

# CITY OF BRISBANE



## EMERGENCY OPERATIONS PLAN BASIC PLAN

NOVEMBER 2018



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## 1.0 EXECUTIVE SUMMARY

This Emergency Operations Plan (EOP) outlines how the City of Brisbane—its government, stakeholder agencies, community-based organizations (CBO), business community and residents—coordinate their response to major emergencies and disasters. This plan is regularly updated by staff and approved by the City Council.

The EOP identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. City assets, resources, and departments are potentially vulnerable and may become overwhelmed. With this in mind, the EOP is designed to promote flexibility whenever possible and is not intended to limit the use of good judgment and common sense.

The City of Brisbane has officially adopted and integrated the following emergency management, response, and coordination systems:

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

This EOP addresses the four phases of emergency management:

- Preparedness
- Response
- Recovery
- Mitigation

The City has adopted a “Whole Community” approach in which the inclusion and integration of community partners, neighbors, and other stakeholders are actively promoted in all phases of emergency management. Through these collaborative efforts, the City will be better prepared to meet the needs of its residents and daytime populace alike, especially those with disabilities and others with access and functional needs.

The City’s Emergency Operations Center (EOC) provides a centralized location where emergency management coordination and decision making can be supported during a critical incident, major emergency, or disaster. When activated, the EOC provides support for a number of critical tasks related to communications, coordination, resource management, and executive leadership.

If the City of Brisbane determines the effects of an emergency are, or may become, beyond the capability of local resources, a local emergency can be proclaimed. A local proclamation of emergency allows the designated Director of Emergency Services to take measures necessary to protect and preserve public health and safety, and also supports requests for state and federal assistance. A proclamation also provides City staff with additional powers and authorities to increase the speed and effectiveness of City response activities.

Attachments to this EOP include a summary of authorities and references, sample proclamations of local emergency, selected acronyms, and a glossary.



## 2.0 CITY DEPARTMENT RESPONSIBILITIES

Table 1 (below) details City department responsibilities for emergency response functions – definitions follow. Additional detail is provided in Section 12 (Roles and Responsibilities).

**Table 1: City Department Emergency Response Function Responsibilities**

Function	Admin - City Attorney	Admin - City Manager	Admin - Finance	Admin - Human Resources	Admin - Information Technology	Community Development	Building & Planning	Fire	Police	Parks & Recreation	Public Works	Water	City Council & Mayor
Alert & Warning		S						S	P				
Communications					P			S	S				
Situation Analysis		S			S	S	P	P	P	S	P	S	S
Management	S	P						S	S				
Public Information		P						S	S				S
Legal Issues	P	S											
Fire Suppression								P					
Search & Rescue								P	S			S	
Emergency Medical								P					
Law Enforcement									P				
Movement & Evacuation								S	P		S		
Access Control									P		S		
Care & Shelter				S		S	S			P	S		
Construction & Engineering						S	P				P	S	
Supply & Procurement	S	S	P										
Personnel			S	P									
Transportation											P		
Finance & Administration		S	P										
Damage Assessment						S	P	S		S	S	S	
Debris Clearance		S								S	P	S	
Recovery Planning		P	S	S	S	P	P	S	S	S	S	S	S

P = Primary  
S = Support



## Functions Summary

- Alert & Warning – responsible for formatting and delivering urgent and/or emergency notifications
- Communications – oversees the ability and equipment for communication with field operation, other government organizations, businesses, and more
- Situational Analysis – provides field assessment of various city incidents sending reports to EOC
- Management – overall EOC administration and direction
- Public Information - develops public messaging; drafts media releases; conducts press conferences
- Legal Issues – navigates and facilitates any legal matter related to incident or event
- Fire Suppression – fire and rescue services
- Emergency Medical – first responder services for emergency medical calls
- Law Enforcement – police services
- Movement & Evacuation – the action of effecting movement of residents and people through or out of areas of the City
- Access Control – limiting accessibility to various incident-related areas
- Care & Shelter – providing facilities and care for temporarily displaced residents
- Construction & Engineering – facilitates delivery and employment of engineering and construction services
- Supply & Procurement – acquiring necessary resources for EOC and/or incident usage
- Personnel – management of employees
- Transportation – management of transporting systems during disaster
- Finance & Administration – oversee, coordinate and document various related costs associated with incident
- Damage Assessment – documenting information related to damage throughout the City
- Recovery Planning – oversee and coordinate planning process for disaster recovery



### 3.0 PREFACE

This EOP outlines how the City of Brisbane—its government, stakeholder agencies, CBOs, business community and residents—coordinate their response to major emergencies and disasters. This plan also demonstrates how the City complies with and implements the requirements of the California Emergency Services Act, NIMS and the Americans with Disabilities Act (ADA) in order to protect the lives, property, and environment of the residents of Brisbane.

The EOP is organized and defined as follows:

- Part I: Basic Plan (also referred to as EOP in this document) presents the planning assumptions, policies, and concept of operations that guide the responsibilities for emergency preparedness, response, recovery and mitigation for the City of Brisbane.

There are a number of City plans, procedures and other documents that support or relate to this Basic Plan. These plans provide additional detail and guidance for specific hazards, functions or operations. These include key Hazard-specific Annexes:

- Part II: Hazard Annexes
  - Earthquake
  - Storm/Flood
  - Wildfire
- Supporting Plans
  - Emergency Operations Center Manual (includes EOC Position Checklists)
  - San Mateo Countywide Local Hazard Mitigation Plan (LHMP)
  - Department Emergency Plans and other related procedures

**THIS PLAN IS INTENDED TO BE READ AND UNDERSTOOD BY CITY OF BRISBANE STAFF  
PRIOR TO A MAJOR EMERGENCY OR DISASTER**



## 4.0 DOCUMENT MANAGEMENT AND DISTRIBUTION

The City Manager, through the efforts of the City's Office of Emergency Services (OES), is responsible for the review, revision, management, and distribution of the EOP. The EOP will be reviewed on a regular basis but may be modified at any time as a result of a post-incident or post-exercise evaluation, and changes in responsibilities, procedures, laws, or regulations.

This EOP Part I: Basic Plan is subject to periodic formal review and approval by the City Council, whereas Part II (Hazard Annexes) revised as needed and are not subject to formal review. The annexes are considered an extension of this EOP. The EOP will be distributed to City staff, key stakeholder organizations, and will be posted on the City's website for public reference.

## 5.0 CITY COUNCIL APPROVAL

This shall be the official "Emergency Operations Plan for the City of Brisbane" and shall supersede previous plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

## 6.0 INTRODUCTION

The EOP for the City of Brisbane outlines authorities, organizational structures, and procedures used to coordinate activities related to local emergencies or disasters. The City of Brisbane is committed to the preservation of life, property and the environment.

The City and surrounding region are susceptible to a number of hazards such as natural disasters and human-caused events, as well as technological failures and public health threats.<sup>1</sup> Accordingly, the EOP uses an "all-hazards" approach to ensure the City is able to prepare for, respond to, recover from, and mitigate (to the extent possible) all potential hazards and critical incidents.

### 6.1 PURPOSE

The primary purpose of the EOP is to:

- 1) Provide the framework, concepts and policies that will ensure the effective management and coordination of the City's response to major emergencies and disasters.
- 2) Identify roles and responsibilities for City departments as they pertain to preparedness, response, recovery, and mitigation activities.
- 3) Codify the City's understanding and adoption of state and federal policies and guidance<sup>2</sup> through which operational coordination, mutual aid, and other requests for support will be integrated.
- 4) Serve as a foundational document for supporting City plans, as well as support emergency plans of other governments, CBOs, and others (e.g., private businesses, etc.).
- 5) Comply with state and federal laws and regulations such as the California Emergency Services Act<sup>3</sup>.

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<sup>1</sup> The primary document that provides an assessment of local risk is the LHMP.

<sup>2</sup> For example: This EOP is based on the functional elements of SEMS. SEMS is established by State Law (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations).

<sup>3</sup> [California Emergency Services Act \(Chapter 7 of Division 1 of Title 2 of the Government Code\)](#).



## 6.2 SCOPE

The EOP serves as the foundational document for the City's emergency management activities. While all City resources may be called upon as needed, specific departmental responsibilities are outlined in the EOP Basic Plan and associated annexes. To ensure the City is adequately prepared, all City departments are required to actively participate in preparedness and planning activities to include the development and review of departmental plans, policies, procedures, resource information and contact information as necessary to fulfill their assigned roles and obligations.

The EOP embraces the Federal Emergency Management Agency's (FEMA) "Whole Community" approach to emergency management and, in addition to City resources, recognizes the roles of special districts, non-government organizations (NGOs), CBOs, faith-based organizations (FBOs), private-sector businesses, educational organizations, and other stakeholders. Additionally, the EOP is intended to reflect the wide variety of support that may be required by residents, visitors, and businesses, including people with disabilities and others with access or functional needs. Consideration for people with disabilities, access or functional needs will be given in all aspects of City emergency planning.

## 6.3 LIMITATIONS

While many of the elements outlined in the EOP are designed for flexibility and can be used as needed to address a number of emergency and non-emergency events, some activities require a formal disaster proclamation by the City Council. Similarly, the EOP is not meant to outline procedures for routine incidents or minor emergencies which are adequately addressed through existing processes.

The EOP identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. City assets, resources, and departments are potentially vulnerable and may become overwhelmed. Deviations from the organizational and response structures outlined in the EOP may be required, based upon evolving needs and available resources. With this in mind, the EOP is designed to promote flexibility whenever possible and is not intended to limit the use of good judgment and common sense in matters not foreseen or adequately addressed by elements of the EOP and its associated annexes, appendices, or plans.

