

Volume 2

Model City Plan

Gray Davis

Governor

Dallas Jones

Director

The contents of this guideline have not been changed from the original document, however, the guideline has been reformatted to meet Americans with Disabilities Act (ADA) 508 standards.

Contents

Volume 2.....	1
Model City Plan.....	1
The City of Santa Luisa Del Mar.....	8
Emergency Operations Plan.....	8
INTRODUCTION.....	8
CONCEPT OF OPERATIONS.....	9
Increased Readiness.....	9
Triggers for readiness activities.....	9
Examples of readiness activities.....	10
Initial Response.....	10
Extended Response.....	11
SEMS Functions.....	12
Mutual Aid.....	12
Examples of extended response.....	13
Recovery.....	14
Examples of recovery activities.....	14
RELATIONSHIP TO THE SYSTEM.....	15
HAZARD ANALYSIS.....	16
<i>Earthquakes</i>	17
<i>Winter Storms</i>	17
<i>Dam Failures</i>	17
<i>Fires</i>	18
<i>Hazardous materials</i>	18
<i>Hazards to City</i>	18
.....	20
DEPARTMENTAL RESPONSIBILITIES	21
<i>Key personnel</i>	21
<i>Alert list</i>	21
<i>Special districts</i>	21
<i>City OES</i>	21
STANDARD OPERATING PROCEDURES DEVELOPMENT	36
Fire Department.....	36
Increased Readiness.....	36
Initial Response Operations.....	37
Extended Response Operations.....	38

Police Department.....	39
Increased Readiness	39
Initial Response Operations.....	39
Extended Response Operation	41
Office of Emergency Services	41
Increased Readiness	41
Initial Response Operations.....	42
Extended Response Operations	42
Recovery Operations	43
Public Works Department	43
Increased Readiness	43
Initial Response Operation.....	44
Extended Response Operations	45
Recovery Operations	45
Administration/City Manager’s and Mayor’s Offices	45
Increased Readiness	45
Increased Response Operations	46
Extended Response Operations	46
Recovery Operations	46
Community Development Department.....	47
Increased Readiness	47
Initial Response Operations.....	47
Extended Response Operations	47
Recovery Operations	48
Finance Department	48
Increased Readiness	48
Extended Response Operations	48
Recovery Operations	48
Parks & Recreation Department	48
Increased Readiness	48
Initial Response Operations.....	49
Extended Response Operations	49
AUTHORITIES AND REFERENCES	49
TRAINING AND EXERCISING.....	50

Appendix A: 51

Letter of Promulgation 51

Appendix B: 53

PLAN CONCURRENCE 53

RECOVERY OPERATIONS MANUAL 55

Table of Contents 55

Appendix C: 56

Recovery Operations Manual 56

Concept of Operations 56

Recovery Operations 56

 Two phases 56

SHORT-TERM RECOVERY 57

LONG-TERM RECOVERY 58

RECOVERY OPERATIONS ORGANIZATION 59

RECOVERY OPERATIONS RESPONSIBILITIES 60

RECOVERY DAMAGE/SAFETY ASSESSMENT 61

DOCUMENTATION 62

NDAA requirements 62

Federal requirements 62

Debris removal 63

Building codes 63

AFTER-ACTION REPORTING 63

After-Action Report 63

DISASTER ASSISTANCE PROGRAMS 65

Introduction 65

Individuals 65

Business 65

Agriculture 65

Government 66

 Type of Emergency Declaration 66

 State of Emergency Proclamation 66

Presidential Declaration 67

Public Assistance Program Responsibilities 67

Individual Assistance Program Responsibilities 68

Hazard Mitigation Grant Program Responsibilities 69

City of Santa Luisa Del Mar 70

<i>Example</i>	70
Public Works Department	70
Standard Operating Procedures	70
The City of Santa Luisa Del Mar Public Works Department Standard Operating Procedures	71
Table of Contents.....	71
Mission of Public Works Department.....	72
Staffing.....	72
Facilities and Equipment.....	73
City of Santa Luisa Del Mar	74
Emergency Operations Center	74
Public Works Department.....	74
Position Checklists.....	74
Construction/Engineering Branch Coordinator	75
**** Read Entire Checklist Before Taking Action ****	75
Responsibilities.....	75
Activation Phase.....	75
Operational Phase.....	76
Demobilization Phase.....	77
Utilities Unit Leader.....	78
**** Read Entire Checklist Before Taking Action ****	78
Responsibilities.....	78
Activation Phase.....	78
Operational Phase.....	78
Demobilization Phase.....	79
Damage/Safety Assessment Unit Leader.....	80
**** Read Entire Checklist Before Taking Action ****	80
Responsibilities.....	80
Activation Phase.....	80
Operational Phase.....	80
Demobilization Phase.....	81
Public Works Unit Leader.....	82
**** Read Entire Checklist Before Taking Action ****	82
Responsibilities.....	82
Activation Phase.....	82

