assignment.

B

Base
The location at an incident where primary logistics functions for an incident are coordinated and administered. There is only one base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be co-located with the base.

Base Flood
A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its flood plain management regulations, presently required by regulation to be that flood which has a one-percent chance of being equaled or exceeded in any given year. Also known as a 100-year flood or one-percent chance flood.

Base Flood Elevation (BFE)
The elevation for which there is a one-percent chance in any given year that flood levels will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.
Branch
The organizational level at the ICS Field Level having functional or geographic responsibility for major parts of incident operations. The branch level is organizationally between section and division/group in the Operations Section, and between section and units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches area also used in the same sequences at the EOC Levels.

Branch Director
The ICS title for individuals responsible for supervision of a branch at the field level.

Building Evacuation Procedures
Directions on how to safety and properly evacuate a building to a safe area.

Building Marshal
Reports to Building Marshal Unit Leader in operations. Designated Deans and Managers responsible for communicating emergency response directions from Incident Commander to the faculty, staff and students in assigned campus buildings and related Building Evacuation Assembly Areas. Determine status of individuals from assigned buildings (number present, number injured). If required, sounds the building’s fire alarm.

Building Marshal Unit Leader
Reports to Operations Section Chief. Directs Building Marshals to communicate emergency response directions from Incident Commander to the faculty and staff in assigned campus buildings. Coordinates with Building Marshal/Floor Marshals to determine status of individuals in assigned buildings (number present, number injured). Informs Incident Commander of the status of the people in assigned buildings.

Cache
A pre-determined complement of tools, equipment and/or supplies stored in a designated location, and available for incident use.

Camp
A geographical site within the general incident area, but separate from the Incident Base. It is equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

Care and Shelter
A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Casualty Collection Points (CCP)
A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.). Preferably, the site should include or be adjacent to an open area suitable for use as a helicopter pad.
Catastrophic Disaster
Although there is no commonly accepted definition of a catastrophic disaster the term implies to an event or incident which produces severe and widespread damage of such a magnitude as to result in the requirement for significant resources from outside the affected area.

Catastrophic Disaster Response Group (CDRG)
The national-level group of representatives from the federal department and agencies under the plan. The CDRG serves as a centralized coordinating group which supports the on-scene federal response and recovery efforts. Its members have access to the appropriate policy-makers in their respective parent organizations to facilitate decisions on problems and policy issues.

Central Triage Area
A triage area set up in one central location. A safe open grassy area or closed protected area in close proximity to the most concentrated disaster area as designated by the Incident Command Center. (If open area, should have cordoned perimeters).

Chain of Command
A series of management positions in order of authority.

Check-In
The process whereby resources first report to an incident or into an EOC. Check-in locations at the field level include the incident command post (resources unit), incident base, camps, staging areas, helibases, helispots, and division supervisors (for direct line assignments).

Checklist
A list of actions taken by an element of the emergency organization in response to a particular event or situation.

Civil Air Patrol
A civilian auxiliary of the United States Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

Civil Disorder
Any incident intended to disrupt community affairs that requires College Security intervention to maintain public safety. Incidents may be riots and mass demonstrations as well as terrorist attacks.

Civil Preparedness Guidance (CPG)
A series of FEMA policy documents.

Classroom Monitors
Evergreen Valley College faculty responsible for communicating emergency response directions from Building Marshal/Floor Marshal to current class students. Reports to and assists Building Marshals in developing status reports. Supervises student response and provides Building Marshals with student status information. Assumes responsibility of Building Marshal in his/her absence.

Clear Text
The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used.
**Code of Federal Regulations (CFR)**
"49 CFR" refers to Title 49 - the primary volume regarding HAZMAT transportation regulations.

**Command**
The act of directing and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

**Command Post**
(See Incident Command Post)

**Command Staff**
The Command Staff at the field level consists of the information officer, safety officer, and liaison officer. They report directly to the Incident Commander. They may have an assistant or assistants as needed. These functions may also be found at the EOC levels in SEMS/ICS, although the proper term for the Section is the "Management Section". At the EOC level, the staff members would report to the EOC director of emergency management.

**Communications**
Technical means for two-way and one-way communications including various telephones, two-way radios, public address systems/loud speakers, bullhorns, alarm signals, AM/FM radios, televisions, etc.

**Communications Unit**
An organizational unit in the Logistics section responsible for providing communication services at an incident or an EOC. A communications unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

**Community Right-to-Know**
Legislation requiring communication of chemical information to local agencies or the public.

**Compact**
Formal working agreements among agencies to obtain mutual aid.

**Claims Unit**
Functional unit within the finance section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident or within an EOC.

**Complex**
Two or more individual incidents located in the same general area which are assigned to a single incident commander or to a unified command.

**Comprehensive Emergency Management (CEM)**
An integrated approach to the management of emergency programs and activities for all four emergency phases, (mitigation, preparedness, response, and recovery), all types of emergencies and disasters (natural, man-made, and attack), and all levels of government (local, state, and federal) and the private sector.
Computerized Hazard Identification Program (CHIP)
Part of FEMA's Integrated Emergency Management System, this evaluation program identifies the hazards posing the greatest threat to state and local governments and the capabilities of existing programs to respond (formerly referred to as Hazard Identification and Capability Assessment).

Continuity of Government (COG)
All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions including line-of succession for key decision makers.

Contingency Plan
A sub- or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Cooperating Agency
An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, telephone company, etc.).

Coordination
The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS/ICS levels.

Coordination Center
Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost-Sharing Agreements
Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost-sharing agreements are normally written, but may be verbal between authorized agency or jurisdictional representatives at the incident.

Cost Unit
Functional unit within the finance section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

CPG 1-5 - Objectives for Local Emergency Management
Prepared by FEMA, this describes guide functional objectives that represent a comprehensive and integrated emergency management program.

CPG 1-8: Guide for Development of State and Local Emergency Operations Plans
Prepared by FEMA, this document describes how to write Emergency Operations Plans.
CPG 1-8a: Guide for the Review of State and Local Emergency Operations Plans
Prepared by FEMA, this publication provides FEMA staff with a standard instrument for assessing
EOPs that are developed to satisfy the eligibility requirement for receiving Emergency Management
Assistance (EMA) funding - also called the "crosswalk" checklist.

CPG 1-35: Hazard Identification, Capability Assessment, and Multi-Year Development Plan This
plan for local governments is prepared by FEMA and is used as a planning tool to guide local
jurisdictions through a logical sequence for identifying hazards, assessing capabilities, setting priorities,
and scheduling activities to improve capability over time.

D

Damage Assessment
The process is utilized to determine the magnitude of damage and the unmet needs of individuals,
businesses, the public sector, and the community as a result of a disaster or emergency event.

Dam Failure
Part or complete collapse of a dam and usually causing downstream flooding.

Declaration
The formal action by the president to make a state eligible for major disaster or emergency assistance
under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the
Stafford Act).

Declaration Process
When a disaster strikes, local authorities and individuals request help from private relief organizations
and their state government which gives all possible assistance. If assistance is beyond their capability,
the governor requests a presidential declaration of a major disaster or an emergency.

Delegation of Authority
A statement delegating authority and assigning responsibility provided to the incident commander by the
agency executive. The delegation of authority can include objectives, priorities, expectations,
constraints, and other considerations or guidelines as needed. Many agencies require written delegation
of authority to be given to incident commanders prior to their assuming command on larger incidents.

Demobilization Unit
Functional unit within the planning section responsible for assuring orderly, safe and efficient
demobilization of incident or EOC assigned resources.

Department Operations Center
An EOC used by a distinct discipline (such as fire, medical, hazardous material) or a unit (such as
department of public works, department of health or local water district). Department operations centers
may be used at all SEMS/ICS levels above the field response level depending upon the impacts of the
emergency.
Deputy Incident Commander (Section Chief or Branch Director)
A fully-qualified individual who in the absence of a superior could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all EOC levels.

Designated Area
Any emergency or major disaster-affected portion of a state that has been determined eligible for federal assistance.

Direction and Control (Emergency Management)
The provision of overall operational control and/or coordination of emergency operations at each level of the statewide emergency organization. This may include the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster
A sudden calamitous emergency event bringing great damage, loss, or destruction.

Disaster Aid Response Team
A team qualified to render first aid and rescue trapped or injured victims.

Disaster Alarm
A disaster alarm is a short-short-long signal.

Disaster Application Center
A facility jointly established by the federal and state coordinating officers within or adjacent to an disaster-impacted area. It provides disaster victims a "one-stop" service for meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Disaster Assistance Program
A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Disaster Crew
A disaster crew is made up of Facilities personnel to control plant operations and assist Unit Leaders if necessary.

Disaster Field Office
A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster-impacted areas. It is utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Preparedness Improvement Grant Program (DPIG)
Authorized under Section 201 of the Stafford Act, it offers annual matching awards are provided to states to improve or update their disaster assistance plans and capabilities.

Disaster Recovery Manager (DRM)
The person appointed to exercise the authority of a regional director for a particular emergency or disaster.
Disaster Service Worker
Includes public employees and any unregistered person recruited into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, and having official recognition, and full or partial support of the county, city, town, or district in which such fire department is located.

Disaster Support Area (DSA)
A predesignated facility anticipated to be at the periphery of a disaster area where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched to the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualties arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-range aircraft to adequate medical care facilities.

Disaster Welfare Inquiry (DWI)
A service that provides health and welfare reports about relatives and other individuals believed to be in a disaster area. This service operates when the disaster caused dislocation or disruption of normal communications facilities and precludes normal communications.

Dispatch
The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center
A facility from which resources are assigned to an incident.

Division
Divisions are used to divide an incident into geographical areas of operation. Divisions are areas identified by alphabetic characters for horizontal applications and often by numbers when used in buildings. Divisions are also used at EOC levels and are found organizationally between branches and units.

Division or Group Supervisor
The position title for individuals responsible for command of a division or group at an incident.

Documentation Unit
Functional unit within the planning section responsible for collecting, recording, and safeguarding all documents relevant to an incident or within an EOC.

Dose
Accumulated or total exposure to gamma radiation and commonly expressed in REMs.

Dosimeter
An instrument for measuring and registering total accumulated exposure to gamma radiation.
E

Economic Stabilization
The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation’s economy during emergency conditions. Direct controls include setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls include government implementation of monetary, credit, tax, or other policy measures.

Emergency
A condition of disaster or extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, a governor’s warning of an earthquake, volcanic prediction, or other conditions (other than conditions resulting from a labor controversy).

Emergency Broadcast System
A system that enables the president and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster. Now referred to as the Emergency Alert System (EAS).

Emergency Management (Direction and Control)
The provision of overall operational control and/or coordination of emergency operations at each level of the statewide emergency organization. It also may be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Emergency Management Director (Emergency Services Director)
The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

Emergency Medical Services
Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Medical Technician (EMT)
A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations
Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC)
A location for performing centralized emergency management. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response during an emergency.

Emergency Operations Plan (EOP)
A jurisdiction plan for responding to appropriate hazards.
Emergency Period
A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It may include the warning and impact phase and continue until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans
Those official and approved documents which describe principles, policies, concepts of operation, methods, and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

Emergency Preparedness Coordinator
The individual within each jurisdiction with the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Public Information (EPI)
Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes instructions on survival and health preservation action, disaster status information (number of deaths, injuries, property damage, etc.), and other useful information (available through state/federal assistance).

Emergency Public Information System
The network of information officers and their staffs operating from EPICs (centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Emergency Response Agency
Any organization responding to an emergency whether in the field, at the scene of an incident, or in an EOC may include an entity providing mutual aid to such an organization.

Emergency Response Personnel
Personnel involved with an agency’s response to an emergency.

Emergency Response Team (ERT)
Composed of Evergreen Valley College personnel who have trained in SEMS implementation and emergency-specific response actions, and whose routine positions require knowledge necessary to effectively carry out ERT duties.

EOC Action Plan
The plan developed at EOC levels which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

EOC Director or Director of Emergency Services
Evergreen Valley College President or designated representative. Highest level of authority of the College. Responsible for the direct management of all incident tactical activities.
Essential Facilities
Facilities that are vital to maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuation Team
A team assigned to assist with the evacuation of disabled persons from multi-storied buildings.

Evacuee
An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Event
A planned, non-emergency activity. SEMS/ICS can be used as the management system for a wide range of events (e.g., parades, concerts or sporting events).

Exercise
A maneuver or simulated emergency condition involving planning, preparation, and execution carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities. Provides ability to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Exercise Scenario
Background detail (domestic, international, political, military) against which an exercise is conducted.

Expedient Shelter
Any shelter constructed in an emergency or crisis period on short notice by individuals, single families, or small groups of families.

F

Facilities Unit
A functional unit within the support branch of the logistics section at the field response level that provides fixed facilities for the incident. These facilities may include the incident base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal Agency (federal definition)
Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government including the United States Postal Service, but not including the American Red Cross.

Federal Coordinating Officer (FCO)
The person appointed by the president to coordinate federal assistance following an emergency or major disaster declaration.


Federal Disaster Assistance
Consists of in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act
Public Law 93-288, as amended, that gives the president broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major peace-time disasters.

Federal Emergency Management Agency
The agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Federal Hazard Mitigation Officer (FHMO)
The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

Federal Insurance Administration (FIA)
The government unit (part of FEMA) that administers the National Flood Insurance Program.

FEMA-State Agreement
A formal legal document between FEMA and the affected state, it contains the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the president. It is signed by the FEMA regional director (or designee) and the governor.

Field Coordination Center
A temporary facility established by the office of emergency services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional manager and is supported by mobile communications and personnel provided by OES and other state agencies.

Field Operations Guide
A pocket-size manual of instructions on the application of the Incident Command System.

Finance/Administration Section
One of the five primary functions found at all SEMS/ICS levels and responsible for all costs and financial considerations. At any incident, the section may include the time unit, procurement unit, compensation/claims unit, and cost unit.