## 6.4 SITUATION

Emergency management is based on an understanding of community risk. The City has undergone multiple hazard analysis processes per FEMA's "Comprehensive Preparedness Guide 201 (CPG 201)."

Detailed information regarding Brisbane's geography, demographics, and potential hazards are contained in the City's Local Hazard Mitigation Plan (LHMP).

## 6.5 PLANNING ASSUMPTIONS

The following assumptions were used during the development of the EOP and are recommended for participating stakeholder plans:

- The City of Brisbane is susceptible to hazards and risks that may result in critical incidents.
- Critical incidents include natural, technological, or human-caused emergencies and disasters.
- Emergencies may occur at any time with little or no warning and may exceed capabilities of local, state, federal, and tribal governments, and the private sector in the affected areas.
- All City departments will participate in planning and preparedness activities as required.
- City personnel will be adequately trained to perform the roles in which they are assigned.
- The City's EOC will be partially or fully activated to support operations during critical incidents.
- City personnel may be unable or unavailable to report to work or as assigned.
- Non-essential City operations may be reduced or cancelled in order to prioritize resources.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.



- Emergencies may result in casualties, fatalities and displace people from their homes.
- Communications equipment and infrastructure may be damaged or disrupted.
- Transportation infrastructure may be disrupted and access to critical facilities may be blocked.
- Critical infrastructure and utilities (natural gas, water, and electricity) may be severely impacted.
- Residents, businesses, and other entities may need to be self-sufficient for one week or more.
- Additional planning, resources, and support will be needed to support people with disabilities and others with access and functional needs.

## 7.0 CONCEPT OF OPERATIONS

In accordance with state and federal laws, the City of Brisbane has officially adopted and integrated the following emergency management, response, and coordination systems:

- Incident Command System <sup>4</sup>
- Standardized Emergency Management System <sup>5</sup>
- National Incident Management System <sup>6</sup>

Together, these operational systems outline how critical incidents, emergencies, and disasters will be coordinated in the field, at the local level, and up through the county, region, state, and federal levels.

### 7.1 FIELD-LEVEL COORDINATION: ICS

As mandated by both SEMS and NIMS, the City utilizes ICS to manage response activities in the field and in the EOC. ICS provides for common terminology, processes, and position titles, while allowing the delegation of functions (or tasks) to subordinate positions in order to promote proper span of control and unity of command. ICS is applicable to any size incident and is designed to be expandable as the needs of an incident expand or contract.

### 7.2 LOCAL, REGIONAL AND STATE-LEVEL COORDINATION: SEMS

As the cornerstone of California's emergency response system, SEMS integrates the concepts and principles of both NIMS and ICS. SEMS unifies all elements of California's emergency management community into a single integrated structure. SEMS ensures that local communities retain the authority and responsibility for managing and coordinating responses within their jurisdictions, while promoting situational awareness and facilitating the prioritization of resource requests.

The five SEMS coordination levels expand outward from the impacted area at the field level, with each successive level representing a larger geographic area. The five coordination levels include: Field Response, Local Government, Operational Area, Regional, and State.

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<sup>4</sup> More information can be found at [FEMA Training](#)

<sup>5</sup> State authority is to be found, in part, in [California Emergency Services Act \(Chapter 7 of Division 1 of Title 2 of the Government Code\)](#). California State and local jurisdictions use SEMS as outlined in [California Code of Regulations](#) (Title 19, Divisions 2, Chapter 1) and the California Government Code (§8607).

<sup>6</sup> Federal authority is found in the [Robert T. Stafford Disaster Relief and Emergency Assistance Act](#) (Public Law 93-288, as amended, 42 U.S.C. 5121) and in Homeland Security Presidential Directive ([HSPD](#)) 5, "Management of Domestic Incidents" and [HSPD](#) 8, "National Preparedness." The emergency management system used nationally is NIMS.



### **7.2.1 Field Response**

Field response includes on-scene activities and coordination, consistent with ICS, and includes the use of an Incident Command Post (ICP). Resource requests and situation reports are routed from the field to the next SEMS organizational level, either through participating response agencies or the local EOC if activated.

### **7.2.2 Local Government**

The City of Brisbane is a small city in northern San Mateo County, with a population of approximately 4,282. As the local government, the City retains the responsibility and authority for managing response activities within its jurisdiction. To support these efforts, the City may activate its EOC. The EOC provides agency coordination, provides logistical support, establishes common operating procedures, identifies overarching priorities, and prioritizes available resources. Additionally, the EOC coordinates with the San Mateo Operational Area (OA) EOC.

### **7.2.3 Operational Area**

The OA provides response coordination for all political subdivisions within the county's geographic borders. The OA coordinates response activities within the county's geographic area through the County EOC, if activated. The OA also serves as a link to regional level and all other OAs within the region.

The City of Brisbane is part of the San Mateo OA and coordinates closely with the San Mateo County OES. The City participates in San Mateo OA planning and, during a critical incident, coordinates with the OA through either the San Mateo OES or the San Mateo EOC, if activated.

### **7.2.4 Regional**

The State of California is divided into three regions that each maintains Regional Emergency Operations Centers (REOC) to coordinate resource requests, support mutual aid, and promote situational awareness between their respective OAs. The City of Brisbane and the San Mateo OA are within the Coastal Administration Region.

### **7.2.5 State**

When required, California's State Operations Center (SOC) is activated to facilitate state agency response, mobilize mutual aid, and coordinate with other regions, states, and the federal government.

## **7.3 FEDERAL COORDINATION: NIMS AND NATIONAL RESPONSE FRAMEWORK**

NIMS provides a comprehensive national framework for incident management applicable at all jurisdictional levels and across all functional disciplines. The majority of NIMS requirements applicable to the City of Brisbane, including the adoption of ICS, are satisfied by the adoption of SEMS. Additional elements of NIMS outline coordination between federal agencies and the use of federal assets and resources.

The National Response Framework (NRF) is built upon the premise that incidents are typically handled at the lowest jurisdictional level. The NRF provides the framework for federal interaction with state, local, tribal, private sector and non-governmental entities in the context of domestic incident management to ensure timely and effective federal support.

## **7.4 MUTUAL AID**

The California Mutual Aid System operates within the framework of the California Master Mutual Aid Agreement (MMAA)<sup>7</sup> and under the authority of the California Emergency Services Act<sup>8</sup>. The system allows for the mobilization of resources to and from emergency response agencies, local governments, OAs, regions, and the state with the intent to provide requesting agencies with adequate resources. Mutual aid is utilized by several response disciplines:

- Fire and Rescue

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<sup>7</sup> See the [California Master Mutual Aid Agreement](#) (Chapter 7 of Division 1 of Title 2 of the Government Code).

<sup>8</sup> Reference: [California Emergency Services Act \(Chapter 7\)](#)



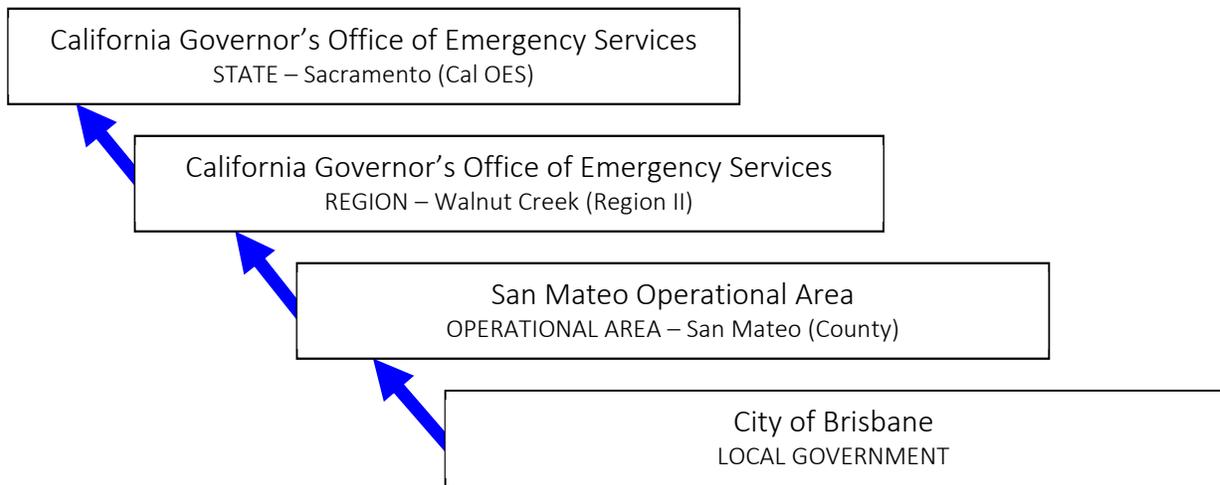
- Law Enforcement
- Coroner
- Emergency Management
- Public Works

The California Mutual Aid System includes six mutual aid regions in order to facilitate the coordination and flow of mutual aid requests. As part of the Coastal Administration Region, the San Mateo OA and the City are part of Mutual Aid Region II.

The system includes a number of discipline-specific mutual aid systems that operate through designated mutual aid coordinators at the OA, regional, and state levels. Mutual aid requests are coordinated within their geographic area before unfilled requests are forwarded to the next level. See Figure 1 (Mutual Aid Request Process) below.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system and by emergency management staff at the local government, OA, regional, and state levels. The City will assume responsibility for the support of mutual aid personnel and their equipment.

**Figure 1: Mutual Aid Request Process**





## 7.5 EMERGENCY MANAGEMENT ORGANIZATION

As defined by Brisbane Municipal Code 2.28.070, the City's emergency management organization includes:

All officers and employees of the City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of paragraph c of subdivision 6 of subsection A of Section 2.28,060, be charged with duties incident to the protection of life and property in the City during such emergency, shall constitute the emergency organization of the City.<sup>9</sup>

### 7.5.1 Director of Emergency Services

Brisbane Municipal Code 2.28.050 outlines the appointment of the Director and assistant director of emergency services:

- A. There is created the office of director of emergency services. The city manager or his/her designated representative shall be the director of emergency services.
- B. There is created the office of assistant director of emergency services, who shall be appointed by the director.

Per Brisbane Municipal Code 2.28.060, the Director of Emergency Services is empowered to:

1. Request the City Council to proclaim the existence or threatened existence of a "local emergency" if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a local emergency is proclaimed by the director, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have further force or effect;
2. Request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency;
3. Control and direct the effort of the emergency organization of the City for the accomplishment of the purposes of this chapter;
4. Direct cooperation between and coordination of services and staff of the emergency organization of the City, and resolve questions of authority and responsibility that may arise between them;
5. Represent the City in all dealings with public or private agencies on matters pertaining to emergencies as defined in this chapter;
6. In the event of the proclamation of a "local emergency" as provided in this chapter, the proclamation of a "state of emergency" by the Governor or the Director of the State Office of Emergency Services, or other existence of a "state of war emergency," the director is empowered:
  - a. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council,
  - b. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use,
  - c. To require emergency services of any City officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which the City is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers,
  - d. To requisition necessary personnel or material of any City department or agency, and

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<sup>9</sup> [Reference: Brisbane Municipal Code](#)



- e. To execute all of his ordinary power as City Manager, all of the special powers conferred upon him by this chapter or by resolution or emergency plan pursuant to this chapter adopted by the City Council, all powers conferred upon him by any statute, by any agreement approved by the City Council, and by any other lawful authority.

### **7.5.2 Assistant Director of Emergency Services**

The assistant director shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of the City, and shall have such other powers and duties as may be assigned by the director.

### **7.5.3 City Employees**

Per Brisbane Municipal Code 2.28.060, all officers and employees of the City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of paragraph c of subdivision 6 of subsection A of Section 2.28,060, be charged with duties incident to the protection of life and property in the City during such emergency, shall constitute the emergency organization of the City.

Per California Government Code 3100, public employees are disaster service workers (DSW) subject to such disasters as may be assigned to them by superiors or by law.<sup>10</sup>

## **8.0 EMERGENCY MANAGEMENT PHASES**

### **8.1 PREPAREDNESS**

The preparedness phase of emergency management includes activities undertaken prior to an emergency in order to improve the City's ability to coordinate, respond, and recover from a critical incident. These activities focus on maintaining or improving capabilities that will be used in the response or recovery phases. The City's preparedness activities emphasize emergency planning, training, and exercises as well as public education and outreach.

The City conducts drills and exercises regularly in order to validate ongoing activities, identify areas for improvement, and prioritize or justify future effort and funding. As part of the OA, the City may collaborate with other OA cities in planning, trainings, and/or exercises.

#### **8.1.1 Planning**

Emergency planning includes a wide variety of plans at the strategic, operational, and tactical levels. Strategic plans include the EOP and many of its associated hazard-specific or functional annexes, while operational and tactical planning includes more detailed information such as standard operating procedures (SOP), checklists, personnel assignments, notification rosters, resource lists, and forms.

All City departments are required to participate in the development of relevant strategic and operational plans while ensuring that internal tactical planning is sufficient to meet the needs of their outlined roles and assigned objectives. This includes the development of department-specific SOPs required to meet the objectives outlined for each department.

#### **8.1.2 Training**

Training is an essential component of preparedness and greatly impacts the City's ability to respond to, and recover from, a critical incident. The City works with City departments and other stakeholders to provide training for staff.

The City actively manages training activities and allocates funding in relation to changing needs, personnel turnover, and course availability. In addition, the City consistently prioritizes training that promotes staff understanding and familiarity with the following concepts:

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<sup>10</sup> [California Government Code 3100 related to Disaster Service Worker](#)



- ICS
- SEMS
- NIMS
- California DSW
- EOC functions

The City also partners with residents through its Community Emergency Response Team (CERT) program, local businesses, CBOs and other entities to provide training and public safety public education.

### **8.1.3 Exercises**

Exercises are the primary tool for assessing preparedness activities and identifying areas for improvement while allowing all levels of personnel to simulate their response and recovery roles in a learning environment. The City follows the best practices of the Homeland Security Exercise and Evaluation Program (HSEEP), including the building block concept of seminars, small-scale tabletop exercises, functional exercises, and full-scale exercises.

### **8.1.4 Public Awareness and Education**

The City and its partners actively promote public awareness and education in order to strengthen overall preparedness and community resilience. By providing community education, outreach, training, and coordination, the City empowers community members and organizations to adequately prepare for and meet their own needs. In promoting self-reliance and individual preparedness, the City reduces the overall burden on limited resources and competing needs that emerge during critical incidents.

## **8.2 RESPONSE**

The response phase includes any actions taken immediately before, during, or directly after a critical incident in order to minimize the potential or existing impacts of the incident.

### **8.2.1 Pre-Event Response**

Some incidents may allow for pre-event or precautionary measures. Depending upon the probability and likelihood of significant impacts, pre-event response activities may include:

- Public Warning
- Evacuations
- Resource Mobilization
- Staging
- Mutual Aid Requests
- Proclamation of a Local Emergency

### **8.2.2 Emergency Response**

Emergency response activities are actions taken during, or in the immediate aftermath, of a critical incident to reduce actual impacts. While these activities are most often associated with traditional response agencies including law enforcement, fire protection, emergency medical services (EMS), utilities, and public works, the size and complexity of an incident may require robust support from additional governmental agencies, NGOs, and other partners.

When coordinating emergency response activities and addressing competing needs and objectives, the City has established the following broad response priorities:

- 1) Support Life Safety
- 2) Protect Property and Infrastructure
- 3) Reduce Impacts to the Environment



Emergency response may also include activities related to short-term recovery.

## 8.3 RECOVERY

The recovery phase typically commences as the response phase is winding down; there is an overlap of the response and recovery phases. The recovery phase includes short- and long-term activities focused on returning the community to pre-incident conditions. In some instances when a state or federal disaster declaration has been made, recovery activities include the critical task of identifying, documenting, and quantifying response and recovering those costs eligible for reimbursement. Long term recovery for a significant disaster may extend from months to years depending on the extent of the devastation.

### 8.3.1 Short-term Recovery

Short-term recovery operations begin during the response phase and may include activities such as the restoration of essential services, rapid debris removal, and the reestablishment of City services.

### 8.3.2 Long-term Recovery

Long-term recovery operations are often required to address extensive damage to infrastructure. Activities include the restoration and reconstruction of public facilities, and development of post-disaster housing.

### 8.3.3 Damage Assessment

Damage assessment activities involve identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following major disasters, a process known as a Preliminary Damage Assessment (PDA) is used to determine preliminary eligibility for certain state and federal financial assistance and reimbursement programs.

### 8.3.4 Disaster Assistance Programs

If the disaster is significant enough to warrant a gubernatorial and a presidential federal disaster declaration, additional state and federal assistance may become available.<sup>11</sup> If determined to be eligible, the City and its residents may be able to participate in state and federal disaster assistance programs:

- **Individuals** - may be eligible for loans and grants for housing assistance programs (for homeowners and renters), and uninsured disaster-related necessities (including personal property, medical, dental, and transportation expenses). Other Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) programs including crisis counseling, disaster unemployment assistance, and legal services, may be available.
- **Businesses** - may be eligible for low-interest loans to assist with uninsured physical damage through the U.S. Small Business Administration (SBA).
- **Government** - assistance may be available through state assistance under the California Disaster Assistance Act (CDAA), as well as several federal programs including the FEMA Public Assistance (PA) Grant Program and the Hazard Mitigation Grant Program (HMGP).
- **Non-profit Organization** - assistance may be available through the state CDAA, as well as several federal programs including the FEMA PA Grant Program for eligible non-profit organizations.

### 8.3.5 Recovery Documentation

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Various state and federal assistance programs require different types of documentation for eligible costs and in addition to structural damage, may include staff time, equipment, and materials used

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<sup>11</sup> Note: a local disaster proclamation does not automatically warrant the provision of state or federal assistance. The City will have to qualify for these additional resources. Most disasters do not rise to this level of significance and insurance is often the only resource available.



in response to the incident. To eligibility for reimbursement, City departments and agencies must identify and support internal mechanisms for tracking and documenting appropriate costs.

### **8.3.6 After Action Report**

As part of the recovery phase, and in accordance with SEMS, the State of California requires any city and/or county proclaiming a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an after action report (AAR) to the California Office of Emergency Services (Cal OES) within 90 days of the close of the incident period.

## **8.4 MITIGATION**

The mitigation phase includes actions and measures taken to reduce or eliminate the degree of long-term risk from natural and technological hazards. Whereas preparedness activities increase the City's ability to respond to the impacts of a hazard, mitigation activities reduce the potential for those impacts in the future, thereby reducing overall risk.

The City participates in local and regional mitigation activities such as the development of risk assessments and mitigation plans. The San Mateo Countywide HMP and the City of Brisbane-specific Annex contains detailed hazard assessments and potential mitigation strategies.

## **8.5 WHOLE COMMUNITY APPROACH**

The City's ability to respond and recover from significant emergencies and major disasters is highly dependent upon planning for the unique needs and specific requirements of the City's residents, non-resident commuters and visitors. To further identify and meet these needs, the City has adopted a "Whole Community" approach in which the inclusion and integration of community partners, neighbors, and other stakeholders are actively promoted in all phases of emergency management. Through these collaborative efforts, the City will become more resilient and better prepared to meet the needs of its residents and daytime populace alike, especially those with disabilities and others with access and functional needs.