Finance Section Chief
Reports directly to the Incident Commander. Responsible for all financial tracking, procurements and cost analysis aspects of the emergency and for any administrative aspects not handled by other functions.
First Aid Site
Location at which immediate and delayed medical treatment is delivered. Mobile Triage Units supervise transport of injured from incident location or Building Evacuation Assembly Areas to First Aid Site.

Flood Hazard Boundary Map (FHBM)
The official community map showing the boundaries of the flood plain and specially designated flood hazard areas. It is prepared by FEMA using the best flood data available at the time a community enters the emergency phase of the National Flood Insurance Program (NFIP). It is superseded by a Flood Insurance Map (FIRM).

Flood Insurance
The insurance coverage provided under the National Flood Insurance Program.

Flood Insurance Rate Map (FIRM)
The official community map prepared by FEMA showing the base flood elevation along with special hazard areas and the risk premium zones. The Flood Insurance Rate Map development is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

Food Unit
A functional unit within the Service branch of the Logistics section responsible for providing meals for incident and EOC personnel.

Function
In SEMS/ICS, function refers to the five major activities in the SEMS/ICS (i.e., Command, Operations, Planning, Logistics and Finance/Administration). The same five functions also are found at all SEMS EOC levels. At the EOC, the term “Management” replaces “Command.” The term “Function” is also used when describing the activity involved (e.g., "the planning function").

Functional Element
Refers to a part of the incident, EOC, or DOC organization such as section, branch, group or unit.

G

General Staff
The group of management personnel reporting to the incident commander or to the EOC director. They may each have a deputy, as needed. At the SEMS EOC and field ICS level, the general staff consists of the operations, planning, logistics, and finance section chiefs.

Generalized Disaster
A widespread disaster that includes a large geographical area surrounding the campus, which would cause a delay in outside resources.

Generic ICS
Refers to the description of ICS that is generally applicable to any kind of incident or event.
Ground Support Unit
Functional unit within the support branch of the logistics section at the SEMS EOC and ICS field response level that is responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

Group
Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division). Groups are located between branches (when activated) and resources in the operations section.

H

Hazard
Any source of danger or element of risk to people or property.

Hazard Area
A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazardous Material
A substance (or combination of substances) which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classified as explosives and blasting agents, flammable and non-flammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials (including hazardous wastes).

Hazardous Material Incident (stationary)
Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials as well as all sites that treat, store, and dispose of hazardous material.

Hazardous Material Incident (transportation)
Any spill during transport of material that is potentially a risk to health and safety

Hazard Mitigation
An cost effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Assistance Program
The program authorized under Section 404 of the Stafford Act that provides funding for hazard mitigation projects. These projects are cost-effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan
The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society. It includes the actions needed to minimize future vulnerability to hazards.
Helibase
The main location for parking, fueling, maintaining, and loading helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot
Any designated location where a helicopter can safely take-off and land. Some helispots may be used for loading supplies, equipment, or personnel.

Hierarchy of Command
(See Chain of Command)

I

Incident
An occurrence or event that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan
The plan developed at the field response level which contains objectives reflecting the overall incident strategy, specific tactical actions, and supporting information for the next operational period. The plan may be oral or written.

Incident Base
Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base"). The incident command post may be co-located with the base and there is only one base per incident.

Incident Commander
The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP)
The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS)
The nationally-used, standardized, on-scene emergency management concept. It is specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Communication Center
The location of the communications unit and the message center.

Incident Management Team
The Incident Commander and appropriate General and Command staff personnel assigned to an incident.
Incident Objectives
Statements of guidance and direction for the selection of appropriate strategy and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Identification Vests
A bright colored vest or armband with lettering identifying key personnel.

Individual Assistance (IA)
Supplementary federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the federal government, state or local governments, or disaster relief organizations.

Incident Command System (ICS)
A standardized model for command, control and coordination of a response for on-scene emergency management.

Incident Commander (IC)
Senior Law Enforcement or Fire Department Official in charge of Field Operations.

Information Officer
A member of the command staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one information officer per incident. The information officer may have assistants. This position is also referred to as public affairs or public information officer in some disciplines. At SEMS EOC and Field ICS levels, the information function may be established as a coordinator or as a section or branch reporting directly to the EOC director.

Initial Action
The actions taken by resources which are the first to arrive at an incident.

Initial Response
Resources initially committed to an incident.

Integrated Emergency Management System (IEMS)
A strategy for implementing emergency management activities. It builds upon those functions common to preparedness for any type of occurrence and provides for special requirements of individual emergency situations. IEMS goal is to provide function based plan annexes that can be adapted to varied hazard events.

Intermediate-Term Prediction
A prediction of an earthquake that is expected within a period of a few weeks to a few years.
Jurisdiction
This is a range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district, city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.) (See Multi-Jurisdiction).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area or a mandated function.

L

Landing Zone
(See Helispot)

Leader
The SEMS/ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the command staff at the SEMS EOC and Field ICS level and responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a coordinator and/or within a section or branch reporting directly to the EOC Director.

Lifelines: A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

Life-Safety
Refers to the joint consideration of both the life and physical well-being of individuals.

Local Emergency
The duty proclaimed existence of disaster conditions or extreme peril to the safety of persons and property within the territorial limits of a city, county, or city and county. These conditions may be air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, (other than labor controversy). These conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of political subdivisions.

Localized Disaster
A specific disaster (such as explosion, airplane crash, etc.) that involves only the College. Outside resources are readily available.

Local Government
Means local agencies defined in Government Code 8680.2 and special districts as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA, 2900(y).
Local Government Advisory Committee (LGAC)
Committees established by the director of OES to provide a forum for the exchange of information among the cities and counties of a mutual aid region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments. If necessary the LGAC may bring such concerns to the attention of OES executive management.

Logistics Section
One of the five primary functions found at all SEMS/ICS levels. The section is responsible for providing facilities, services, and materials for the incident or at an EOC.

Long-Term Earthquake Potential
No specific time frame. Can refer to decades, centuries, or millennia.

Long-Term Prediction
A prediction of an earthquake that is expected within a few years up to a few decades.

M

Major Disaster
Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States. The event causes damage of sufficient severity and magnitude to warrant a presidential declaration and disaster assistance under the Federal Disaster Relief Act.

Management by Objectives
In SEMS EOC and ICS field levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are establishing the objectives, selecting appropriate strategy(s) to achieve the objectives, and directing assignments associated with the selected strategy.

Marshaling Area
An area used for mobilizing and assembling personnel and resources prior to sending them directly to the disaster-affected area. Marshaling areas are utilized particularly for disasters outside of the continental United States.

Mass Care Facility
A location where temporary services are provided to disaster victims during an emergency. Services and assistance may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social programs.

Media
All means of providing information and instructions to the public including radio, television, and newspapers.

Medical Unit
Functional unit within the service branch of the logistics section at SEMS EOC and ICS Field levels responsible for the development of the Medical Emergency Plan and for providing emergency medical treatment.
Message Center
The Message Center is part of the incident or EOC communications center and is co-located or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

Message / Documentation Coordinator
Reports to Planning Section Chief when needed. Responsible for the official record of all incoming information, response activity and status reports in response to the incident, which will serve as legal documents.

Mitigation
Pre-event planning and actions which aim to lessen the effects of a potential disaster. (See also Comprehensive Emergency Management)

Mobilization
The process and procedures used by all organizations (federal, state, and local) for activating, assembling, and transporting all resources that have been requested in response to or support of an incident.

Mobilization Center
An off-incident location at which emergency service personnel and equipment area temporarily located pending assignment to incidents, release, or re-assignment.

Medical Self-Help
The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Multi-Agency Coordination
The functions and activities of representatives of involved agencies and/or jurisdictions making decisions regarding the prioritizing of incidents and the sharing and allocation of critical resources.

Multi-Agency Coordination System (MACS)
The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting-agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS.

Multi-Agency Incident
An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under a single or a unified command structure.

Multi-Jurisdiction Incident
An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In SEMS/ICS these incidents will be managed under unified command.

Multi-Purpose Staging Area (MSA)
A predesignated location such as a county/district fairgrounds having large parking areas and shelter for equipment and operators. The location provides a base for coordinated, localized emergency operations. It may also be a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery.
Mutual Aid
The voluntary provision of services and facilities from another organization or agency when existing resources prove to be inadequate. Mutual aid agreements should be established in advance as part of emergency preparedness.

Mutual Aid Agreement
Written agreement between agencies and/or jurisdictions in which they agree to assist one another by furnishing personnel and equipment upon request.

Mutual Aid Coordinator
An individual at local government, operational area, region, or state level that is responsible for requesting, obtaining, processing, and using mutual aid resources. Mutual aid coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Staging Area
A temporary facility established within or adjacent to affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies as well as personnel from local jurisdictions throughout the state.

N

National Emergency Training Center (NETC)
This is a FEMA campus in Emmitsburg, Maryland. It is composed of the United States Fire Administration (USFA) and the Emergency Management Institute (EMI).

National Flood Insurance Program (NFIP)
A federal program created by an act of Congress in 1968. It makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Warning System
The federal portion of the civil defense warning system. It is used to disseminate warning and other emergency information from the warning centers (or regions) to warning points in each state.

National Weather Service Issuances
Outlook - for events possible to develop in the extended period (extended definition depends on the type of event)
Advisory - for events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)
Watch - for the possibility of an event happening within the short term (generally refers to the next 6 to 12 hours)
Warning - the most serious issuance. For life threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)
Statements (or Updates) - Issued as updates to the above products
Flash Flooding
Flash Flooding Warning - flash flooding is occurring or imminent
Urban and Small Stream Flood Advisory - flooding is occurring or is imminent, but not life threatening; nuisance flooding may be upgraded to a Flash Flood Warning if conditions worsen.  
Flash Flood Watch - there is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours)  
Flash Flood Statement - updates to any of the above three issuances

Nuclear Incident (fixed facility)  
Any nuclear power plant occurrence resulting in a potential or actual release of radioactive material in sufficient quantity to threaten the health and safety of nearby populations.

Notification Chain  
A notification chain is a plan for notifying persons assigned to the disaster organization.

O

One Hundred-Year Flood  
The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

Operational Period  
The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational periods may be various lengths - usually not over 24 hours.

Operations Section  
One of the five primary functions found at all SEMS/ICS levels. The section responsible for all tactical operations at the incident or the coordination of operational activities at an EOC. The Operations Section at the SEMS EOC and ICS field response level can include branches, divisions and/or groups, task forces, team, single resources, and staging areas. At the EOC levels, the Operations Section would contain branches or divisions as necessary for span of control considerations.

Operations Section Chief (Operations)  
Reports directly to the Incident Commander. Responsible for management of all incident tactical activities, including search and rescue, medical, and facility check and security.

Out-of-Service Resources  
Resources assigned to an incident, but unable to respond for mechanical, rest, or personnel reasons.
Personnel Unit Leader
Reports to Logistics Section Chief when needed. Responsible for coordinating the assignment of personnel (staff and volunteers) in support of the incident.

Plan
As used by OES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Planning Meeting
Any meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major part in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section
(Also referred to as Planning/Intelligence)
One of the five primary functions found at all SEMS/ICS levels. It is responsible for the collection, evaluation, and dissemination of information about an incident or emergency and for the preparation and documentation of Incident or EOC Action plans. The section also maintains information on the current and forecasted situation and the status of resources assigned to the incident. At both the SEMS EOC and ICS field response level, the section will include the situation, resource, documentation, and demobilization units, as well as technical specialists. Other units may be added at the EOC level.

Planning Section Chief (Planning)
Reports directly to the Incident Commander. Assists IC with action planning and strategy. Creates and maintains chart and map displays of current situation, resource and personnel status. Keeps track of all related expenses.

Planning Zone
A subdivision of a county that may consist of a city and its sphere of influence in adjacent unincorporated areas; a portion of the unincorporated area of a county, a military installation, or a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

Political Subdivision
This includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

Procurement Unit
A functional unit within the finance section and responsible for financial matters involving vendor contracts.
Public Assistance (PA)
Supplementary federal assistance provided under the Stafford Act to state and local governments or certain private, non-profit organizations. It does not include assistance for the direct benefit of individuals and families.

Public Information Officer (PIO)
Reports directly to the Incident Commander. The authorized point of contact for the media and government agencies, which desire information regarding the incident. Designates area for news media to work and arranges press conferences. Assembles and distributes releases and statements.

Purchasing/Supply Unit Leader
Reports to Logistics Section Chief when needed. Responsible for maintaining accurate and complete records of purchases related to the emergency response.

R

Radio Amateur Civil Emergency Services (RACES)
An emergency services organization designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with a OES agency to provide emergency communications support.

Radiological Protection
The organized effort using warning, detection, preventive, and remedial measures to minimize the effect of nuclear radiation on people and resources.

Radiological Officer (RO)
An emergency management staff individual who is responsible for radiological protection operations. The RO is the principal advisor to the director/coordinator and other officials on matters pertaining to radiological protection operations.

Radiological Monitor
An individual trained to measure, record, and report radiation exposure and exposure rates, provide limited field guidance on radiation hazards associated with operations, and perform operator’s checks and maintenance on radiological instruments.

Reception Area
A pre-designated to receive and care for persons displaced from a hazard area.

Recorders
Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration units.

Recovery
Activities traditionally associated with providing federal supplemental disaster recovery assistance under a presidential disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance as well as grants and loans to eligible individuals and government entities.
Regional Director (RD)
A director of a regional office of FEMA or his/her designated representative. A regional director may be the disaster recovery manager appointed to exercise the authority of the regional director for a particular emergency or major disaster.

Relocatees
These are individuals who are relocated from a hazard area to a low risk area.

Remedial Movement
The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

Remedial Operations
These actions are taken to offset or alleviate its effects after the onset of an emergency situation.

Reporting Locations
These are specific locations or facilities where in-coming resources check-in. (See Check-in)

Rescue Group
Two or more rescue teams responding as a unified group under supervision of a designated group leader.

Rescue Sweep
A designated first aid team to pursue entire disaster area to remove trapped or injured victims.