### **8.5.1 Residents**

Residents of Brisbane play a fundamental role in emergency management by ensuring that they are prepared for emergencies and disasters. In most disasters, City residents will be the first to respond—family members caring for one another, neighbor helping neighbor. In a major disaster, residents may not have access to City services for days.

The City recommends that all residents prepare for disasters by taking first aid and CPR training, maintaining disaster supplies of food and water, and safekeeping personal documentation (e.g., personal identification and individual medical records). These actions will better prepare residents to evacuate or shelter-in-place for up to a week. Those families or residents with disabilities and others with access and functional needs may require additional personal planning before, during, and after an emergency to accommodate their need for assistance with communication, maintaining health and medical supplies, independence, support and safety, or transportation.

### **8.5.2 Community Emergency Response Team**

The CERT program encourages family, neighborhood, and community preparedness for emergencies such as earthquake, fire, flood and other major events by training individuals and families to be self-sufficient after an emergency. The CERT program also educates participants to have food, water, tools and medical supplies to help family and neighbors survive if electricity, gas, water, phones and other utilities are disrupted.

### **8.5.3 People with Disabilities**

People with disabilities may require additional planning and support to ensure they receive equal access and services as required under the Stafford Act<sup>12</sup> as well as other state and federal legislation such as the

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<sup>12</sup> See [Robert T. Stafford Disaster Relief and Emergency Assistance Act](#) (Public Law 93-288, as amended, 42 U.S.C. 5121)



ADA of 1990<sup>13</sup>. Covered disabilities are not always apparent and may include impairments of mobility, vision, and hearing as well as some cognitive disorders and mental illnesses.

The City has a diverse population which includes a wide variety of people with disabilities. To meet the needs of these individuals, the City is committed to supporting efforts and activities designed to improve and develop capabilities in support of people with disabilities, including but not limited to:

- Notification and warning procedures (ex. non-verbal communications for the deaf and hard of hearing community)
- Evacuation, transportation, and sheltering considerations (ex. use of appropriate vehicles and transportation for those with mobility issues or special equipment)
- Accommodations for service animals (ex. shelter or mass care settings when safety of others can be developed)
- Accessibility to information (ex. use of existing community and social networks to extend communications beyond social and traditional media systems)

The City requires vendors and third-party vendors providing services in an emergency to comply with Title II of the ADA. In addition, the City looks to integrate people with disabilities and their advocates directly into preparedness activities such as plan development and review. These efforts have included targeted outreach to publicize the development of this EOP and solicit input and participation in the subsequent development and review of associated operational annexes and appendices.

#### **8.5.4 Individuals with Access and Functional Needs**

In addition to people with disabilities, the City recognizes that supplementary or adjusted support may also be needed to support those persons with access and functional needs. Access and functional needs are not necessarily related to a specific condition, diagnosis, or impairment and are based upon functional areas such as:

- Maintaining independence
- Effective communication
- Transportation
- Supervision
- Medical care

Individuals with access and functional needs may not have access to support networks outside of their immediate communities or be able to self-evacuate. As a result, they may have additional needs before, during, and after an incident. Those with functional needs often include children, the elderly, tourists, and other segments of the population, including:

- People with disabilities
- People living in institutionalized settings
- People from diverse cultures
- People with limited English proficiency
- People without transportation
- People who are economically disadvantaged

When the City EOC is activated, the EOC Public Information unit will provide messaging in multiple formats and coordinate messaging with community stakeholder organizations. The City may utilize paratransit resources to support evacuations if needed.

#### **8.5.5 Considerations for Pets and Other Animals**

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<sup>13</sup> See Americans with Disabilities Act of 1990 (Public Law 101-336, 104 Stat. 328 [1990])



As a result of deficiencies in emergency planning uncovered in the aftermath of Hurricane Katrina, the federal government passed the Pets Evacuation and Transportation Standards (PETS) Act in 2006 as an amendment to the Stafford Act. Recognizing the unwillingness of many displaced individuals to take advantage of evacuation or shelter resources without accommodating for their pets or companion animals, the PETS Act directs that state and local preparedness plans address the needs of individuals with pets and companion animals during a disaster or emergency.

The City works to include considerations for the needs of pets and companion animals in plans as appropriate. Furthermore, although not required under the PETS Act, additional resources for the evacuation of larger animals and livestock, such as horses, may be available through coordination and requests through San Mateo County.

### **8.5.6 Private Sector**

The City of Brisbane encompasses about 3 square miles with a residential population of 4,692 residents<sup>14</sup> and has a mixture of residential and business communities and a marina. Local businesses can play an essential role responding to and recovering from a disaster.

Much of the City's critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. This includes communications, utilities, transportation, and food supplies. These businesses provide valuable resources before, during and after an emergency and play a critical role in meeting the needs of those impacted by an emergency. The City recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. The City will continue collaborative efforts with the private sector as an integral component of the City's overarching emergency management program. Coordinated efforts may be facilitated through the local Chamber of Commerce.

## **9.0 ALERT AND WARNING**

### **9.1 EMERGENCY ALERT SYSTEM (EAS)**

The EAS is a public warning system that may be used by federal, state, and local authorities to provide emergency information and notification to citizens. This system allows use of existing media (radio, TV) resources to communicate to residents in the event of a widespread emergency situation. The City may request activation of the EAS through the San Mateo OES.

### **9.2 SAN MATEO COUNTY ALERT (SMC ALERT)**

SMC Alert is an alert notification system used to immediately contact registrants during urgent or emergency situations. Alerts can be sent via text to email accounts, cell phones, smartphones, tablets, and voice messages to landline phones. The City may request activation of SMC Alert through San Mateo County OES.

### **9.3 INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)**

The Integrated Public Alert and Warning System (IPAWS) is a federal system that provides public safety officials with an effective way to alert and warn the public about serious emergencies from a single interface using the EAS, Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems. The City may request activation of IPAWS through the San Mateo County OES.

### **9.4 ADDITIONAL EMERGENCY INFORMATION SYSTEMS**

A number of additional emergency information systems or pathways are available to the City, including:

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<sup>14</sup> California Department of Finance, [Population Estimates](#), 2018



- City of Brisbane Emergency Information Website: <http://brisbaneca.org/>
- City of Brisbane Emergency Information Line (415-508-2100)
- Local Media (radio and/or television)
- Social Media:
  - Twitter: @brisbaneca
  - Facebook: City of Brisbane CA-City Hall
  - Nextdoor: <https://nextdoor.com/city/brisbane--ca/>
- Email to Residents (via Constant Contact)

The City also has various means to: (1) notify, recall, and mobilize staff (including those off-duty) and (2) communicate and coordinate with such staff and other government and NGO partners.

## 10.0 EMERGENCY OPERATIONS CENTER

The City of Brisbane EOC provides a centralized location where emergency management coordination and decision making can be supported during a critical incident, major emergency, or disaster. When activated, the EOC provides support for a number of critical tasks related to communications, coordination, resource management, and executive leadership.

### 10.1 PRIMARY AND ALTERNATE EOC LOCATIONS

The primary EOC for the City of Brisbane is located in City Hall at 50 Park Place. If the primary EOC is threatened, inoperable, or inaccessible, an alternate EOC may be established at another facility including the BFD Training Room at 3445 Bayshore Boulevard, Brisbane.

### 10.2 EOC ACTIVATION AND DEACTIVATION

The EOC facility and equipment are maintained and used regularly by Emergency Services staff and may be used for coordination and monitoring activities at any time without the need for a formal activation (“steady state”). However, depending upon the need and circumstances, an official EOC activation may be appropriate to support a number of activities, including:

- Field response
- Pre-planned events
- Local Proclamation of Emergency
- Governor’s Proclamation of Emergency
- Presidential Declaration of a National Emergency
- State of War

Detailed EOC activation and notification criteria and procedures are contained in the City of Brisbane’s EOC Manual.



### 10.2.1 EOC Activation Authority

The EOC may be activated by the following City officials:

- City Manager
- Director of OES
- Police Chief
- EOC Planning Section Chief
- Department Head(s) of affected Department(s)

### 10.2.2 EOC Activation Levels

EOC activation levels are scalable based on the nature of the incident and the evolving needs of the City. Activation may include full or partial staffing as required. Activation and staffing levels are established by the EOC Director. When the City's EOC is activated, the San Mateo OA/San Mateo County OES should be notified. Other partners will be notified as practicable.

Similarly, the deactivation of the EOC will be scaled based on the decreasing needs of the City. Appropriate EOC functions and roles will be demobilized as the situation permits.

EOC activation levels are scalable based in the evolving needs and may include full or partial staffing as required. See table below:

Level	Operational Status	Trigger Event/Situation <i>(examples include but not limited to)</i>	Activities
<b>Level 1</b> - Minimal Staffing	Emergency Services Coordinator	<ul style="list-style-type: none"> <li>• Small incident or event</li> <li>• One site</li> <li>• Potential threat of:                             <ul style="list-style-type: none"> <li>○ Flood</li> <li>○ Severe storm</li> </ul> </li> <li>- Escalating incident</li> </ul>	<ul style="list-style-type: none"> <li>- Situational Analysis</li> <li>- Public Information</li> <li>- Response Coordination</li> <li>- Resource Coordination</li> <li>- Reporting to State</li> </ul>
<b>Level 2</b> Partial Staffing	Management, EOC Section Coordinators Branches/Divisions/Units Liaison/Agency reps	<ul style="list-style-type: none"> <li>• Large scale evacuations</li> <li>• 2+ incident sites</li> <li>• Severe Weather Warning</li> <li>• Earthquake with minor damage</li> <li>• Major scheduled event</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Situational Analysis</li> <li>- Public Information</li> <li>- Response Coordination</li> <li>- Resource Coordination</li> <li>- Logistics Support</li> <li>- Reporting to State</li> </ul>
<b>Level 3</b> - Full Staffing	All positions (as required)	<ul style="list-style-type: none"> <li>• Large Winter Storm</li> <li>• Terrorist incident</li> <li>• Major Earthquake</li> <li>• Regional Disaster</li> <li>• Major Wildland Fire in Urban interface</li> <li>- Other events as require</li> </ul>	<ul style="list-style-type: none"> <li>- Situational Analysis</li> <li>- Public Information</li> <li>- Response Coordination</li> <li>- Resource Coordination</li> <li>- Logistics Support</li> <li>- Recovery Operations</li> <li>- Sustained Operations</li> <li>- Reporting to State</li> </ul>



### **10.3 EOC COMMUNICATION AND COORDINATION**

The EOC has the capability to communicate and coordinate with a broad array of internal (field personnel, incident commanders) and external stakeholders (response partners, critical infrastructure and key resources, outside agencies).

When necessary, the City will notify needed emergency response personnel using available communications systems (information technology systems, two-way radios, etc.) and in accordance with current practices and procedures.

The City will employ its current practices and procedures for contacting and/or notifying EOC staff members, department heads, and city employees regarding their response and responsibilities in a disaster. At present, the City of Brisbane contracts with the City of San Mateo for police dispatch services.

The City EOC will communicate and coordinate with partner agencies, special districts, public utilities, community and volunteer groups, and local businesses. Various groups and organizations may have either a field or EOC liaison to assist in communication.

### **10.4 COORDINATION WITH THE FIELD RESPONSE LEVEL**

In a major emergency, first responder agencies will be the initial responders to an emergency. Based upon the impact to the City and its services, the EOC may be activated. Responding agencies will employ their policies and procedures for field operations and determine the appropriate incident commander (IC). In some situations, a unified command (UC) may be more appropriate when more than one agency has incident jurisdiction or when an incident crosses jurisdictional boundaries.

ICs and UCs will communicate with the City's EOC to coordinate support, assistance, and situational awareness and status updates.

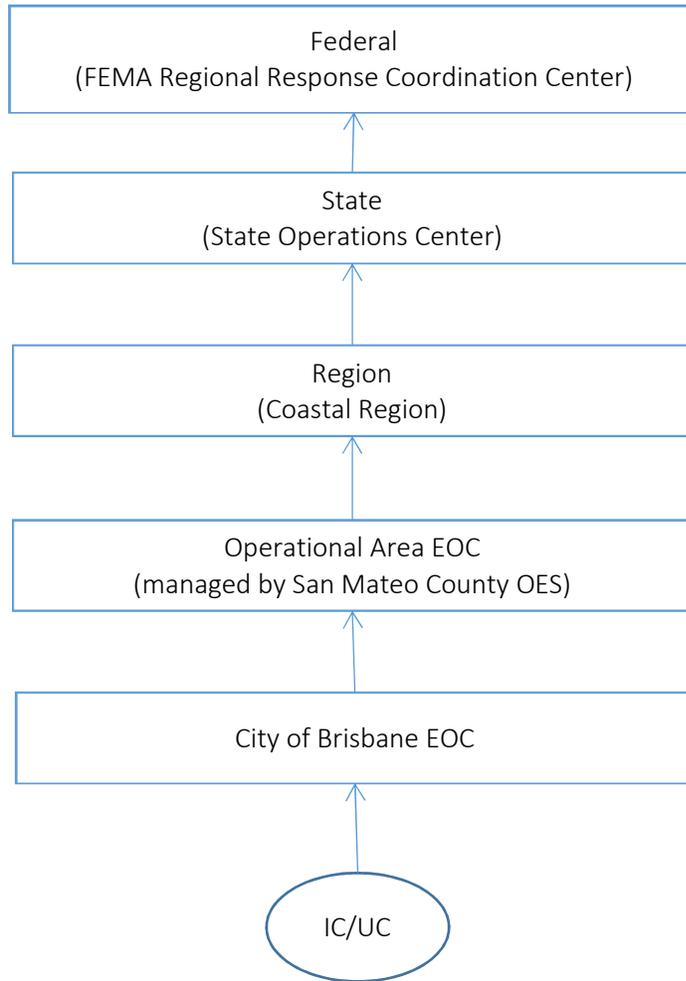
### **10.5 COORDINATION WITH THE SAN MATEO OPERATIONAL AREA**

Coordination and communications should be established between the activated City EOC and the San Mateo OA EOC. For the San Mateo OA, the common communication links to the City EOC are telephone, fax, cellular phone, email, radio, Web EOC, amateur band radio, satellite phone, and in-person representatives.

Figure 2 below shows the different levels of government emergency response during large-scale disasters and how they relate to one another under SEMS (lines of communications and coordination).



**Figure 2: SEMS Communications/Coordination**



- EOC    Emergency Operations Center
- FEMA    Federal Emergency Management Agency
- IC/UC    Incident Command or Unified Command at incident site(s)
- OES    Office of Emergency Services
- SEMS    Standardized Emergency Management System



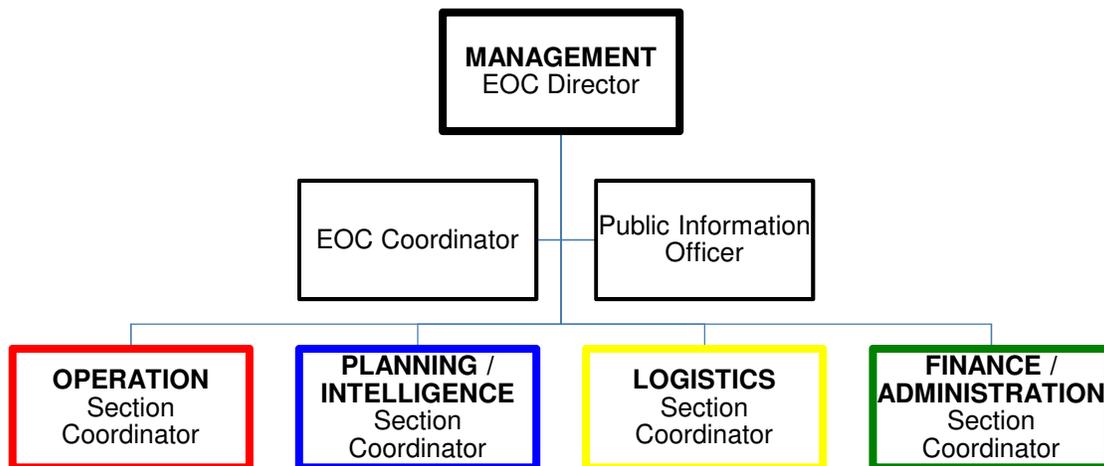
## 10.6 EOC ORGANIZATION

The EOC is organized by the five major functional areas outlined in SEMS:

- Management
- Planning/Intelligence
- Operations
- Logistics
- Finance/Administration

See the “City of Brisbane EOC Manual” for position descriptions. Key EOC positions are outlined in Figure 3 below.

**Figure 3: Key EOC Positions**





## 10.7 CITY DEPARTMENT RESPONSIBILITIES FOR EOC STAFFING

Table 2 (below) summarizes City department responsibilities for staffing key EOC functions.

**Table 2: City Department EOC Function Responsibilities**

Position	City Attorney	City Manager	Community Engagement	Finance	Fire	Community Development	Human Resources	Information Technology	Building & Planning	Police	Parks & Recreation	Public Works	Water
<b>MANAGEMENT SECTION</b>													
EOC Director		P			S					S			
Public Information Officer		P			S					S			
Emergency Manager					P					S			
Legal Officer	P												
Safety Officer							P						
Access & Functional Needs							P				P	S	
<b>OPERATIONS SECTION</b>													
Operations Section Chief					P					P			
Fire & Rescue					P								
Law Enforcement										P			
Public Works												P	
Water													P
Care & Shelter											P		
<b>PLANNING &amp; INTELLIGENCE SECTION</b>													
Planning & Intel Section Chief									P				
Situation Analysis									P				
Damage Assessment						S			P				
GIS / Mapping								P	S				
Message Center									S	P			
Advance Planning						P			S				
Technical Specialist			S		S			S	S	S		S	S
<b>LOGISTICS SECTION</b>													
Logistics Section Chief											P		
Communications								P					
Supply/Procurement				P									
Human Resources							P						
Volunteers			P				S				P		
Facilities												P	
Resource Status											P		
<b>FINANCE &amp; ADMINISTRATION SECTION</b>													
Finance & Admin Section Chief				P									
Payables				P									
Time Keeping / Claims				P			P						
Documentation & Cost				P			P		P				

P = Primary  
S = Support



## 11.0 KEY RESPONSE FUNCTIONS

### 11.1 SAFETY ASSESSMENT

Safety evaluation of buildings, structures and areas affected, including landslides, are coordinated by the Planning/Intelligence Section in accordance with procedures outlined in Applied Technology Council (ATC) 20-2. Safety evaluation operations consists of rapid, detailed or engineering evaluations conducted by qualified City staff, mutual aid personnel and volunteers working under the direction of the Building & Code Enforcement Division of the Building & Planning Department. Safety evaluation inspections will result in a determination as to the safety of the structure/area for reentry and/or occupancy and will be posted with appropriate red, yellow, or green placards.