Rescue Team
Four or more personnel organized to work as a unit. One member is designated Unit Leader.

Resources
Personnel and equipment available or potentially available for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or EOC.

Resources Unit
This is a functional unit within the planning section at the SEMS EOC and ICS field response level. It is responsible for recording the status of resources committed to the incident. The unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Response
Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property, and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected state under the Federal Response Plan.

Runners
Individuals responsible for relaying information between Incident Command Posts and ICC, especially necessary when telecommunications are not functioning.
Safety Officer
A member of the command staff at the incident or within an EOC and responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Search
Systematic investigation of an area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

Search Dog Team
A skilled dog handler with one or more dogs trained for finding persons trapped in a manner that precludes detection by sight or sound. Search dogs are usually owned by their handler.

Section
That organization level with responsibility for a major functional area of the incident or at an EOC (e.g., Command or Management, Operations, Planning, Logistics, Finance).

Section Chiefs
Reports directly to the Incident Commander. See Finance, Logistics, Operations and Planning.

Self-Help
A concept describing self-reliance and self-sufficiency within an adverse environment having limited external assistance.

Sensitive Facilities
Facilities in reception areas that will not normally be used as lodging facilities for relocatees. The facilities are either considered unsuitable or are required for essential activities: food establishments, fire stations, banks, radio stations, etc. However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as a fallout shelter.

Service
An organization assigned to perform a specific function during an emergency. It may be one department or agency, if only that organization is assigned to perform the function or it may be two or more independent organizations combined to increase operational control and efficiency.

Service Branch
A branch within the logistics section and responsible for service activities at the incident. This may include the communications, medical, and food units.

Shelter Complex
A geographic grouping of facilities used as a fallout shelter when such an arrangement serves planning, administrative, and/or operation purposes. Normally, a complex will include a maximum of 25 individual shelter facilities within a radius of about .5 miles.
Shelter Manager
An individual who provides for the internal organization, administration, and operation of a shelter facility.

Short-Term Prediction
A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term prediction can be further described as follows: Alert - three days to a few weeks; Imminent Alert - now to three days.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation Status Unit
Functional unit within the planning section and responsible for the collection, organization, and analysis of incident status information, as well as analysis of the situation as it progresses. This unit reports to the planning section chief.

Span of Control
The supervisory ratio maintained within an SEMS EOC or ICS field organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District
A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project for purposes of natural disaster assistance. This may include a joint powers authority.

Stafford Act

Staging Areas
These are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging areas are managed by the operations section.

Staging Area Managers
Individuals within SEMS/ICS organizational units that are assigned special managerial responsibilities at staging areas. (Also Camp Manager)

Standard Operating Procedures (SOPs)
A set of instructions having the force of a directive and covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail the process for performing a particular task.

Standardized Emergency Management System (SEMS)
A system established in California for managing response to multi-agency and multi-jurisdiction emergencies at the jurisdiction level. SEMS is similar in organization to the Incident Command System (ICS) and is composed of five basic sections: management, operations, planning, logistics, and finance.
State Agency
Any department, division, independent establishment, or agency of executive branch of a state government.

State Coordinating Officer (SCO)
The person appointed by the governor to act for the state in cooperation with the Federal Coordinating Officer.

State Emergency Organization
The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

State Emergency Plan
The State of California Emergency Plan as approved by the governor.

State of Emergency
The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within the state and caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions (not including a labor controversy). It may also include conditions causing a state of war emergency. These conditions by reason of magnitude, are likely to be beyond the control of the services, personnel, equipment, and facilities of any single city, county, or city and county, and require the combined forces of a mutual aid region or regions.

State of War Emergency
The condition which exists immediately, with or without a proclamation thereof by the governor, whenever the state or nation is directly attacked by an enemy of the United States. It may exist upon the receipt of a warning from the federal government that such an enemy attack is probable or imminent.

Stay-Put
A resident in a hazardous or potentially hazardous area who refuses to relocate during a directed relocation or who is too ill or infirm to be evacuated.

Strategy
The general plan or direction selected to accomplish incident or EOC objectives.

Supply Unit
A functional unit within the support branch of the logistics section and responsible for ordering equipment and supplies for incident operations.

Support Branch
A branch within the logistics section and responsible for providing personnel, equipment, and supplies to support incident operations. This branch includes the supply, facilities, and ground support units.

Support Resources
These are non-tactical resources under the supervision of the logistics, planning, and finance sections or the command staff.
Supporting Materials
Refers to the several exhibits that may be included within an Incident Action Plan (e.g., communications plan, map, safety plan, traffic plan, and medical plan).

T

Tactical Direction
This is guidance given by the operations section chief at the SEMS EOC or ICS Field level and includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force
A combination of single resources assembled for a particular tactical need with common communications and a leader.

Team
(See Single Resource)

Technical Specialists
These are specially skilled personnel who can be used anywhere within the SEMS EOC or ICS field level organizations.

Technological Hazard
These hazards emanate from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides, and disease agents. These hazards also include oil spills on land, coastal waters or inland water systems and debris from space.

Time Unit Leader
Reports to Finance Section Chief when needed. Responsible for maintaining accurate and complete records of staff hours during emergency response activities.

Tort
This is an act that harms another. It occurs when a person commits an act without the right and harms another person as a result.

Traffic Control Points (TCP)
There are places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

Triage
This is a process for priority sorting of sick and injured people on the basis of urgency and type of condition presented. It improves routing to appropriate medical facilities.

Triage Bag
A heavy-duty duffel bag filled with medical supplies that can be dragged or carried by a team member.
Triage Unit
Reports to Medical Officer when needed. Consists of teams of two, including medical specialist and non-medical assistant. Until outside emergency medical services can respond, teams are responsible for mobile checks of Building Evacuation Assembly Areas to perform injury evaluation, priority setting, initial treatment and supervise transportation of injured to First Aid Site.

Type
This refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information to help select the best resource for the task.

Unified Area Command
A Unified Area Command is established when incidents under an area command are multi-jurisdictional. (area command and unified command)

Unified Command
In SEMS/ICS, unified command is a team effort which allows all agencies with responsibility for the incident (either geographical or functional) to manage by establishing a common set of objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Unit Leader
This is an organizational element having functional responsibility. Units are commonly used in the planning, logistics, or finance sections and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command
The concept where each person within an organization reports to only one designated person.

Urban Fire
This defines any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional or other properties in developed areas.

Urban Rescue
This is the complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings. It also the mobilization and management of such personnel and equipment.

Volunteers
These are individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies or be part of a previously organized group.
Weather Warning Levels
Provided by the National Weather Service to advise public and government agencies of threats due to severe weather. The three levels are Alert, Watch and Warning.

Wildfire
This is any instance of uncontrolled burning in grasslands, brush, or woodlands.

Winter Storm (Severe)
This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.

Work Packet
A work packet is a plastic envelope containing a checklist, phone lists, responsibility sheet and identification. These packets shall be assigned to individuals who have assigned responsibilities within the disaster organization.
### APPENDIX B

#### LIST OF ACRONYMS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A&amp;E</td>
<td>Architecture and Engineering</td>
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<tr>
<td>AC</td>
<td>Area Command</td>
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<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
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<tr>
<td>AQMD</td>
<td>Air Quality Management District</td>
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<tr>
<td>ARC</td>
<td>American Red Cross</td>
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<tr>
<td>ASCS</td>
<td>U.S. Agricultural Stabilization and Conservation Services</td>
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<tr>
<td>ARES</td>
<td>Amateur Radio Emergency Services</td>
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<tr>
<td>BLM</td>
<td>Bureau of Land Management</td>
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<tr>
<td>BOR</td>
<td>Bureau of Reclamation</td>
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<tr>
<td>BPA</td>
<td>Blanket Purchasing Agreements</td>
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<tr>
<td>C of S</td>
<td>Chief of Staff</td>
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<tr>
<td>CAA</td>
<td>Clean Air Act</td>
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<tr>
<td>CAN</td>
<td>Community Alert Network</td>
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<tr>
<td>CAO</td>
<td>Chief Administrative Office(r)</td>
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<tr>
<td>CAT</td>
<td>Crisis Action Team</td>
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<td>CAV</td>
<td>Community Assistance Visit</td>
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<tr>
<td>CCA</td>
<td>Comprehensive Cooperative Agreement</td>
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<td>CCP</td>
<td>Casualty Collection Points</td>
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<tr>
<td>CD</td>
<td>Civil Defense</td>
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<tr>
<td>CDBG</td>
<td>Community Development Block Grant</td>
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<tr>
<td>CDC</td>
<td>Centers for Disease Control, U.S. Public Health Service</td>
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<tr>
<td>CDL</td>
<td>Community Disaster Loan</td>
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<tr>
<td>CDRG</td>
<td>Catastrophic Disaster Response Group</td>
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<tr>
<td>CEM</td>
<td>Comprehensive Emergency Management</td>
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<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
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<tr>
<td>CEP</td>
<td>Comprehensive Emergency Planning</td>
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<tr>
<td>CEPPPO</td>
<td>Chemical Emergency Preparedness and Prevention Office</td>
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<tr>
<td>CERCLA</td>
<td>Comprehensive Environmental Response Compensation and Liability Act</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
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<tr>
<td>COE</td>
<td>Corps of Engineers (US Army)</td>
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<tr>
<td>COG</td>
<td>Continuity of Government</td>
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<tr>
<td>CPG</td>
<td>Civil Preparedness Guide</td>
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<tr>
<td>CPI</td>
<td>Consumer Price Index</td>
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<tr>
<td>CWA</td>
<td>Clean Water Act</td>
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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>DA</td>
<td>Damage Assessment</td>
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<tr>
<td>DAC</td>
<td>Disaster Application Center</td>
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<td>DAE</td>
<td>Disaster Assistance Employee</td>
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<td>DAP</td>
<td>Disaster Assistance Programs</td>
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<tr>
<td>DCS</td>
<td>Disaster Communications Service</td>
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<tr>
<td>DEM</td>
<td>Division of Emergency Management (Nevada)</td>
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<tr>
<td>DFCO</td>
<td>Deputy Federal Coordinating Officer</td>
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<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>DFO</td>
<td>Disaster Field Office</td>
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<td>DHA</td>
<td>Disaster Housing Assistance</td>
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<tr>
<td>DHHS</td>
<td>Department of Health and Human Services</td>
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<tr>
<td>DLS</td>
<td>Disaster Legal Services</td>
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<tr>
<td>DMIS</td>
<td>Disaster Management Information System</td>
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<tr>
<td>DOB</td>
<td>Duplication of Benefits</td>
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<tr>
<td>DOC</td>
<td>Department Operations Center</td>
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<tr>
<td>DOD</td>
<td>Department of Defense</td>
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<tr>
<td>DOE</td>
<td>Department of Energy</td>
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<tr>
<td>DOL</td>
<td>Department of Labor</td>
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<tr>
<td>DOT</td>
<td>Department of Transportation</td>
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<tr>
<td>DP</td>
<td>Disaster Preparedness</td>
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<tr>
<td>DPIG</td>
<td>Disaster Preparedness Improvement Grant</td>
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<tr>
<td>DRM</td>
<td>Disaster Recovery Manager</td>
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<tr>
<td>DRO</td>
<td>Disaster Recovery Operations</td>
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<tr>
<td>DSA</td>
<td>Disaster Support Area</td>
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<tr>
<td>DSA</td>
<td>Division of the State Architect (California)</td>
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<tr>
<td>DSR</td>
<td>Damage Survey Report</td>
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<tr>
<td>DUA</td>
<td>Disaster Unemployment Assistance</td>
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<tr>
<td>DWI</td>
<td>Disaster Welfare Inquiry</td>
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<tr>
<td>EAS</td>
<td>Emergency Alert System</td>
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<tr>
<td>EBS</td>
<td>Emergency Broadcast System</td>
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<tr>
<td>ED</td>
<td>United States Department of Education</td>
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<td>Definition</td>
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<td>GSA</td>
<td>General Services Administration</td>
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<tr>
<td>HAZ MIT</td>
<td>Hazard Mitigation (safety measures taken in advance to lessen future damage)</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>Hazardous Materials</td>
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<tr>
<td>HEW</td>
<td>U.S. Department of Health, Education and Welfare</td>
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<td>Acronym</td>
<td>Definition</td>
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<td>Joint Information System</td>
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<td>Multi-Agency Coordination System</td>
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<td>U.S. Army Military Affiliate Radio System</td>
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<td>Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974</td>
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<td>PSI</td>
<td>Pounds per Square Inch</td>
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<td>Radio Amateur Civil Emergency Services</td>
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<td>State Historic Preservation Officer</td>
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<td>SITREP</td>
<td>Situation Report</td>
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<td>Acronym</td>
<td>Definition</td>
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<td>SLPS</td>
<td>State and Local Programs and Support Directorate (FEMA)</td>
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<td>Subgrantee</td>
<td>An eligible applicant in Federally declared disasters</td>
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<td>Temporary Housing</td>
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<td>Toxic Substances Control Act</td>
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<td>United States Army Corps of Engineers</td>
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<td>United States Fire Administration</td>
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<td>Veterans Administration</td>
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<td>Very Small Aperture Terminal</td>
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<td>VOAD</td>
<td>Volunteer Organizations Active in Disaster</td>
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</table>
APPENDIX C

MUTUAL AID AGREEMENTS AND LEGAL DOCUMENTS

Note: Evergreen Valley College will participate whenever possible in formalized mutual aid agreements including Private Sector and Non Government Organizations which will be maintained in this appendix. "aaa"
APPENDIX D

RESPONSE ASSETS

Note: Evergreen Valley College will develop and maintain a master list of essential Response Assets and will work with the State College Emergency Management Coordinator in establishing the "Typing of key assets" to facilitate mutual aid support.\textsuperscript{bb}

\textsuperscript{bb} 10 NIMSCAST METRICS 6.1, 6.2 and 6.3
APPENDIX E

NIMSCAST LOCATIONS
INTRODUCTION

REQUIREMENTS
As per HSPD – 5 and the letter from Department of Homeland Security Director, Tom Ridge dated September 8, 2004, all jurisdictions applying for federal preparedness funds must comply with NIMS. Furthermore, the Governor’s Executive Order S-2-05 directs OES and the Office of Homeland Security to integrate NIMS and SEMS through the SEMS Advisory Board.

NIMCAST
DHS developed a *National Incident Management System Capability Assessment Support Tool (NIMCAST)* to assist jurisdictions in determining compliance with NIMS. *NIMCAST* is an Internet-based tool that was released on the Internet January 2005.

CURRENT EFFORT
What follows is a “Word” version of the original PDF NIMCAST document, with all the text of each question included verbatim. This version is provided for review and completion in order to ensure jurisdictions a more comprehensive assessment of their compliance with NIMS.

INSTRUCTIONS
Completion of NIMCAST requires answering each question “Yes” or “No” to the best of your ability. Each page has a separate question and some are compound questions that have additional questions within them. Below each question there is a space for identifying supporting documentation. Supporting documentation could consist of plans, procedures, codes, and regulations. Completing this is optional at this time. Following each question is a reference to the page and section of the original NIMS document that is available at, www.fema.gov/nims.

QUESTIONS
If you have any questions, or need assistance, please contact: Jerry Kopp in the OES Preparedness Branch at (916) 845-8769 or email him at: Gerald_Kopp@oes.ca.gov.

Respond to each statement with a Yes or No. All statements must be answered. Notes are optional.
COMMAND AND MANAGEMENT

II-A-1-a. Most Incidents Are Managed Locally

NIMS: The initial response to most domestic incidents is typically handled by local "911" dispatch centers, emergency responders within a single jurisdiction, and direct supporters of emergency responders. Most responses need go no further. In other instances, incidents that begin with a single response discipline within a single jurisdiction may rapidly expand to multidiscipline, multijurisdictional incidents requiring significant additional resources and operational support. Whether for incidents in which additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction, or for complex incidents with national-level implications (such as an emerging infectious disease or a bioterror attack), the ICS provides a flexible core mechanism for coordinated and collaborative incident management. When a single incident covers a large geographical area, multiple local ICS organizations may be required. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in this instance. [I-A-1-a (Page 7)]

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure effective cross-jurisdictional coordination between multiple local ICS organizations responding to an incident covering a large geographical area.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP - VOLUME THREE, FORWARD PAGE 2.
COMMAND AND MANAGEMENT

II-A-1-b. Field Command and Management Functions

NIMS: The NIMS requires that field command and management functions be performed in accordance with a standard set of ICS organizations, doctrine, and procedures. However, Incident Commanders generally retain the flexibility to modify procedures or organizational structure to align as necessary with the operating characteristics of their specific jurisdictions or to accomplish the mission in the context of a particular hazard scenario. [I-A-1-b (Page 8)]

The jurisdiction has implemented and institutionalized processes and/or plans to ensure:

- field command and management functions are performed in accordance with a standard set of ICS organizations, doctrine, and procedures.
- Incident Commanders have the authority and flexibility to modify procedures and organizational structure as necessary to align with the operating characteristics of their specific jurisdiction or to accomplish the mission in the context of a particular hazard scenario.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE - BASIC PLAN, CONCEPT OF OPERATIONS, PAGE 2
COMMAND AND MANAGEMENT

II-A-1-c. ICS Is Modular and Scalable

NIMS: ICS is designed to have the following operating characteristics; it should be:

- suitable for operations within a single jurisdiction or single agency, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement;
- applicable and acceptable to users throughout the country;
- readily adaptable to new technology;
- adaptable to any emergency or incident to which domestic incident management agencies would be expected to respond; and
- have a scalable organizational structure that is based on the size and complexity of the incident.

[I-A-1-c (Page 8)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its ICS is modular and scalable through the following operating characteristics:

- suitable for operations within a single jurisdiction or agency.
- suitable for operations within a single jurisdiction with multiagency involvement.
- suitable for operations within multiple jurisdictions with multiagency involvement.
- readily adaptable to new technology.
- adaptable to any emergency or incident to which domestic incident management agencies would be expected to respond.
- scalable in organizational structure based on the size and complexity of the incident.

YES        NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE – BASIC PLAN, PAGE 8
COMMAND AND MANAGEMENT

II-A-1-d. ICS Has Interactive Management Components

*NIMS: These set the stage for effective and efficient incident management and emergency response. [I-A-1-d (Page 8)]*

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its ICS has interactive management components.

YES    NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE – BASIC PLAN, PAGE 4
COMMAND AND MANAGEMENT

II-A-1-f. ICS Incorporates Measurable Objectives

NIMS: *Measurable objectives ensure fulfillment of incident management goals. Objective setting begins at the top and is communicated throughout the entire organization.*

[I.A-1-f (Page 9)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its:

- ICS incorporates measurable objectives to ensure fulfillment of incident management goals.
- Incident management objective-setting begins at the top and is communicated throughout the entire organization.

YES          NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER THREE - DOCUMENTATION, TAB 1 – EOC ACTION PLAN (2ND PAGE OBJECTIVES THAT ARE MEASURABLE)
COMMAND AND MANAGEMENT

II-A-1-g. Minimal Disruption

NIMS: The implementation of ICS should have the least possible disruption on existing systems and processes. This will facilitate its acceptance across a Nationwide user community and ensure continuity in the transition process from normal operations. [I-A-1-g (Page 9)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its ICS has the least possible disruption on existing systems and processes.

YES     NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE – BASIC PLAN, PAGE 14
COMMAND AND MANAGEMENT

II-A-1-h. Broad Applicability

NIMS: ICS should be user friendly and be applicable across a wide spectrum of emergency response and incident management disciplines. This will enable the communication, coordination, and integration critical to an effective and efficient NIMS. [I-A-1-h (Page 9)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its ICS is user-friendly and applicable across a wide spectrum of emergency response and incident management disciplines.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE – BASIC PLAN, PAGE 16
COMMAND AND MANAGEMENT


NIMS: ICS establishes common terminology that allows diverse incident management and support entities to work together across a wide variety of incident management functions and hazard scenarios. This common terminology covers the following:

- **Organizational Functions.** Major functions and functional units with domestic incident management responsibilities are named and defined. Terminology for the organizational elements involved is standard and consistent.
- **Resource Descriptions.** Major resources--including personnel, facilities, and major equipment and supply items--used to support incident management activities are given common names and are "typed" with respect to their capabilities, to help avoid confusion and to enhance interoperability. The process for accomplishing this task is specified in Chapter IV.
- **Incident Facilities.** Common terminology is used to designate the facilities in the vicinity of the incident area that will be used in the course of incident management activities.

[I-A-2-a (Page 9)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its ICS uses common terminology for

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE – BASIC PLAN, PAGE 15
COMMAND AND MANAGEMENT

II-A-2-b. Modular Organization

NIMS: The incident command organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. When needed, separate functional elements can be established, each of which may be further subdivided to enhance internal organizational management and external coordination. Responsibility for the establishment and expansion of the ICS modular organization ultimately rests with the Incident Commander (IC), who bases these on the requirements of the situation. As incident complexity increases, the organization expands from the top down as functional responsibilities are delegated. Concurrently with structural expansion, the number of management positions expands to adequately address the requirements of the incident. [I-A-2-b (Page 10)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its ICS:

- places responsibility for the establishment and expansion of the ICS modular organization on the IC.
- expands from the top down as incident complexity increases and functional responsibilities are delegated.
- expands the number of management positions concurrently with structural expansion to adequately address the requirements of the incident.

YES        NO

Identification of supporting documentation is optional

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE – BASIC PLAN, PAGE 11.
COMMAND AND MANAGEMENT II-A-2-c. Management by Objectives

NIMS: Management by objectives represents an approach that is communicated throughout the entire ICS organization. This approach includes the following:
• establishing overarching objectives; • developing and issuing assignments, plans, procedures, and protocols; • establishing specific, measurable objectives for various incident management functional activities, and directing efforts to attain them, in support of defined strategic objectives; and • documenting results to measure performance and facilitate corrective action. [I-A -2-c (Page 10)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its approach to management by objectives includes:

• establishing overarching objectives.
• developing and issuing assignments, plans, procedures, and protocols.
• establishing and directing efforts to attain specific, measurable objectives for various incident management functional activities in support of defined strategic objectives.
• documenting results to measure performance and facilitate corrective action.

YES NO

Identification of supporting documentation is optional.
II-A-2-d. Reliance on an Incident Action Plan

NIMS: Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities. [I-A-2-d (Page 10)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its ICS relies upon an IAP to provide a coherent means of communicating the overall incident objectives in the context of operational and support activities.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME ONE, CHAPTER THREE - DOCUMENTATION, TAB 1 – EOC ACTION PLAN (EOC Action Plan Overview)
COMMAND AND MANAGEMENT

II-A-2-e. Manageable Span of Control

NIMS: Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates. The type of incident, nature of the task, hazards and safety factors, and distances between personnel and resources all influence span-of-control considerations. [I-A-2-e (Page 10)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its ICS provides for a manageable span of control where supervisors are expected to manage a range of three to seven subordinates.

YES  NO

Identification of supporting documentation is optional.

COMMAND AND MANAGEMENT

II-A-2-f. Pre-designated Incident Locations and Facilities

NIMS: Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of purposes, such as decontamination, donated goods processing, mass care, and evacuation. The IC will direct the identification and location of facilities based on the requirements of the situation at hand. Typical predesignated facilities include incident command posts, bases, camps, staging areas, mass casualty triage areas, and others, as required. [I-A -2-f (Page 10)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its ICS designates the IC to direct the identification and location of facilities based on the requirements of the situation at hand.

YES

NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUMES ONE AND TWO, IMMEDIATE ACTION CHECKLISTS, EXHIBIT 6.
COMMAND AND MANAGEMENT

II-A-2-g. Comprehensive Resource Management

NIMS: *Maintaining an accurate and up-to-date picture of resource utilization is a critical component of domestic incident management. Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources, as appropriate. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.* [I-A-2-g (Page 11)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans for categorizing, ordering, dispatching, tracking, and recovering resources to maintain an accurate, up-to-date picture of resource use.

YES     NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO, EOC SECTION CHECKLISTS, LOGISTICS SECTION CHECKLISTS, PURCHASING SUPPLY UNIT LEADER PAGE 16.
COMMAND AND MANAGEMENT

II-A-2-h. Integrated Communications

NIMS: Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures. This integrated approach links the operational and support units of the various agencies involved and is necessary to maintain communications connectivity and discipline and enable common situational awareness and interaction. Preparedness planning must address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications. [I-A -2-h (Page 11)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure an integrated communications capability, which includes:

- the development and use of a common communications plan.
- the development and use of interoperable communications processes and architectures.

The jurisdiction's preparedness planning addresses equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO, EOC SECTION CHECKLISTS, LOGISTICS SECTION CHECKLISTS, COMMUNICATIONS UNIT LEADER PAGE 21.
COMMAND AND MANAGEMENT

II-A-2-i. Establishment and Transfer of Command

NIMS: The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations. [I-A -2-i (Page 11)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure:

- the command function is clearly established at the beginning of incident operations.
- the agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command.
- the process for transferring command includes a briefing that captures all essential information for continuing safe and effective operations.

YES    NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER THREE - DOCUMENTATION, TAB 1 – EOC ACTION PLAN (4TH Page, Operational Period Turnover brief and Transfer of Command)
COMMAND AND MANAGEMENT

II-A-2-k. Unified Command

NIMS: In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. [I-A -2-k (Page 11)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure in incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement:

- its Unified Command structure allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively.
- its Unified Command structure does not affect individual agency authority, responsibility, or accountability.

YES NO

Identification of supporting documentation is optional.

COMMAND AND MANAGEMENT

II-A-2-l. Accountability

NIMS: Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:

- **Check-In.** All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the IC.
- **Incident Action Plan.** Response operations must be directed and coordinated as outlined in the IAP.
- **Unity of Command.** Each individual involved in incident operations will be assigned to only one supervisor.
- **Span of Control.** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
- **Resource Tracking.** Supervisors must record and report resource status changes as they occur.

[I-A -2-l (Page 12)]

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The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure:

- all responders, regardless of agency affiliation, report in to receive an assignment in accordance with procedures established by the IC.
- response operations are directed and coordinated as outlined in the IAP.
- each individual involved in incident operations is assigned to only one supervisor.
- supervisors adequately supervise and control their subordinates.
- supervisors communicate with and manage all resources under their supervision.
- supervisors record and report resource status changes as they occur.

YES  NO

Identification of supporting documentation is optional.

COMMAND AND MANAGEMENT

II-A-2-m. Deployment

NIMS: Personnel and equipment should respond only when requested or when dispatched by an appropriate authority. [I-A 2-m (Page 12)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure personnel and equipment respond only when requested or dispatched by an appropriate authority.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE – BASIC PLAN, PAGE 15. (Included in the Accountability Paragraph)
COMMAND AND MANAGEMENT

II-A-2-n. Information and Intelligence Management

NIMS: *The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence.* [I-A -2-n (Page 12)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans for gathering, sharing, and managing incident-related information and intelligence.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTON CHECKLISTS, PLANNING SECTION OVERVIEW, PAGE 2 - OVERVIEW,
COMMAND AND MANAGEMENT

II-A-3-a. Command and General Staff Overview

NIMS: The ICS organization has five major functions. These are: command, operations, planning, logistics, and finance and administration (with a potential sixth functional area to cover the intelligence function. (1) Command. Command comprises the IC and Command Staff. Command Staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO), in addition to various others, as required and assigned by the IC. (2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the ICS including the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the IC.

[I-A-3-a (Page 12)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure its Command Staff and General Staff continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the IC.