Priority areas and structures to be assessed are essential services facilities, critical infrastructure facilities, transportation systems, and residential/commercial structures.

Depending on the nature and severity of the event, the City may request resources from the state and participate in the Post-Disaster Safety Assessment Program (SAP).<sup>15</sup> The overall management of this program is the responsibility of the Building & Planning Department.

### 11.2 DAMAGE ASSESSMENT

Damage assessment is conducted following the safety assessment effort. Damage estimates are needed to indicate the severity of the impact and help gauge the scope and quantity of resources that may be needed to stabilize and restore the community. Damage assessment efforts will involve multiple City departments including Building & Planning, Public Works, Marina and Parks & Recreation. There are two key initial damage assessment efforts conducted in a major emergency:

#### 11.2.1 Initial Damage Estimate

Generally developed in the first 72 hours of an event, the Initial Damage Estimate (IDE) is a rapid evaluation of buildings and infrastructure to provide an approximate estimate of the extent of damages within the impacted area. This includes an approximate number of impacted housing units, commercial properties, as well as impacts on infrastructure such as roads and utilities. The IDE includes a gross estimate of the monetary damages to public and private infrastructure as well as the City's response costs. The IDE can be developed by conducting windshield surveys, assembling reports from field staff or using a computer model such as FEMA's Hazards-U.S. (HAZUS) system.

#### 11.2.2 Preliminary Damage Assessment

Subsequent to the IDE, the City will prepare a more deliberate and detailed inventory of damaged structures and infrastructure. A FEMA/Cal OES team will then visit to view damages first-hand and validate the City's damage inventory. The State uses the results of the PDA to determine if the situation is beyond the combined capabilities of the State and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention. This process could take a few days to a week depending on the severity of the event.<sup>16</sup>

#### 11.2.3 Other Assessments

Key City departments may also utilize internal damage assessment procedures for infrastructure elements. The American Red Cross may also choose to conduct an independent windshield damage survey to estimate the potential number of residents that may seek their services. Input from other stakeholders will be needed to develop a full damage assessment (ex. school districts).

### 11.3 WATER AND WASTEWATER OPERATIONS

Potable water is a fundamental element of the critical infrastructure serving City residents. It is also the primary source of water for fire suppression. The Brisbane Water District (BWD) and Guadalupe Valley

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<sup>15</sup> See the Cal OES [Safety Assessment Program](#)

<sup>16</sup> See also the [FEMA Damage Assessment Manual](#), 2016



Municipal Improvement District (GVMID) are responsible for assessing damage to systems, prioritizing the supply of available water, and ensuring the safety of the water provided. Key water response actions for potable water in an emergency include:

- Secure water leaks
- Maintain supply and pressure for fire suppression
- Prioritize supply for critical functions including medical services and mass care & shelter operations
- Monitor storage levels
- Monitor pump status
- Make system repairs
- Provide analytical water sampling, testing and certification services
- Develop boil water notices and other safety communications as needed

Similarly, the City provides wastewater collection and contracts for treatment services that are critical to the City's public and environmental health. Key City response actions for wastewater include<sup>17</sup>:

- Document overflow locations
- Locate and assess damaged collection system pipe
- Monitor lift stations
- Manage flow diversions if necessary
- Make system repairs
- Provide analytical wastewater sampling and testing services
- Continue to regulate commercial discharges

#### **11.4 EMERGENCY DEBRIS CLEARANCE**

The Public Works Department is responsible for the emergency clearance of debris from all public facilities and roadways to allow for emergency vehicle access. This is to be distinguished from the more deliberate debris management effort which will sort, remove and dispose of the debris.

#### **11.5 MASS CARE & SHELTER**

The City of Brisbane is charged with the responsibility to act on behalf of the health, welfare and safety of its residents. In a major emergency or disaster, the City will expand the scope and level of services it provides to its residents. The City may partner with NGOs and CBOs to ensure the best possible resources are quickly provided to those with the greatest need. Such groups include the American Red Cross and the Salvation Army. However, the City retains the primary responsibility for the care of its residents.

Mass care refers to unique services and resources that are needed by large numbers of residents impacted by an emergency or disaster. These include potable water, food, sanitation, clothing, communications, information, pet care, social services, and behavioral health services. Shelter refers to the short-term housing services needed for those whose homes have been damaged or for those who cannot return home.

The Parks & Recreation Department is assigned the lead role in coordinating the provision of care and shelter services. A variety of other City staff, volunteers, community organizations and vendors will be engaged to identify needs and deliver resources. Mass Care & Shelter operations must integrate and provide resources for individuals with access and functional needs.<sup>18</sup>

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<sup>17</sup> See also [City of Brisbane, Sewer System Management Plan](#), 2013

<sup>18</sup> See also FEMA's [Guidance Planning for Integration of Functional Needs Support Services in General Population Shelters](#), 2010



## 12.0 ROLES AND RESPONSIBILITIES

The following lists summarize the primary and significant disaster response roles and responsibilities for each City department and stakeholder organization. To the extent resources are available, departments may provide assistance to other departments.

### 12.1 CITY ATTORNEY

- Support proclamations of local emergency
- Assess City operations and provide legal counsel as needed

### 12.2 CITY CLERK

- Facilitate and administer proclamations of local emergency
- Oversee preservation of vital records
- Monitor continuity of government
- Administer loyalty oath to DSW volunteers as needed
- 

### 12.3 CITY MANAGER'S OFFICE

- Coordinate incident management and response efforts
- Establish response priorities
- Issue mission assignments
- Authorize proclamations of local emergency
- Lead incident action planning
- Direct resources and human capital
- Develop and maintain communication with Mayor and City Council members
- Lead emergency public information
- Manage media and community relations

### 12.4 FINANCE

- Provide emergency procurement support for life-saving and emergency protective measures
- Provide resource support (facility space, office equipment/supplies, contracting services, etc.)
- Anticipate, obtain, and track resources for City staff, mutual aid resources, and volunteers
- Develop financial mechanisms, procurement vehicles, and contracts to support procurement
- Oversee staff time-keeping
- Oversee compensation and claims
- Provide fiscal oversight and track expenses

### 12.5 FIRE

- Conduct wildland, rural, and urban firefighting operations
- Conduct EMS operations and liaison with County EMS regarding hospital functions
- Lead mass casualty/fatality management
- Conduct search & rescue operations
- Conduct hazardous materials response operations
- Support emergency public warning as needed
- Conduct assessment of facilities with underground storage tanks with fuel
- Conduct assessment of facilities with hazardous materials
- Lead fire and rescue mutual aid coordination
- Support damage assessment efforts
- Provide incident planning and management support as needed

### 12.6 COMMUNITY DEVELOPMENT

- Support damage assessment efforts



- Coordinate social services
- Lead initial planning for long-term recovery
- Develop and coordinate interim and long-term disaster housing
- Assist with coordinating SAP
- Assist with damage assessment efforts

### **12.7 HUMAN RESOURCES**

- Protect, restore, and sustain City staff
- Develop and coordinate human resources including contractors
- Recruit, screen, provide, and track volunteers
- Establish internal City staff communications
- Identify any employee needs (ex. child care, shelter)

### **12.8 INFORMATION TECHNOLOGY**

- Protect, restore, and sustain City cyber and information technology resources
- Oversee communications within the incident management and response structures
- Coordinate with telecommunications service providers
- Restore and repair telecommunications infrastructure
- Provide geographic information system (GIS) mapping support as needed

### **12.9 BUILDING & PLANNING**

- Manage and conduct post-event City facility safety assessments
- Manage structural safety assessment function and establish structure re-entry standards
- Lead damage assessment efforts
- Coordinate and direct SAP resources
- Support short-term recovery re-occupancy efforts

### **12.10 POLICE**

- Conduct law enforcement operations
- Lead evacuation operations
- Conduct emergency public warning as needed
- Provide facility and resource security
- Establish liaison with Coroner
- Lead law enforcement mutual aid coordination
- Conduct security planning and technical resource assistance
- Impose and enforce curfew as directed
- Provide public safety and security support
- Provide traffic control
- Provide support to access, traffic management, and crowd control at mass care facilities

### **12.11 PARKS & RECREATION**

- Manage emergency shelter operations
- Manage mass care operations
- Manage pet care and shelter operations
- Protect and restore natural/cultural resources and historic properties

### **12.12 PUBLIC WORKS**

- Conduct infrastructure protection and emergency repair
- Provide tree clearance from public rights of way
- Conduct infrastructure restoration
- Support evacuation operations including individuals requiring assistance
- Establish and support movement restrictions



- Conduct debris clearance and manage debris operations
- Conduct flood fight operations
- Activate and coordinate EOC operations
- Lead emergency management mutual aid coordination
- Activate volunteers in the Auxiliary Emergency Communications Service (AECS) as needed
- Lead public works mutual aid coordination
- Provide engineering services and construction management
- Provide facility repairs and maintenance in support of mass care and emergency shelter operations
- Coordinate with CalTrans regarding state and federal highways
- Restore transportation infrastructure
- Support damage assessment efforts
- Manage City facilities and coordinate use of non-City facilities
- Supervise transit safety and accessibility
- Support transportation function

### **12.13 BRISBANE WATER DISTRICT & GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT**

- Coordinate potable water system resources for prioritized public safety operations
- Monitor potable water quality and perform sampling/testing as needed
- Restore/maintain water and wastewater infrastructure
- Restore/maintain wastewater treatment plant operations
- Coordinate with the San Francisco Public Utilities Commission regarding pipeline operations within the City
- Provide potable water in support mass care operations as possible
- Support damage assessment efforts
- Ensure compliance with regulatory permits

### **12.14 CITY COUNCIL / MAYOR**

- Support public information efforts as needed
- Support community engagement
- Attend public meetings as needed
- Review potential or threatened litigation as needed
- Serve as a liaison with other city, county, state and/or federal representatives as needed
- Review and approve the Proclamation of Local Emergency
- Visit impacted areas, shelters, and other temporary facilities
- Review requirements for special legislation and development of policy
- Consider short- and long-term recovery staff recommendations

### **12.15 LOCAL GAS AND ELECTRIC UTILITY PROVIDER**

- Mitigate safety threats to responders and residents
- Coordinate prioritization of restoration of electrical and gas utility services
- Coordinate underground service alert mark outs



## 13.0 EMERGENCY PROCLAMATIONS/DECLARATIONS

### 13.1 LOCAL PROCLAMATION

The State of California Government Code allows a local emergency to be proclaimed by a city council, county, or by an official designated by ordinance adopted by the governing body<sup>19</sup>.

If the City of Brisbane determines that the effects of an emergency are, or may become, beyond the capability of local resources, a local emergency can be proclaimed. The Director of Emergency Services may issue a proclamation of local emergency when the City Council is not in session. A sample proclamation is included as an attachment to this EOP (Attachment 2). Such a proclamation of local emergency is invalid after seven days, unless ratified by the City Council. Proclamations must be made within 10 days of occurrence to qualify for assistance under the CDAA and must be renewed every 30 days until terminated.

A local proclamation of emergency allows the Director of Emergency Services to take measures necessary to protect and preserve public health and safety and supports requests for state and federal assistance. A local proclamation clearly communicates to City residents, staff and other stakeholders the severity of the emergency. A proclamation also provides City staff with additional powers and authorities to increase the speed and effectiveness of City response activities.<sup>20</sup>

A local proclamation of emergency does not automatically make the City eligible for state or federal disaster assistance. The City may simultaneously proclaim a local emergency and request a gubernatorial (state) or presidential (federal) disaster proclamation/declaration. San Mateo County can proclaim an emergency separately from the City. Their proclamation may also make the City eligible for future participation in state or federal disaster response/recovery efforts.

### 13.2 STATE OF EMERGENCY

After a proclamation of a local emergency, the City Council, having determined that local resources are not sufficient to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency<sup>21</sup> in the area to fully commit state and mutual aid assistance and provide resources to assist the local government.

To support its request for a gubernatorial proclamation, it is essential that the City forward an estimate of damage and financial loss to Cal OES through the San Mateo OA as quickly as possible. Estimates of loss are an important part of the criteria that Cal OES considers when making a determination to proclaim a state of emergency and request a presidential declaration of emergency or disaster. A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded to the San Mateo OA Coordinator for transmission to the Cal OES Director:

- Copy of the local emergency proclamation
- IDE summary that estimates the severity and extent of the damage

Cal OES will prepare a recommendation on the action that should be taken by the Governor. The Governor may also proclaim a State of Emergency without a local request if the safety of persons and property in

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<sup>19</sup> See California Government Code (Sections 8630-8634) authorizing local government proclamations and Brisbane Municipal Code (Chapter 2.28) authorizing the City Manager in their role of Director of Emergency Services to declare a local proclamation of emergency, if the City Council is not in session.

<sup>20</sup> See [Emergency Proclamations: A Quick Reference Guide for Local Government](#), California OES, 2014 and [Brisbane Municipal Code, Chapter 2.28.060](#).

<sup>21</sup> See California Government Code (Sections 8625-8629) authorizing actions and power of the Governor to declare a State of Emergency.



the State are threatened by conditions of extreme peril, or emergency conditions are beyond the emergency response capacity and capabilities of local authorities.

### **13.3 STATE OF WAR EMERGENCY**

In addition to declaring a State of Emergency, the Governor can proclaim a State of War Emergency<sup>22</sup> whenever the state or the nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent. The provisions of the Governor granted under a State of War Emergency are the same as those granted under a State of Emergency.

### **13.4 PRESIDENTIAL DECLARATION**

Following the proclamation of a State of Emergency, and with or without the City's request to do so, the Cal OES Director may recommend that the Governor request a Presidential Declaration<sup>23</sup> of a major disaster under the authority of Public Law 93-288. The Governor's request to the President is submitted through FEMA. Supplementary justification data may be required to accompany the state and local proclamations and initial damage estimate. Note that a Presidential Declaration of Major Disaster is required in order to access the bulk of federal disaster assistance programs.

### **13.5 OTHER POWERS**

Other local, state, and federal authorities such as public health emergencies or quarantines may grant broad powers to certain government officials to restrict movement or impose other restrictions in proclaimed emergencies.

#### **13.5.1 Curfew**

The City Council or whomever the City Council has authorized to restrict the movement of people and property during an emergency is primarily responsible for ordering an evacuation, quarantine, curfew, or other restriction on travel. This authorization may be in the form of an ordinance, resolution, or order that the Council has enacted. Curfews may be initiated as a crime prevention measure depending on the intensity of the disaster and the level of damage sustained.<sup>24</sup> The decision to implement a curfew and the duration rests with the City Council, but these curfews should be coordinated through the San Mateo County OA. Curfews may be implemented City-wide, or within specific areas depending on the emergency.

The Chief of Police also has curfew authority: "For the suppression of riot, public tumult, disturbance of the peace, or resistance against the laws or public authorities in the lawful exercise of their functions, the chief of police has the powers conferred upon sheriffs by general law and in all respects is entitled to the same protection." Specifically, "The Sheriff shall prevent and suppress any affrays, breaches of the peace, riots and insurrections which come to his knowledge, and investigate public offenses which have been committed."<sup>25</sup> The Sheriff also has the responsibility for closing areas to the public and consequently to order an evacuation.<sup>26</sup> Although the regulation uses the term "Sheriff", the Chief of Police is provided with the same authority.

## **14.0 CONTINUITY OF GOVERNMENT**

The Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency/disaster situation. The COG is defined as the preservation, maintenance, or reconstitution

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<sup>22</sup> See California Government Code (Sections 8620-8624) outlining the powers of the Governor under a State of War Emergency

<sup>23</sup> See Robert T. Stafford Disaster Relief Act (Public Law 93-288) as the statutory authority for most federal disaster response activities.

<sup>24</sup> See [Legal Guidelines for Controlling Movement of People and Property During an Emergency](#), California Governor's Office of Emergency Services, 1999

<sup>25</sup> California Government Code Section 26602

<sup>26</sup> California Penal Code Sections 409, 409.5, 409.6



of the civil government's ability to carry out its constitutional responsibilities. All levels of government share a constitutional responsibility to preserve the life and property of their citizens. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.<sup>27</sup>

## **14.1 LINES OF SUCCESSION**

When a role or function is essential to the City's ability to complete its critical missions, a successor must be named to assume the duties and responsibilities of that role. The COG lines of succession for selected essential City government positions are listed below:

### **14.1.1 Mayor**

- Vice Mayor
- Stand By Officers

### **14.1.2 City Manager**

- Deputy City Manager
- Chief of Police
- Planning Director

### **14.1.3 Chief of Police**

- Commander
- Senior Patrol Sergeant

## **14.2 ESSENTIAL FACILITIES: ALTERNATE SEAT OF GOVERNMENT**

The primary seat of the City of Brisbane local government is:

Brisbane City Hall  
50 Park Place  
Brisbane, CA 94005

Subject to the needs of the City and the situation and conditions present, an alternate site will be selected.

## **14.3 PRESERVATION OF VITAL RECORDS**

City leadership will require certain vital records during a disaster. Vital records are the documents required to continue the mission of City departments and agencies during and after a disaster. The records will assist in providing services both to internal City departments and external customers, such as citizens, contractors, other government entities.

Protection of, and access to these and other vital records requires planning and is coordinated by the Brisbane City Clerk. Each City department is responsible for identifying vital records, coordinating with the City Clerk, and assigning internal responsibility for their preservation.

Example documents may include:

- Public Records
- Computer system back-ups/servers
- Order of succession ordinances or resolutions
- Plans, policies, and procedures for critical processes
- Payroll information
- Contracts and leases
- Legal and financial records
- Insurance documents

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<sup>27</sup> California Government Code Sections 8635-8644



## ATTACHMENT 1: AUTHORITIES AND REFERENCES

### LOCAL AUTHORITIES AND REFERENCES

Per Brisbane Municipal Code Section 2.28.080, the Brisbane Disaster Council shall be responsible for the development of the City Emergency Plan, which shall provide for the effective mobilization of all of the resources of the City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. This plan shall take effect upon adoption by resolution of the City Council.

### STATE AUTHORITIES AND REFERENCES

State authority is to be found, in part, in California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code). California state and local jurisdictions use SEMS as outlined in Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and the California Government Code §8607 et sec.

The following authorities and references are also applicable:

- Standardized Emergency Management System Regulations: California Code of Regulations, Title 19, Division 2, Chapter 1
- Disaster Service Worker: California Government Code, Title 1. Division 4, Chapter 8
- Disaster Assistance Act Regulations: California Code of Regulations, Title 19, Division 2, Chapter 6
- Local Emergency Prevention Measures for County Health Official: California Health and Safety Code §101040
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Disaster Assistance Act
- Orders and Regulations that may be promulgated by the Governor during a State of Emergency or a State of War Emergency

### FEDERAL AUTHORITIES AND REFERENCES

Federal authority is found in the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288), Homeland Security Presidential Directive 5, "Management of Domestic Incidents" and Homeland Security Presidential Directive 8, "National Preparedness". The emergency management system used nationally is NIMS.