YES    NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS MANAGEMENT, OPERATIONS, PLANNING, LOGISTICS, AND FINANCE SECTION OVERVIEWS.
COMMAND AND MANAGEMENT

II-A-3-b-1-a. Single Command IC

NIMS: Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the command function. (1) The Command Function. The command function may be conducted in two general ways: (a) Single Command IC. When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single IC should be designated with overall incident management responsibility by the appropriate jurisdictional authority. (In some cases in which incident management crosses jurisdictional and/or functional agency boundaries, a single IC may be designated if all parties agree to such an option.) Jurisdictions should consider predesignating ICs in their preparedness plans. The designated IC will develop the incident objectives on which subsequent incident action planning will be based. The IC will approve the Incident Action Plan (IAP) and all requests pertaining to the ordering and releasing of incident resources. [I-A-3-b-1-a (Page 13)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure:

- the Command Staff is responsible for the overall management of an incident.
- a single IC is designated for incidents that occur within a single jurisdiction with no functional agency overlap or when all parties to a cross-jurisdictional or multifunctional response agree to a single IC.
- has considered predesignating ICs in its preparedness plans.
- the IC develops incident objectives on which subsequent incident action planning will be based.
- the IC approves the IAP and all requests pertaining to the ordering and releasing of incident resources.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS COMMAND AND GENERAL STAFF OVERVIEW.
COMMAND AND MANAGEMENT

II-A-3-b-1-b. Unified Command

NIMS: UC is an important element in multijurisdictional or multiagency domestic incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team effort, UC overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework. All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support participate in the UC structure and contribute to the process of determining overall incident strategies; selecting objectives; ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives; ensuring the integration of tactical operations; and approving, committing, and making optimum use of all assigned resources. The exact composition of the UC structure will depend on the location(s) of the incident (i.e., which geographical administrative jurisdictions are involved) and the type of incident (i.e., which functional agencies of the involved jurisdiction(s) are required). In the case of some multijurisdictional incidents, the designation of a single IC may be considered to promote greater unity of effort and efficiency. [I-A-3-b-1-b (Page 14)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure all agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support participate in the UC structure.

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure it is prepared to participate in the Unified Command structure by contributing to the process of:

- determining overall incident strategies.
- selecting objectives.
- jointly planning tactical activities in accordance with approved incident objectives.
- integrating tactical operations.
- approving, committing, and making optimum use of all assigned resources.

YES    NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE - BASIC PLAN, UNIFIED COMMAND PAGE 13.
NIMS: Under UC, the IAP is developed by the Planning Section Chief and is approved by the UC. A single individual, the Operations Section Chief, directs the actual implementation of the IAP. The Operations Section Chief will normally come from the agency with the greatest jurisdictional involvement. UC participants will agree on the designation of the Operations Section Chief. [I-A-3-b-1-b-iii (Page 15)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure, when operating under a UC structure:

- the Planning Section Chief develops the IAP, which is approved by the UC.
- the Operations Section Chief directs the tactical implementation of the IAP.
- all participants agree on the designation of the Operations Section Chief.

YES       NO

Identification of supporting documentation is optional.

COMMAND AND MANAGEMENT II-A-3-b-1-b-iv. Command Practices

NIMS:  \textit{UC works best when the participating members of the UC collocate at the Incident Command Post and observe the following practices: select an Operations Section Chief for each operational period; keep each other informed of specific requirements; establish consolidated incident objectives, priorities, and strategies; coordinate to establish a single system for ordering resources; develop a consolidated IAP, written or oral, evaluated and updated at regular intervals; and establish procedures for joint decision making and documentation.} [I-A-3-b-1-b-iv (Page 15)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure participating members of the UC:

- collocate at the Incident Command Post.
- select an Operations Section Chief for each operational period.
- keep each other informed of specific requirements.
- develop a consolidated IAP, written or oral, that is evaluated and updated at regular intervals.
- establish procedures for joint decision making and documentation.

\begin{tabular}{ll}
YES & NO \\
\end{tabular}

Identification of supporting documentation is optional.

COMMAND AND MANAGEMENT

II-A-3-b-2. Command Staff Responsibilities

NIMS: In an Incident Command organization, the Command Staff consists of the Incident Command and various special Staff positions. The special Staff positions are specifically designated, report directly to the Incident Command, and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. Three special Staff positions are typically identified in ICS: Public Information Officer, Safety Officer, and Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific requirements established by the IC. [I-A-3-b-2 (Page 16)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure necessary special Staff positions (such as a Public Information Officer, Safety Officer, and Liaison Officer) are specifically designated, report directly to the Incident Command, and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS MANAGEMENT SECTION OVERVIEW. NOTE, FOR COLLEGE OPERATIONS THE EOC DIRECTOR FILLS THE POSITION OF SAFETY OFFICER.
COMMAND AND MANAGEMENT

II-A-3-b-2-a. Public Information Officer

NIMS: The PIO is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The PIO may also perform a key public information-monitoring role. Whether the command structure is single or unified, only one incident PIO should be designated. Assistants may be assigned from other agencies or departments involved. The IC must approve the release of all incident-related information. [I-A-3-b-2-a (Page 16)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure when a PIO is designated:

- the PIO develops accurate and complete information on the incident for both internal and external consumption.
- only one incident PIO is designated (even under Unified Command).
- the IC approves the release of all incident-related information.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, MANAGEMENT SECTION, PIO CHECKLIST PAGE 9.
COMMAND AND MANAGEMENT

II-A-3-b-2-b. Safety Officer

NIMS: The SO monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC or UC and supervisors at all levels of incident management. The SO is, in turn, responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations. In a UC structure, a single SO should be designated, in spite of the fact that multiple jurisdictions and/or functional agencies may be involved. Assistants may be required and may be assigned from other agencies or departments constituting the UC. The SO, Operations Section Chief, and Planning Section Chief must coordinate closely regarding operational safety and emergency responder health and safety issues. The SO must also ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental organizations. It is important to note that the agencies, organizations, or jurisdictions that contribute to joint safety management efforts do not lose their individual identities or responsibility for their own programs, policies, and personnel. Rather, each entity contributes to the overall effort to protect all responder personnel involved in incident operations. [I-A-3-b-2-b (Page 17)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure when a Safety Officer is designated:

- the SO monitors incident operations and advises the IC on all matters relating to operational safety.
- the SO is responsible to the IC for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, implementation of measures to promote emergency responder safety, and the general safety of incident operations.
  - the SO has emergency authority to stop and/or prevent unsafe acts during incident operations.
  - only one incident SO is designated (even under Unified Command).
  - the SO, Operations Section Chief, and Planning Section Chief coordinate closely regarding operational safety and emergency responder health and safety issues.
  - the SO coordinates safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental organizations.

Identification of supporting documentation is optional.

SAFETY OFFICERS WILL BE PRESENT AT FIELD LOCATIONS. DUE TO STAFF LIMITATIONS THE EOC DIRECTOR OVERSEES SAFETY OFFICER FUNCTIONS. VOLUME TWO EOC DIRECTOR PAGE 5.
COMMAND AND MANAGEMENT

II-A-3-b-2-c. Liaison Officer

NIMS: The LNO is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single or UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the LNO. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the LNO to facilitate coordination. [I-A-3-b-2-c (Page 17)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure when a Liaison Officer is designated:

- the LNO is the point of contact for representatives of other government agencies, nongovernmental organizations, and/or private entities, in either a single or UC structure.
- agency and organizational representatives have the authority to speak for their parent agencies on all matters, following appropriate consultations with their agency leadership.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, MANAGEMENT SECTION, LIAISON OFFICER CHECKLIST PAGE 17.
COMMAND AND MANAGEMENT

II-A-3-c-1-a. Operations Section Chief

NIMS: The Operations Section Chief is responsible to the IC or UC for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period, with other section chiefs and unit leaders establishing their own supporting objectives. The Operations Section Chief may have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multijurisdictional incidents. An Operations Section Chief should be designated for each operational period and should have direct involvement in the preparation of the IAP for the corresponding period of responsibility. [I-A-3-c-1-a (Page 19)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure the Operations Section Chief:

- is responsible to the IC or UC for the direct management of all incident-related operational activities.
- establishes tactical objectives for each operational period.
- is designated for each operational period.
- has direct involvement in the preparation of the IAP for their operational period of responsibility.

YES \hspace{1cm} NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, OPERATIONS SECTION, OPERATIONS CHIEF CHECKLIST PAGE 5.
COMMAND AND MANAGEMENT

II-A-3-c-1-b. Branches
NIMS:  
Branches may be used to serve several purposes, and may be functional or geographic in nature. In general, branches are established when the number of divisions or groups exceeds the recommended span of control of one supervisor to three to seven subordinates for the Operations Section Chief (a ratio of 1:5 is normally recommended, or 1:8 to 1:10 for many larger-scale law enforcement operations). [I-A-3-c-1-b (Page 19)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure branches are established when the number of divisions or groups exceeds the recommended span of control for the Operations Section Chief.

YES       NO

Identification of supporting documentation is optional.

LOCATION IN EOP  VOLUME TWO, CHAPTER TWO - EOC SECTION CHECKLISTS, OPERATIONS SECTION, BRANCHES, PAGE 2.
COMMAND AND MANAGEMENT

II-A-3-c-1-c. Divisions and Groups
NIMS: Divisions and Groups are established when the number of resources exceeds the manageable span of control of the IC and the Operations Section Chief. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the incident into functional areas of operation. For certain types of incidents, for example, the IC may assign intelligence-related activities to a functional group in the Operations Section. There also may be additional levels of supervision below the Division or Group level. [I-A-3-c-1-c (Page 19)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure:

- Divisions and Groups are established when the number of resources exceeds the manageable span of control of the IC and the Operations Section Chief.
- Divisions are established to divide an incident into physical or geographical areas of operation.
- Groups are established to divide the incident into functional areas of operation.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, OPERATIONS SECTION, DIVISIONS AND GROUPS, PAGE 2.
COMMAND AND MANAGEMENT

II-A-3-c-1-d. Resources

NIMS: Resources refer to the combination of personnel and equipment required to enable incident management operations. Resources may be organized and managed in three different ways, depending on the requirements of the incident: (i) Single Resources. These are individual personnel and equipment items and the operators associated with them. (ii) Task Forces. A Task Force is any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader. (iii) Strike Teams. Strike Teams are a set number of resources of the same kind and type that have an established minimum number of personnel. The use of Strike Teams and Task Forces is encouraged, wherever possible, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications. [I-A-3-c-1-d (Page 20)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure resources are organized and managed, depending on the requirements of the incident, as either single resources, Task Forces, or Strike Teams.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, OPERATIONS SECTION, RESOURCE MANAGEMENT PAGE 2.
The Planning Section collects, evaluates, and disseminates incident situation information and intelligence to the IC or UC and incident management personnel, prepares status reports, displays situation information, maintains status of resources assigned to the incident, and develops and documents the IAP based on guidance from the IC or UC. The Planning Section comprises four primary units, as well as a number of technical specialists to assist in evaluating the situation, developing planning options, and forecasting requirements for additional resources. The Planning Section is normally responsible for gathering and disseminating information and intelligence critical to the incident, unless the IC places this function elsewhere. The Planning Section is also responsible for developing and documenting the IAP. The IAP includes the overall incident objectives and strategies established by the IC or UC. In the case of UC, the IAP must adequately address the mission and policy needs of each jurisdictional agency, as well as interaction between jurisdictions, functional agencies, and private organizations. The IAP also addresses tactical objectives and support activities required for one operational period, generally 12 to 24 hours. The IAP also contains provisions for continuous incorporation of "lessons learned" as incident management activities progress. An IAP is especially important when (a) resources from multiple agencies and/or jurisdictions are involved; (b) multiple jurisdictions are involved; (c) the incident will effectively span several operational periods; (d) changes in shifts of personnel and/or equipment are required; or there is a need to document actions and/or decisions. [I-A-3-c-2 (Page 20)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure the Planning Section:

- collects, evaluates, and disseminates incident situation information and intelligence to the IC or UC and incident management personnel.
- prepares status reports, displays situation information, and maintains status of resources assigned to the incident.
- develops and documents the IAP based on guidance from the IC or UC.
- gathers and disseminates information and intelligence critical to the incident, unless the IC places this function elsewhere.

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure the IAP:

- includes the overall incident objectives and strategies established by the IC or UC.
- adequately addresses the mission and policy needs of each jurisdictional agency in the case of UC.
- adequately addresses the interaction between jurisdictions, functional agencies, and private organizations in the case of UC.
• addresses tactical objectives and support activities required for each operational period, generally 12 to 24 hours.
• contains provisions for continuous incorporation of "lessons learned" as incident management activities progress.
• is developed when resources or authorities from multiple agencies and/or jurisdictions are involved.
• is developed when the incident will effectively span several operational periods.
• is developed when changes in shifts of personnel and/or equipment are required.
• is developed when there is a need to document actions and/or decisions.

YES    NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKISTS, PLANNING SECTION, OVERVIEW, PAGE 1.
COMMAND AND MANAGEMENT

II-A-3-c-3. Logistics Section

NIMS: The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, including inoculations, as required. [I-A-3-c-3 (Page 22)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure the Logistics Section:

- is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations.
- provides facilities.
- provides transportation.
- provides supplies.
- provides equipment maintenance and fuel.
- provides food services.
- provides communications and information technology support.
- provides emergency responder medical services, including inoculations, as required.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, LOGISTICS SECTION, OVERVIEW, PAGE 1.
c-4. Finance/Administration Section

NIMS: 

A Finance/Administration Section is established when the agency(s) involved in incident management activities require(s) finance and other administrative support services. Not all incidents will require a separate Finance/Administration Section. In cases that require only one specific function (e.g., cost analysis), this service may be provided by a technical specialist in the Planning Section. [I-A-3-c-4 (Page 23)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure:

- a Finance/Administration Section is established when the agency(s) involved in incident management activities require(s) finance and other administrative support services.
- a technical specialist is assigned to the Planning Section when only one specific Finance/Administration function is required.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, FINANCE SECTION, OVERVIEW, PAGE 1.
COMMAND AND MANAGEMENT

II-A-3-c-5. Information and Intelligence Function

NIMS: The analysis and sharing of information and intelligence are important elements of ICS. In this context, intelligence includes not only national security or other types of classified information but also other operational information, such as risk assessments, medical intelligence (i.e., surveillance), weather information, geospatial data, structural designs, toxic contaminant levels, and utilities and public works data, that may come from a variety of different sources. Traditionally, information and intelligence functions are located in the Planning Section. However, in exceptional situations, the IC may need to assign the information and intelligence functions to other parts of the ICS organization. In any case, information and intelligence must be appropriately analyzed and shared with personnel, designated by the IC, who have proper clearance and a "need-to-know" to ensure that they support decision-making. [I-A-3-c-5 (Page 23)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure information and intelligence is appropriately analyzed and shared with personnel, designated by the IC, who have a proper clearance and a "need-to-know" to ensure that they support decision-making.

YES   NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, PLANNING SECTION, INFORMATION AND INTELLIGENCE FUNCTION, PAGE 2.
COMMAND AND MANAGEMENT

II-A-3-c-5-a. Information and Intelligence Function (organization)

NIMS: The intelligence and information function may be organized in one of the following ways: (a) Within the Command Staff. This option may be most appropriate in incidents with little need for tactical or classified intelligence and in which incident-related intelligence is provided by supporting Agency Representatives, through real-time, reach-back capabilities. (b) As a Unit Within the Planning Section. This option may be most appropriate in an incident with some need for tactical intelligence and when no law enforcement entity is a member of the UC. (c) As a Branch Within the Operations Section. This option may be most appropriate in incidents with a high need for tactical intelligence (particularly classified intelligence) and when law enforcement is a member of the UC. (d) As a Separate General Staff Section. This option may be most appropriate when an incident is heavily influenced by intelligence factors or when there is a need to manage and/or analyze a large volume of classified or highly sensitive intelligence or information. This option is particularly relevant to a terrorism incident, for which intelligence plays a crucial role throughout the incident life cycle. Regardless of how it is organized, the information and intelligence function is also responsible for developing, conducting, and managing information related security plans and operations as directed by the IC. These can include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, sensitive law enforcement information, proprietary and personal information, or export-controlled information) is handled in a way that not only safeguards the information but also ensures that it gets to those who need access to it so that they can effectively and safely conduct their missions. The information and intelligence function also has the responsibility for coordinating information and operational-security matters with public awareness activities that fall under the responsibility of the PIO, particularly where such public awareness activities may affect information or operations security. [II-A-3-c-5-a (Page 24)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to organize the intelligence and information function either within the Command Staff, as a unit within the Planning Section, as a branch within the Operations Section, or as a separate General Staff Section. The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure the information and intelligence function is responsible for:

• developing, conducting, and managing information-related security plans and operations as directed by the IC, including safeguarding sensitive information of all types.
• coordinating information and operational security matters with the public awareness activities of the PIO.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, PLANNING SECTION, OVERVIEW, PAGE 2-3.
COMMAND AND MANAGEMENT

II-A-4-a. Description

NIMS: An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations. An agency administrator or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific, geographically dispersed, or evolve over longer periods of time, (e.g., a bioterrorism event). In this sense, acts of biological, chemical, radiological, and/or nuclear terrorism represent particular challenges for the traditional ICS structure and will require extraordinary coordination between Federal, State, local, tribal, private-sector, and nongovernmental organizations. Area Command is also used when there are a number of incidents in the same area and of the same type, such as two or more hazardous material (HAZMAT) or oil spills, and fires. These represent incidents that may compete for the same resources. When incidents do not have similar resource demands, they are usually handled separately and are coordinated through an Emergency Operations Center (EOC). If the incidents under the authority of the Area Command are multijurisdictional, then a Unified Area Command should be established. This allows each jurisdiction to have representation in the command structure. Area Command should not be confused with the functions performed by an EOC. An Area Command oversees management of the incident(s), while an EOC coordinates support functions and provides resources support. [I-A-4-a (Page 25)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure an Area Command is established, when necessary, to:

- oversee the management of multiple incidents that are each being handled by a separate ICS organization.
- oversee the management of a very large incident that involves multiple ICS organizations.
- manage a number of incidents in the same area and of the same type.

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure if incidents under the authority of an Area Command are multijurisdictional, a Unified Area Command is established.

YES    NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE, AREA COMMAND PAGE 11
COMMAND AND MANAGEMENT

II-A-4-b. Responsibilities

NIMS: For incidents under its authority, an Area Command has the responsibility to set overall incident-related priorities; allocate critical resources according to priorities; ensure that incidents are properly managed; ensure that incident management objectives are met and do not conflict with each other or with agency policy; identify critical resource needs and report them to EOCs and/or multiagency coordination entities; and ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations. [I-A -4-b (Page 25)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure an Area Command has the responsibility to:

• set overall incident-related priorities.
• allocate critical resources according to priorities.
• ensure incidents are properly managed.
• ensure incident management objectives are met and do not conflict with each other or with agency policy.
• identify critical resource needs and report them to EOCs and/or multiagency coordination entities.
• ensure short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE – BASIC PLAN, AREA COMMAND, PAGE 12.
COMMAND AND MANAGEMENT

II-B-2-a. Emergency Operations Center (see paragraph 3)

NIMS:  EOCs may be permanent organizations and facilities or may be established to meet temporary, short-term needs. The physical size, Staffing, and equipping of an EOC will depend on the size of the jurisdiction, resources available, and anticipated incident management workload. EOCs may be organized and Staffed in a variety of ways. Regardless of the specific organizational structure used, EOCs should include the following core functions: coordination; communications; resource dispatch and tracking; and information collection, analysis, and dissemination. [I-B-2-a (Page 27)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans for its EOC to include the following core functions:

- coordination.
- communications.
- resource dispatch and tracking.
- information collection, analysis, and dissemination.

YES    NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER ONE – EOC ACTIVATION, EMERGENCY OPERATIONS CENTER (EOC), PAGE 3.
COMMAND AND MANAGEMENT II-B-2-b

Multiagency Coordination Entities

NIMS: . Regardless of form or structure, the principal functions and responsibilities of multiagency coordination entities typically include the following: ensuring that each agency involved in incident management activities is providing appropriate situational awareness and resource status information; establishing priorities between incidents and/or Area Commands in concert with the IC or UC(s) involved; acquiring and allocating resources required by incident management personnel in concert with the priorities established by the IC or UC; anticipating and identifying future resource requirements; coordinating and resolving policy issues arising from the incident(s); and providing strategic coordination as required. Following incidents, multiagency coordination entities are also typically responsible for ensuring that improvements in plans, procedures, communications, Staffing, and other capabilities necessary for improved incident management are acted on. These improvements should also be coordinated with appropriate preparedness organizations, if these organizations are constituted separately. [I-B-2-b (Page 28)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans for multiagency coordination entities, when established, to be responsible for the following functions:

- ensure each agency involved in incident management activities is providing appropriate situational awareness and resource status information.
- establish priorities between incidents and/or Area Commands in concert with the IC or UC(s) involved.
- acquire and allocate resources required by incident management personnel in concert with the priorities established by the IC or UC.
- anticipate and identify future resource requirements.
- coordinate and resolve policy issues arising from the incident(s).
- provide strategic coordination as required.
- ensure improvements in plans, procedures, communications, Staffing, and other capabilities are acted on, following the incident(s).
- ensure necessary improvements are coordinated with appropriate preparedness organizations following the incident(s).

YES NO

Identification of supporting documentation is optional.

COMMAND AND MANAGEMENT

II-C-1-a. The PIO Supports the Incident Command

NIMS: Under the ICS, the Public Information Officer (PIO) is a key Staff member supporting the Incident Command structure. The PIO represents and advises the Incident Command on all public information matters relating to the management of the incident. The PIO handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring, and other functions required to coordinate, clear with appropriate authorities, and disseminate accurate and timely information related to the incident, particularly regarding information on public health and safety and protection. The PIO is also responsible for coordinating public information at or near the incident site and serving as the on-scene link to the Joint Information System (JIS). In a large-scale operation, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC), which is typically collocated with the Federal, regional, State, local, or tribal EOC tasked with primary incident coordination responsibilities. The JIS provides the mechanism for integrating public information activities among JICs, across jurisdictions, and with private-sector and nongovernmental organizations. [I-C-1-a (Page 28)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans for the PIO to:

• represent and advise the Incident Command on all public information matters relating to the management of the incident.
• handle functions required to coordinate, clear with appropriate authorities, and disseminate accurate and timely information related to the incident, including handling media and public inquiries, emergency public information and warnings, rumor monitoring and response, and media monitoring.
• coordinate public information at or near the incident site.
• serve as the on-scene link to the Joint Information System (JIS).
• serve as a field PIO with links to the Joint Information Center (JIC) during a large-scale operation.

YES NO

Identification of supporting documentation is optional.

COMMAND AND MANAGEMENT II-C-1-b. Coordination and Integration

NIMS: Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among Federal, State, local, and tribal partners; and with private sector and nongovernmental organizations. [I-C-1-b (Page 29)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to coordinate and integrate public information functions:

- across jurisdictions and across functional agencies.
- among Federal, State, local, and tribal partners.
- with private sector and nongovernmental organizations.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER THREE – DOCUMENTATION, TAB 9 (2nd page, Coordination and Integration).
COMMAND AND MANAGEMENT

II-C-2-a. Joint Information System

NIMS: The JIS provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis. It includes the plans, protocols, and structures used to provide information to the public during incident operations, and encompasses all public information operations related to an incident, including all Federal, State, local, tribal and private organization PIOs, Staff, and JICs established to support an incident. Key elements include the following: interagency coordination and integration; developing and delivering coordinated messages; support for decision-makers; and flexibility, modularity, and adaptability. [I-C-2-a (Page 30)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans for its Joint Information System to:

- provide an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis.
- include plans, protocols, and structures used to provide information to the public during incident operations.
- encompass all public information operations related to an incident, including all Federal, State, local, tribal, and private organization PIOs, Staff, and JICs established to support an incident.
- perform interagency coordination and integration.
- develop and deliver coordinated messages.
- provide support for decisionmakers.
- be flexible, modular, and adaptable.

YES NO

Identification of supporting documentation is optional.

COMMAND AND MANAGEMENT

II-C-2-b. Joint Information Center

NIMS: A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. It is important for the JIC to have the most current and accurate information regarding incident management activities at all times. The JIC provides the organizational structure for coordinating and disseminating official information. JICs may be established at each level of incident management, as required. Note the following:

• The JIC must include representatives of each jurisdiction, agency, private sector, and nongovernmental organization involved in incident management activities.
• A single JIC location is preferable, but the system should be flexible and adaptable enough to accommodate multiple JIC locations when the circumstances of an incident require. Multiple JICs may be needed for a complex incident spanning a wide geographic area or multiple jurisdictions.
• Each JIC must have procedures and protocols to communicate and coordinate effectively with other JICs, as well as with other appropriate components of the ICS organization. [I-C-2-b (Page 30)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans for:

• the JIC to include representatives of each jurisdiction, agency, private sector organization, and nongovernmental organization involved in incident management activities.
• multiple JIC locations when required by the circumstances of an incident.
• each JIC to communicate and coordinate with other JICs and other appropriate components of the ICS organization.

YES ☐ NO ☐

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER THREE – DOCUMENTATION, TAB 9 (3rd page, The PIO Joint Information Center).
PREPAREDNESS


NIMS:  
Preparedness requires a unified approach. A major objective of preparedness efforts is to ensure mission integration and interoperability in response to emergent crises across functional and jurisdictional lines, as well as between public and private organizations. [I-A-2 (Page 33)]

The jurisdiction uses a unified approach to preparedness, ensuring mission integration and interoperability across functional and jurisdictional lines, as well as between public and private organizations.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP  VOLUME THREE, CHAPTER ONE – BASIC PLAN, FORWARD PREPAREDNESS PROGRAMS AND UNIFIED APPROACH, PAGE 4.
PREPAREDNESS

III-B. Achieving Preparedness

NIMS: Individual Federal, State, local, and tribal jurisdictions are responsible for implementing the preparedness cycle in advance of an incident and appropriately including private sector and nongovernmental organizations in such implementation. [I-B (Page 34)]

The jurisdiction has implemented the preparedness cycle in advance of an incident and appropriately included the private sector and nongovernmental organizations.

YES NO

Identification of supporting documentation is optional.

PREPAREDNESS

III-B-1. Preparedness Organizations

NIMS: Preparedness is the responsibility of individual jurisdictions; this responsibility includes coordinating various preparedness activities among all appropriate agencies within a jurisdiction, as well as across jurisdictions and with private organizations. This coordination is affected by mechanisms that range from individuals to small committees to large standing organizations. These mechanisms are referred to in this document as "preparedness organizations," in that they serve as ongoing forums for coordinating preparedness activities in advance of an incident. Preparedness organizations represent a wide variety of committees, planning groups, and other organizations that meet regularly and coordinate with one another to ensure an appropriate focus on planning, training, equipping, and other preparedness requirements within a jurisdiction and/or across jurisdictions. The needs of the jurisdictions involved will dictate how frequently such organizations must conduct their business, as well as how they are structured. When preparedness activities routinely need to be accomplished across jurisdictions, preparedness organizations should be multijurisdictional. Preparedness organization at all jurisdictional levels should establish and coordinate emergency plans and protocols including public communications and awareness; integrate and coordinate the activities of the jurisdictions and functions within their purview; establish the standards, guidelines, and protocols necessary to promote interoperability among member jurisdictions and agencies; adopt standards, guidelines, and protocols for providing resources to requesting organizations, including protocols for incident support organizations; set priorities for resources and other requirements; and ensure the establishment and maintenance of multiagency coordination mechanisms, including EOCs, mutual-aid agreements, incident information systems, nongovernmental organization and private-sector outreach, public awareness and information systems, and mechanisms to deal with information and operations security. [I-B-1 (Page 34)]

The jurisdiction has defined and institutionalized one or more preparedness organizations responsible for the jurisdictional and interjurisdictional coordination of NIMS preparedness requirements.