The following authorities and references are applicable:

- Robert T. Stafford Emergency Disaster Relief and Emergency Assistance Act (42 U.S.C. §5121 et seq., as amended)
- Code of Federal Regulations: Title 44, Part 206
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, National Incident Management System, February 28, 2003
- National Response Framework, Second edition, U.S. Department of Homeland Security, July 2014



## ATTACHMENT 2: SAMPLE PROCLAMATIONS

### Proclamation of Local Emergency by Director of Emergency Services

**WHEREAS**, Section 2.28.060 of the City of Brisbane Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session, and;

**WHEREAS**, the Director of Emergency Services of the City of Brisbane does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within the City, caused by

\_\_\_\_\_ which began at \_\_\_\_\_ a.m./p.m. on  
(*fire, flood, storm, mudslides, torrential rain, earthquake, drought, or other causes*)

the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and;

That these conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the City; and

That the City Council of the City of Brisbane is not in session and cannot immediately be called into session;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that a local emergency now exists throughout the said City; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and by the City of Brisbane Emergency Operations Plan, as approved by the City Council on \_\_\_\_\_.

That this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the governing body of the City of Brisbane.

Dated: \_\_\_\_\_ By: \_\_\_\_\_

Director of Emergency Services

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address



**Proclamation Requesting that the Governor Proclaim a State of Emergency and that the Governor Request a Presidential Declaration of a Major Disaster**

**WHEREAS**, the Director of Emergency Services of the City of Brisbane found that due to \_\_\_\_\_, which commenced on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a condition of extreme peril to life and property did exist in the City of Brisbane, and

**WHEREAS**, in accordance with state law and Brisbane Municipal Code, the Director of Emergency Services proclaimed the existence of a local emergency throughout said City effective the \_\_\_\_\_;

**WHEREAS**, it has now been found that local resources are unable to cope with the effect of said emergency;

**NOW, THEREFORE, BE IT HEREBY PROCLAIMED AND ORDERED** that a copy of this proclamation be forwarded through the Director of the Office of Emergency Service to the Governor of California with the request that he proclaim the City of Brisbane to be in a state of emergency; and that he authorize assistance under the California Disaster Assistance Act; and further that the Governor request a Presidential Declaration of Major Disaster.

**IT IS FURTHER RESOLVED** that \_\_\_\_\_, is designated as the local Hazard Mitigation Coordinator of the City of Brisbane for the purpose of assessing damage within said county and consulting with federal/state survey teams about hazard mitigation actions.

**IT IS FURTHER RESOLVED** that \_\_\_\_\_, *Director of Public Works*, is hereby designated as the authorized representative of the City of Brisbane for public assistance and that \_\_\_\_\_, *Director of Community Development*, is hereby designated as the authorized representative of the City of Brisbane for individual assistance for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

**SIGNED AND SUBSCRIBED** at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Director of Emergency Services

\_\_\_\_\_

Print Name

\_\_\_\_\_

Address



## ATTACHMENT 3: ACRONYMS

AAR	After Action Report
ACES	Auxiliary Communications Emergency Services (Amateur Radio)
ADA	Americans with Disabilities Act of 1990
ATC	Applied Technology Council
BWD	Brisbane Water District
Cal OES	California Governor's Office of Emergency Services
CBO	Community-based Organization
CDAA	California Disaster Assistance Act
CERT	Community Emergency Response Team
COG	Continuity of Government
CPG	Comprehensive Preparedness Guide
DSW	Disaster Service Worker
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EMS	Emergency Medical Services
FBO	Faith-based Organization
FEMA	Federal Emergency Management Agency
GIS	Geographic Information System
GVMID	Guadalupe Valley Municipal Improvement District
HAZUS	Hazards-U.S.
HMGP	Hazard Mitigation Grant Program
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IPAWS	Integrated Public Alert and Warning System
LHMP	Local Hazard Mitigation Plan
MMAA	Master Mutual Aid Agreement
NGO	Non-governmental Organizations



NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
OA	Operational Area
OES	Office of Emergency Services
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PETS	Pets Evacuation and Transportation Standards Act, 2006
REOC	Regional Emergency Operations Center
SAP	Safety Assessment Program
SBA	U.S. Small Business Administration
SEMS	Standardized Emergency Management System
SMC Alert	San Mateo County Alert and Warning System
SOC	State Operations Center
SOP	Standard Operating Procedures
Stafford Act	Robert T. Stafford Disaster Relief and Emergency Assistance Act
UC	Unified Command
WEA	Wireless Emergency Alerts



## ATTACHMENT 4: GLOSSARY

### Action Plan

A plan prepared in the Disaster Field Office, Emergency Operations Center, Unified Command Center, or Incident Command Post, containing the emergency response objectives of a specific SEMS level reflecting overall priorities and supporting activities for a designated period.

### Concept of Operations

A general notion of the methods agencies use to organize their response to disasters (such as mutual aid and SEMS). Disasters typically progress through identifiable phases and certain responses are appropriate during each of these phases.

### Disaster Service Worker (DSW)

Any persons registered with a disaster council or Cal OES to provide disaster service without pay. Disaster service workers include public employees, registered volunteers and persons pressed into service during an emergency by persons authorized to command such services.

### Emergency (Federal Definition – see also Local Emergency and State of Emergency)

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 which requires federal emergency assistance to supplement state and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

### Emergency Management

The provision of overall operational control or coordination of emergency operations at each level of the California emergency organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.

### Emergency Manager

An individual duly appointed by state agencies, counties, cities and counties and cities of the State of California, in accordance with state authority, adopted ordinance, by resolution as provided for by ordinance, or section §26622 of the Government Code.

### Emergency Organization

The operational forces deemed necessary to meet the conditions of a local emergency. All officers and employees of this City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons pressed into service under the provisions of this title, be charged with duties incident to the protection of life and property in this City during such emergency, shall constitute the City Emergency Organization.

### Emergency Operations Center (EOC)

A centralized location from which emergency operations can be directed and coordinated.

### Federal Assistance (federal definition)

Aid to disaster victims or state or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (Public Law 93-288) and other statutory authorities of federal agencies.

### Hazardous Material Incident

Any release of a material (during its manufacture, use, storage or transportation) which is capable of posing a risk to health, safety and property. Areas at risk include facilities that produce, process, transport or store hazardous material, as well as all sites that treat, store and dispose of hazardous materials.

### Incident Command System (ICS)

The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt any integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. The 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.



#### Local Emergency (state definition)

The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

#### Major Disaster (federal definition) – see also Emergency

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, which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

#### Mass Care

The provision of shelter, water, food, emergency first aid, sanitary facilities, bulk distribution of emergency items, and disaster welfare information.

#### Master Mutual Aid Agreement

The California Disaster and Civil Defense Master Mutual Aid Agreement entered into by and among the State of California, its various departments and agencies and the various political subdivisions of the State. The agreement provides for support of one jurisdiction by another.

#### Mitigation

Pre-event planning and other actions which lessen the effects of potential disasters. (See also Comprehensive Emergency Management.)

#### Mutual Aid

A statewide system, developed under the authority of the California Emergency Services Act, designed to ensure that adequate resources, facilities and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

#### Mutual Aid Region

A subdivision of the state emergency services organization established to coordinate mutual aid and other emergency operations. The City of Brisbane is location in Mutual Aid Region II.

#### National Incident Management System (NIMS)

Established by Homeland Security Presidential Directive 5, NIMS is the mandated system for all states and subdivisions as well as the federal government to respond to disasters including enemy attack.

#### Office of Emergency Services (California) (Cal OES)

Part of the Governor's Office, the primary state agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response and recovery activities.

#### Operational Area (OA)

An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county.

#### Preliminary Damage Assessment (PDA)

The PDA is used to determine the impact and magnitude of damage caused by the disaster event and resulting unmet needs of the public sector and community as a whole. Joint Cal OES / FEMA PDA teams will visit the impacted area to verify reported damages and identify any unmet needs.

#### Public Information Officer (PIO)

An official responsible for releasing information to the public through the news media.

#### Regional Emergency Operations Center (REOC)

The REOC is the first level facility of the Cal OES to manage a disaster. It provides a single consistent emergency support staff operating from a fixed facility, responsive to the needs of the operational areas and coordinates with the State of California Operations Center.



Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public Law 93-288 as amended)

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 declared emergencies and major disasters.

Safety Evaluation (Assessment)

State-managed program utilizing volunteers and mutual aid resources to provide professional engineers, architects, and certified building inspectors to assist local governments in safety evaluation of their built environment in the aftermath of a disaster. Evaluations are conducted in accordance with Applied Technology Council (ATC) publications 20, 20-1, and 45<sup>28</sup>.

Shelter

A facility and/or site containing an existing structure or requiring the construction of a temporary structure using non-traditional material (e.g., tents, open air) for the purposes of providing relief and services to affected populations.

Standard Operating Procedures (SOPs)

A set of specific instructions for departments, agencies, and individuals to function in field or EOC positions.

Standardized Emergency Management Systems (SEMS)

The group of principles for coordinating state and local emergency response in California. SEMS provides for a multiple level emergency response organization and is intended to facilitate the flow of emergency information and resources within and between the organization levels.

State Coordinating Officer

The person appointed by the Governor to coordinate and work with the federal coordinating officer.

State of Emergency (state definition)

According to §8558 (b) of the Emergency Service Act, a State of Emergency means: "Other duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property with the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions other than conditions resulting from a labor controversy or conditions causing a "state of war emergency", which conditions, by reason of their magnitude are or are likely to be beyond the control of the services, personnel, equipment and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat ...."

State Operations Center (SOC)

A facility established by Cal OES headquarters in Sacramento to coordinate state operations and the coordination of federal resources in support of the REOC during emergencies.

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<sup>28</sup> See [Cal OES Safety Assessment Program](#)