The jurisdiction's preparedness organization(s):

- have implemented and institutionalized processes, systems, procedures, and/or plans that ensure preparedness activities are coordinated among all appropriate agencies within a jurisdiction, across jurisdictions, and with private organizations.
- meet regularly.
- is/are multijurisdictional when regular cross-jurisdiction coordination is necessary.

(con’t)
The jurisdiction's preparedness organization(s) conduct the following preparedness activities:

- establish and coordinate emergency plans and protocols, including public communications and awareness.
- integrate and coordinate activities of the jurisdictions and functions within their purview.
- establish the standards, guidelines, and protocols necessary to promote interoperability among member jurisdictions and agencies.
- adopt standards, guidelines, and protocols for providing resources to requesting organizations, including protocols for incident support organizations.
- set priorities for resources and other requirements.

The jurisdiction's preparedness organization(s) have ensured the establishment and maintenance of the following multiagency coordination mechanisms:

- Emergency Operations Centers (EOCs).
- mutual-aid agreements.
- incident information systems.
- nongovernmental organization and private-sector outreach.
- public awareness and information systems.
- mechanisms to deal with information and operations security.

YES       NO

Identification of supporting documentation is optional.

PREPAREDNESS

III-B-2. Preparedness Programs

NIMS: Individual jurisdictions establish programs that address the requirements for each step of the preparedness cycle (planning, training, equipping, exercising, evaluating, and taking action to correct and mitigate). These programs should adopt relevant NIMS standards, guidelines, processes, and protocols. [I-B-2 (Page 35)]

The jurisdiction has established preparedness programs that specifically address the requirements for each of the following preparedness cycle steps:

- planning.
- training.
- equipping.
- exercising.
- evaluating.
- corrective actions.
- mitigation actions.

The jurisdiction's preparedness programs have adopted relevant NIMS standards, guidelines, processes, and protocols.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE – BASIC PLAN, PREPAREDNESS PROGRAMS, PAGE 4
PREPAREDNESS

III-B-2-a. Preparedness Planning

NIMS: Plans describe how personnel, equipment, and other governmental and nongovernmental resources will be used to support incident management requirements. Plans represent the operational core of preparedness and provide mechanisms for setting priorities, integrating multiple entities and functions, establishing collaborative relationships, and ensuring that communications and other systems effectively support the complete spectrum of incident management activities. The following are the principal types of plans: [I-B-2-a (Page 35)]

The jurisdiction's preparedness planning program has implemented and institutionalized plans that:

• describe how governmental and nongovernmental resources will be used to support incident management requirements.
• provide mechanisms for setting priorities.
• provide mechanisms for integrating multiple entities and functions.
• provide mechanisms for establishing collaborative relationships.
• provide mechanisms for ensuring that communications and other systems effectively support the complete spectrum of incident management activities.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE – BASIC PLAN, PREPAREDNESS PLANNING, PAGE 5
PREPAREDNESS

III-B-2-a-1. Emergency Operations Plan (EOP)
NIMS: Each jurisdiction develops an EOP that defines the scope of preparedness and incident management activities necessary for that jurisdiction. The EOP should also describe 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 should drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. An EOP should be flexible enough for use in all emergencies. A complete EOP should describe 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. It should also contain functional annexes, hazard-specific appendices, and a glossary. EOPs should predesignate jurisdictional and/or functional area representatives to the IC or UC whenever possible to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, EOPs should also include pre-incident and post-incident public awareness, education, and communications plans and protocols.

[I-B-2-a-1 (Page 35)]

The jurisdiction has implemented and institutionalized an Emergency Operations Plan (EOP) that:

- defines the scope of preparedness and incident management activities necessary for the jurisdiction.
- describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.
- facilitates response and short-term recovery activities.
- is flexible enough to use in all emergencies.
- describes the EOP purpose.
- describes the EOP situation and assumptions.
- describes the EOP concept of operations.
- describes the EOP organization and assignment of responsibilities.
- describes the administration and logistics of the EOP.
- describes EOP development and maintenance.
- describes the EOP authorities and references.
- contains functional annexes.
- contains hazard-specific appendices.
- contains a glossary.
- predesignates jurisdictional and/or functional area representatives to the IC or UC whenever possible.
- includes pre-incident and post-incident public awareness, education, and communications plans and protocols.

LOCATION IN EOP – VOLUME THREE, FORWARD, PAGE 1.
III-B-2-a-2. Procedures

NIMS: Each organization covered by the EOP should develop procedures that translate the tasking to that organization into specific action-oriented checklists for use during incident management operations, including how the organization will accomplish its assigned tasks. Procedures are documented and implemented with checklists; resource listings; maps, charts, and other pertinent data; mechanisms for notifying Staff; processes for obtaining and using equipment, supplies, and vehicles; methods of obtaining mutual aid; mechanisms for reporting information to organizational work centers and EOCs; and communications operating instructions, including connectivity with private-sector and nongovernmental organizations. The development of procedures is required in accordance with the law for certain risk-based, hazard-specific programs. There are four standard levels of procedural documents:

- **Overview**—a brief concept summary of an incident-related function, team, or capability.
- **Standard Operating Procedure (SOP) or Operations Manual**—a complete reference document that details the procedures for performing a single function or a number of interdependent functions.
- **Field Operations Guide (FOG) or Handbook**—a durable pocket or desk guide that contains essential information required to perform specific assignments or functions.
- **Job Aid**—a checklist or other aid that is useful in performing or training for a job.

[1-B-2-a-2 (Page 36)]

Each organization with responsibilities under the EOP has developed procedures that are documented and implemented through:

- checklists.
- resource listings.
- maps, charts, and other pertinent data.
- mechanisms for notifying Staff.
- processes for obtaining and using equipment, supplies, and vehicles.
- methods of obtaining mutual aid.
- mechanisms for reporting information to organizational work centers and EOCs.
- communications operating instructions (that include connectivity with private-sector and nongovernmental organizations). Procedures for risk-based, hazard-specific programs were developed in accordance with all applicable legal requirements.

LOCATION IN EOP – VOLUME THREE, FOREWARD, PAGE 1.
PREPAREDNESS

III-B-2-a-3. Preparedness Plans

NIMS:  
Preparedness plans describe the process and schedule for identifying and meeting training needs (based on expectations the EOP has outlined); the process and schedule for developing, conducting, and evaluating exercises and correcting identified deficiencies; arrangements for procuring or obtaining required incident management resources through mutual-aid mechanisms; and plans for facilities and equipment that can withstand the effects of hazards that the jurisdiction is more likely to face.

[1-B-2-a-3 (Page 36)]

The jurisdiction has implemented and institutionalized preparedness plans that describe:

- the process and schedule for identifying and meeting training needs.
- the process and schedule for developing, conducting, and evaluating exercises and correcting identified deficiencies.
- arrangements for procuring or obtaining required incident management resources through mutual-aid mechanisms.
- plans for facilities and equipment that can withstand the effects of hazards that the jurisdiction is more likely to face.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, FOREWARD PAGE 5
III-B-2-a-4. Corrective Action and Mitigation Plans

NIMS: Corrective action plans are designed to implement procedures that are based on lessons learned from actual incidents or from training and exercises. Mitigation plans describe activities that can be taken prior to, during, or after an incident to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. [I-B-2-a-4 (Page 37)]

The jurisdiction has designed corrective action plans to implement procedures based on lessons learned from actual incidents or from training and exercises.

The jurisdiction has designed mitigation plans that describe activities that can be taken before, during, or after an incident to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER THREE – DOCUMENTATION, TAB 2 AFTER ACTION REPORT (1st page, Corrective Action and Mitigation Plans).
III-B-2-a-5. Recovery Plans

NIMS: Recovery plans describe actions beyond rapid damage assessment and those necessary to provide immediate life support for victims. Long-term recovery planning involves identifying strategic priorities for restoration, improvement, and growth.
[I-B-2-a-5 (Page 37)]

The jurisdiction has engaged in long-term recovery planning to identify strategic priorities for restoration, improvement, and growth.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – SECTION CHECKLISTS, PLANNING SECTION, PAGE 3.
III-B-2-b. Training and Exercises

NIMS: Incident management organizations and personnel at all levels of government, and within the private-sector and nongovernmental organizations, must be appropriately trained to improve all-hazards incident management capability nationwide. Incident management organizations and personnel must also participate in realistic exercises—including multidisciplinary and multijurisdictional events and private-sector and nongovernmental organization interaction—to improve integration and interoperability. Training involving standard courses on incident command and management, incident management structure, operational coordination processes and systems—together with courses focused on discipline-specific and agency-specific subject-matter expertise—helps ensure that personnel at all jurisdictional levels and across disciplines can function effectively together during an incident. [I-B-2-b (Page 37)]

The jurisdiction has implemented a training and exercise program that involves:

- incident management organizations and personnel participating in realistic exercises, including multidisciplinary and multijurisdictional events and private-sector and nongovernmental organization interaction.
- standard courses on Incident Command and management and incident management structure.
- standard courses on operational coordination processes and systems.
- courses focused on discipline-specific subject matter expertise.
- courses focused on agency-specific subject matter expertise.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, FOREWARD, TRAINING AND EXERCISES, PAGE 6
PREPAREDNESS

PREPAREDNESS

III-B-2-c. Personnel Qualification and Certification

NIMS: Under the NIMS, preparedness is based on national standards for the qualification and certification of emergency response personnel. Standards will help ensure that participating agencies and organizations field personnel who possess the minimum knowledge, skills, and experience necessary to execute incident management and emergency response activities safely and effectively. Standards typically include training, experience, credentialing, currency, and physical and medical fitness. Personnel that are certified for employment in support of an incident that transcends interstate jurisdictions through the Emergency Management Assistance Compacts System will be required to meet national qualification and certification standards. Federal, State, local, and tribal certifying agencies; professional organizations; and private organizations should credential personnel for their respective jurisdictions. [I-B-2-c (Page 38)]

The jurisdiction has credentialed its emergency response personnel in accordance with a standard measure of qualification and certification.

YES   NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, FOREWARD, PAGE 7
II-B-2-d. Equipment Certification

NIMS: Incident management and emergency responder organizations at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with equipment used by other jurisdictions. To enable national-level equipment certification, the NIMS Integration Center, as defined in Chapter VI, in coordination with appropriate Federal agencies, standards-making, certifying, and accrediting organizations and with appropriate State, local, tribal, private-sector, and nongovernmental organizations, facilitate the development and/or publication of national standards, guidelines, and protocols for equipment certification. This effort includes the incorporation of standards and certification programs already in use by incident management and emergency response organizations nationwide. Review and approve (with the assistance of national professional organizations and with input from Federal, State, local, tribal, and private sector and nongovernmental entities) lists of emergency responder equipment that meet national certification requirements. [I-B-2-d (Page 39)]

The jurisdiction has implemented an equipment acquisition program that ensures the required equipment will comply with the relevant performance and interoperability standards.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, FOREWARD, PAGE 8
PREPAREDNESS

III-B-2-e. Mutual-Aid Agreements

NIMS: Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement (such as the Emergency Management Assistance Compact) with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident. This would normally include all neighboring or nearby jurisdictions, as well as relevant private-sector and nongovernmental organizations. States should participate in interstate compacts and look to establish intrastate agreements that encompass all local jurisdictions. Mutual-aid agreements are also needed with private organizations, such as the American Red Cross, to facilitate the timely delivery of private assistance at the appropriate jurisdictional level during incidents. At a minimum, mutual-aid agreements should include the following elements or provisions:

- definitions of key terms used in the agreement;
- roles and responsibilities of individual parties;
- procedures for requesting and providing assistance;
- procedures, authorities, and rules for payment, reimbursement, and allocation of costs;
- notification procedures;
- protocols for interoperable communications;
- relationships with other agreements among jurisdictions;
- workers compensation;
- treatment of liability and immunity;
- recognition of qualifications and certifications; and
- sharing agreements, as required.

Authorized officials from each of the participating jurisdictions will collectively approve all mutual-aid agreements. [I-B-2-e (Page 39)]

The jurisdiction has implemented mutual-aid agreements, including interstate compacts and intrastate agreements where applicable, with all jurisdictions and organizations they expect to support or from which they expect support.

The jurisdiction has implemented and institutionalized mutual-aid agreements, each of which includes the following elements:

- definitions of key terms used in the agreement.
- roles and responsibilities of individual parties.
- procedures for requesting and providing assistance.
- procedures, authorities, and rules for payment, reimbursement, and allocation of costs.
- notification procedures.
- protocols for interoperable communications.
• relationships with other interjurisdictional agreements.
• workers compensation.
• treatment of liability and immunity.
• recognition of qualifications and certifications.
• sharing agreements (as required).

YES    NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME THREE, CHAPTER ONE – BASIC PLAN, PAGE 16
PREPAREDNESS

IV-A-1. Concepts

NIMS: The underlying concepts of resource management in this context are that:

• It provides a uniform method of identifying, acquiring, allocating, and tracking resources.
• It uses effective mutual-aid and donor assistance and is enabled by the standardized classification of kinds and types of resources required to support the incident management organization.
• It uses a credentialing system tied to uniform training and certification standards to ensure that requested personnel resources are successfully integrated into ongoing incident operations.
• Its coordination is the responsibility of EOCs and/or multiagency coordination entities, as well as specific elements of the ICS structure.
• It should encompass resources contributed by private sector and nongovernmental organizations.

[IV-A-1 (Page 43)]

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to address the underlying concepts of resource management, including:

• a uniform method of identifying, acquiring, allocating, and tracking resources.
• effective mutual-aid and donor assistance.
• standardized classification of kinds and types of resources required to support the incident management organization.
• a credentialing system tied to uniform training and certification standards.
• coordination that is the responsibility of EOCs and/or multiagency coordination entities, as well as specific elements of the ICS structure.
• encompassing resources contributed by private sector and nongovernmental organizations.

YES NO

Identification of supporting documentation is optional.

COLLEGE EOC ORGANIZATION DOES NOT HAVE A RESOURCE UNIT LEADER, TASKS GIVEN LAW ENFORCEMENT AND SUPPLY UNIT LEADERS.
PREPAREDNESS

IV-A-2-c. Categorizing Resources

NIMS:  

Resources are categorized by size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within jurisdictions, across jurisdictions, and between governmental and nongovernmental entities more efficient and ensures that ICs receive resources appropriate to their needs. [IV-A-2-c (Page 44)]

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure its resources are categorized by:

- size.
- capacity.
- capability.
- skill.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, LOGISTICS SECTION, PURCHASING SUPPLY UNIT LEADER, CATEGORIZING RESOURCES, PAGE 16
PREPAREDNESS

IV-A-2-e. Effective Management of Resources

NIMS: Resource managers use validated practices to perform key resource management tasks systematically and efficiently. Examples include the following: (1) Acquisition Procedures. Used to obtain resources to support operational requirements. Preparedness organizations develop tools and related standardized processes to support acquisition activities. Examples include mission tasking, contracting, drawing from existing stocks, and making small purchases. (2) Management Information Systems. Used to collect, update, and process data; track resources; and display their readiness status. These tools enhance information flow and provide real-time data in a fast-paced environment where different jurisdictions and functional agencies managing different aspects of the incident life cycle must coordinate their efforts. Examples include geographical information systems (GISs), resource tracking systems, transportation tracking systems, inventory management systems, and reporting systems. (3) Ordering, Mobilization, Dispatching, and Demobilization Protocols. Used to request resources, prioritize requests, activate and dispatch resources to incidents, and return resources to normal status. Preparedness organizations develop standard protocols for use within their jurisdictions. Examples include tracking systems that identify the location and status of mobilized or dispatched resources and procedures to "demobilize" resources and return them to their original locations and status. [IV-A-2-e (Page 44)]

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure resource managers use validated practices to perform key resource management tasks systematically and efficiently, including acquisition procedures; management information systems; and ordering, mobilization, dispatching, and demobilization protocols.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, LOGISTICS SECTION, PURCHASING SUPPLY UNIT LEADER, CATEGORIZING RESOURCES, PAGE 16
PREPAREDNESS

IV-B-3. Inventorying Resources

NIMS: A key aspect of the inventorying process is determining whether or not the primary-use organization needs to warehouse items prior to an incident. Resource managers make this decision by considering the urgency of the need, whether there are sufficient quantities of required items on hand, and/or whether they can be produced quickly enough to meet demand. Another important part of the process is managing inventories with shelf life or special maintenance considerations. Resource managers must build sufficient funding into their budgets for periodic replenishments, preventive maintenance, and capital improvements. [IV-B-3 (Page 46)]

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure the resource inventory process includes a determination of whether or not the primary-use organization will warehouse items prior to an incident.

The jurisdiction's resource managers build sufficient funding into their budgets for periodic replenishments, preventive maintenance, and capital improvements.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, LOGISTICS SECTION, PURCHASING SUPPLY UNIT LEADER, CATEGORIZING RESOURCES, PAGE 16.
PREPAREDNESS

IV-B-4. Identifying Resource Requirements

NIMS: Resource managers identify, refine, and validate resource requirements throughout the incident life cycle. This process involves accurately identifying (1) what and how much is needed, (2) where and when it is needed, and (3) who will be receiving or using it. Resources to be identified in this way include supplies, equipment, facilities, and incident management personnel and/or emergency response teams. If a requestor is unable to describe an item by resource type or classification system, resource managers provide technical advice to enable the requirements to be defined and translated into a specification. Because resource availability and requirements will constantly change as the incident evolves, all entities participating in an operation must coordinate closely in this process. Coordination begins at the earliest possible point in the incident life cycle. [IV-B-4 (Page 46)]

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure resource managers:

- identify, refine, and validate resource requirements throughout the incident life cycle by accurately identifying what and how much is needed, where and when it is needed, and who will be receiving or using the resource.
- are able to provide technical assistance to define and translate requirements into a specification when a requestor is unable to describe an item by resource type or classification system.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, LOGISTICS SECTION, EQUIPMENT & SUPPLY UNIT LEADER, CATEGORIZING RESOURCES, PAGE 17.
PREPAREDNESS

IV-B-5. Ordering and Acquiring Resources

NIMS: Requests for items that the IC cannot obtain locally are submitted through the local EOC or multiagency coordinating entity using standardized resource-ordering procedures. If the servicing EOC is unable to fill the order locally, the order is forwarded to the next level—generally an adjacent local, State, regional EOC, or multiagency coordination entity. [IV-B-5 (Page 46)]

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure:

- requests for items that the IC cannot obtain locally are submitted through the local EOC or multiagency coordination entity using standardized resource ordering procedures.
- that if a resource order cannot be filled by the local EOC or multiagency coordination entity, the order is forwarded to the next level (generally an adjacent State, regional, and local EOC, or multiagency coordination entity).

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, LOGISTICS SECTION, EQUIPMENT & SUPPLY UNIT LEADER, CATEGORIZING RESOURCES, PAGE 17.
PREPAREDNESS

IV-B-6. Mobilizing Resources

NIMS: Incident personnel begin mobilizing when notified through established channels. At the time of notification, they are given the date, time, and place of departure; mode of transportation to the incident; estimated date and time of arrival; reporting location (address, contact name, and phone number); anticipated incident assignment; anticipated duration of deployment; resource order number; incident number; and applicable cost and funding codes. The resource tracking and mobilization processes are directly linked. When resources arrive on scene, they must formally check in. This starts the on-scene, in-processing and validates the order requirements. Notification that the resource has arrived is sent back through the system. For resource managers, the mobilization process may include equipping, training, and/or inoculating personnel; designating assembly points that have facilities suitable for logistical support; and obtaining transportation to deliver resources to the incident most quickly, in line with priorities and budgets. EOCs and Incident Management Teams (IMTs) take direction from standard interagency mobilization guidelines at the national, regional, State, local, and tribal levels. Managers should plan and prepare for the demobilization process well in advance; often at the same time they begin the resource mobilization process. Early planning for demobilization facilitates accountability and makes transportation of resources as efficient, costs as low, and delivery as fast as possible. [IV-B-6 (Page 47)]

The jurisdiction has implemented and institutionalized established notification channels for mobilizing incident response personnel.

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure initial mobilization notifications include:

• date, time, and place of departure.
• mode of transportation to the incident.
• estimated date and time of arrival.
• reporting location (address, contact name, and phone number).
• anticipated incident assignment.
• resource order number.
• incident number.
• applicable cost and funding codes.

(cont’d)
The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure that:

- source organizations are promptly notified when their deploying personnel formally check in on scene.
- emergency operations centers and incident management teams comply with standard interagency mobilization guidelines.
- demobilization planning begins as soon as possible.

YES    NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, LOGISTICS SECTION, PERSONNEL UNIT LEADER, MOBILIZING PERSONNEL RESOURCES, PAGE 10.
PREPAREDNESS

IV-B-8-a. Nonexpendable Resources

NIMS: These are fully accounted for at the incident site and again when they are returned to the unit that issued them. The issuing unit then restores the resources to fully functional capability and readies them for the next mobilization. Broken and/or lost items should be replaced through the Supply Unit, by the organization with invoicing responsibility for the incident, or as defined in pre-incident agreements. In the case of human resources, such as IMTs, adequate rest and recuperation time and facilities are provided. Mobilization guides developed at each jurisdictional level and within functional agencies provide appropriate rest and recuperation time guidelines. Important occupational health and mental health issues must also be addressed, including monitoring how such events affect emergency responders over time. [IV-B-8-a (Page 48)]

The jurisdiction has implemented and institutionalized processes, systems, procedures, and/or plans to ensure:

- all nonexpendable resources are fully accounted for at the incident site and again upon return to the issuing unit.
- returned resources are restored to fully functional capability and readied for mobilization.
- broken and/or lost items are replaced, whether through the Supply Unit, by the organization with invoicing responsibility for the incident, or as defined in pre-incident agreements.
- the provision of adequate rest and recuperation time and facilities for human resources.
- occupational health and mental health issues are addressed, including monitoring how such events affect emergency responders over time.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, LOGISTICS SECTION, PURCHASING SUPPLY UNIT LEADER, CATEGORIZING RESOURCES, PAGE 17.
PREPAREDNESS

IV-B-8-b. Expendable Resources

NIMS: These are also fully accounted for. Restocking occurs at the point from which a resource was issued. The incident management organization bears the costs of expendable resources, as authorized in preplanned financial agreements concluded by preparedness organizations. Returned resources that are not in restorable condition—whether expendable or nonexpendable—must be declared as excess according to established regulations and policies of the controlling entity. Waste management is of special note in the process of recovering resources. Resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) are dealt with according to established regulations and policies. [IV-B-8-b (Page 48)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure:

- all expendable resources are fully accounted for.
- the restocking of expendable resources occurs at the point of resource issue.
- the incident management organization bears the costs of expendable resources, as authorized in preplanned financial agreements concluded by preparedness organizations.
- all returned resources that are nonrestorable, whether expendable or nonexpendable, are declared as excess according to controlling entity policies and regulations.
- the management of resources requiring special handling and disposition (e.g., biological waste, contaminated debris) complies with established regulations and policies.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, LOGISTICS SECTION, PURCHASING SUPPLY UNIT LEADER, CATEGORIZING RESOURCES, PAGE 17.
PREPAREDNESS

IV-B-9. Reimbursement

NIMS: Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities. Reimbursement processes also play an important role in establishing and maintaining the readiness of resources. Processes and procedures must be in place to ensure that resource providers are reimbursed in a timely manner. These must include mechanisms for collecting bills, validating costs against the scope of the work, ensuring that proper authorities are involved, and accessing reimbursement programs, such as the Public Assistance Program and the Emergency Relief Program. [IV-B-9 (Page 48)]

The jurisdiction has implemented and institutionalized processes and/or procedures that ensure resource providers are reimbursed in a timely manner, including mechanisms for collecting bills, validating costs against the scope of the work, ensuring proper authorities are involved, and accessing reimbursement programs.

YES    NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, FINANCE SECTION, COST UNIT LEADER, REIMBURSEMENT, PAGE 7.
COMMUNICATIONS AND INFORMATION MANAGEMENT

V-B-1-b. Incident Communications

NIMS: These will follow the standards called for under the ICS. The IC manages communications at an incident, using a common communications plan and an incident-based communications center established solely for use by the command, tactical, and support resources assigned to the incident. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS, for communications. [V-B-1-b (Page 50)]

The jurisdiction has implemented and institutionalized processes, procedures, and/or plans to ensure:

- incident communications follow the standards called for under the ICS.
- incident communications will be managed by the IC, using a common communications plan and an incident-based communications center.
- all incident management entities use common terminology for communications.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, LOGISTICS SECTION, COMMUNICATIONS UNIT LEADER, INCIDENT COMMUNICATIONS, PAGE 22.
COMMUNICATIONS AND INFORMATION MANAGEMENT

V-B-2-a-3. Networks

NIMS: Indications and warnings, incident notifications and public communications, and the critical information that constitute a common operating picture are disseminated through a combination of networks used by EOCs. Notifications are made to the appropriate jurisdictional levels and to private-sector and nongovernmental organizations through the mechanisms defined in emergency operations and incident action plans at all levels of government. [V-B-2-a-3 (Page 51)]

The jurisdiction has implemented and institutionalized information management processes, procedures, and/or plans to ensure:

- indications and warnings, incident notifications and public communications, and critical information that constitute a common operating picture are disseminated through a combination of networks used by EOCs.
- notifications are made through mechanisms defined in emergency operations and Incident Action Plans.

YES  NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER THREE – DOCUMENTATION, TAB 9 (2nd page, Communications and Information Management).
COMMUNICATIONS AND INFORMATION MANAGEMENT

V-B-2-a-4. Technology Use

NIMS: Agencies must plan in advance for the effective and efficient use of information management technologies (e.g., computers and networks) to tie together all command, tactical, and support units involved in incident management and to enable these entities to share information critical to mission execution and the cataloguing of required corrective actions. [V-B-2-a-4 (Page 51)]

The jurisdiction has implemented and processes, procedures, and/or plans for the use of information management technologies to tie together all command, tactical, and support units and to enable information sharing and corrective actions cataloguing.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER THREE – DOCUMENTATION, TAB 9 (2nd page, Technology Use).
COMMUNICATIONS AND INFORMATION MANAGEMENT

V-B-2-b-1. Incident Notification and Situation Report

NIMS: Incident notification takes place at all levels. Although notification and situation report data must be standardized, it must not prevent information unique to a reporting organization from being collected or disseminated. Standardized transmission of data in a common format enables the passing of appropriate notification information to a national system that can handle data queries and information and intelligence assessments and analysis. [V-B-2-b-1 (Page 51)]

The jurisdiction has implemented and institutionalized information management processes, procedures, and/or plans to ensure.

YES NO

Identification of supporting documentation is optional.

LOCATION IN EOP – VOLUME TWO, CHAPTER TWO – EOC SECTION CHECKLISTS, PLANNING SECTION, SITUATION STATUS UNIT LEADER, INCIDENT NOTIFICATION AND SITUATION REPORTS, PAGE 13.
SUPPORTING TECHNOLOGIES

VI-B-3. Research and Development to Solve Operational Problems

NIMS:  

R&D planning will be based on the operational needs of the entire range of NIMS users. These needs represent key inputs as the Nation formulates its R&D agenda for developing new and improved incident management capabilities. Since operational needs will usually exceed the resources available for research to address them, these needs must be validated, integrated, and prioritized. The preparedness organizations described in Section 1.B.1 perform these functions. The Department of Homeland Security is responsible for integrating user needs at all levels into the national R&D agenda. [VI-B-3 (Page 57)]

Preparedness organizations in the jurisdiction validate, integrate, and prioritize the operational needs of the NIMS users within their purview.

YES  NO

Identification of supporting documentation is optional.

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