Operational Phase	82
Demobilization Phase	83
City of Santa Luisa Del Mar	84
Public Works Department	84
Hazard-Specific Checklist.....	84
Santa Luisa Del Mar - Public Works Department	85
Increased Readiness Checklist.....	85
Santa Luisa Del Mar - Public Works Department	86
General Response Checklist.....	86
Santa Luisa Del Mar - Public Works Department	87
Dam Failure Checklist.....	87
Santa Luisa Del Mar - Public Works Department	88
Earthquake Checklist.....	88
Santa Luisa Del Mar - Public Works Department	90
Floods Checklist.....	90
Santa Luisa Del Mar - Public Works Department	92
Landslides Checklist.....	92
Departmental Alert List (9/96)	94
Administration Division (12).....	94
Engineering Division (47).....	94
Facilities Division (40).....	95
Water Resources Division (42)	95
Transportation & Parking Division (14).....	95
City of Santa Luisa Del Mar Public Works Department.....	96
Automotive and Equipment Fleet.....	96

The City of Santa Luisa Del Mar

Emergency Operations Plan

INTRODUCTION

The Santa Luisa Del Mar Emergency Operations Plan identifies the City's emergency planning, organization, and response policies and procedures. The plan also addresses the integration and coordination with other governmental levels when required.

This plan is based on the functions and principles of the Standardized Emergency Management System (SEMS), which is based on the FIRESCOPE Incident Command System (ICS), and identifies how the City fits in the overall SEMS structure.

The plan addresses how the City will respond to extraordinary events or disasters, from preparation through recovery. A hazard analysis and probability matrix are also included in the plan. The responsibilities of each department are identified in matrices, which are based on each identified hazard or threat. The development of departmental Standard Operating Procedures (SOPs) is discussed, including what each department will include in their own SOPs.

The Santa Luisa Del Mar Emergency Operations Plan will be approved by the City Council and signed by the Mayor. The City's Office of Emergency Services is responsible for reviewing the entire plan on an annual basis, and coordinating the revision of the plan as required.

Each department manager is responsible for reviewing its SOPs on an annual basis and coordinating the revision of the procedures with the Office of Emergency Services.

Special districts serving the City of Santa Luisa Del Mar are responsible for following this plan and developing procedures to fulfill their stated responsibilities. The City's Office of Emergency Services will be responsible for maintaining records of all revisions.

CONCEPT OF OPERATIONS

The City's response to disasters is based on four phases:

- Increased readiness;
- Initial response operations;
- Extended response operations; and
- Recovery operations.

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific disaster situations. In coordination with the City Manager and Incident Commanders, the Office of Emergency Services Director will determine the phase and initiate the appropriate level of alert for response agencies, including the activation of the Emergency Operations Center as required.

Increased Readiness

Triggers for readiness activities

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the City will initiate actions to increase its readiness. Events that may trigger increased readiness activities include:

- Issuance of a credible long-term earthquake prediction;
- Receipt of a flood advisory or other special weather statement;
- Receipt of a potential dam failure advisory;
- Conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity;
- An expansive hazardous materials incident; and
- Information or circumstances indicating the potential for acts of violence or civil

disturbance.

Examples of readiness activities

Increased readiness activities may include, but are not limited to, the following activities:

- Briefing of City Manager and key officials or employees of Santa Luisa Del Mar on the situation;
- Reviewing and updating of SLDM Emergency Operations Plan and related SOPs;
- Increasing public information efforts;
- Accelerating training efforts;
- Inspecting of critical facilities and equipment, including testing warning and communications systems;
- Recruiting of additional staff and Disaster Service Workers;
- Warning threatened elements of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing personnel and pre-positioning resources and equipment; and
- Establishing or activating staging areas.

Initial Response

The City's initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use the Incident Command System to organize response to the emergency or disaster, incorporating the functions, principles and components of ICS (i.e., unified command, action planning, span of control, hierarchy of command, etc.).

Examples of initial response activities include:

- Making all necessary notifications, including the Santa Luisa Operational Area;
- Disseminating of warnings, emergency public information, and instructions to the citizens of Santa Luisa Del Mar;
- Conducting evacuations and/or rescue operations;
- Caring for displaced persons and treating the injured;
- Conducting initial damage assessments and surveys;
- Assessing need for mutual aid assistance;
- Restricting movement of traffic/people and unnecessary access to affected areas;
- Establishing Unified Commands;
- Coordinating with state and federal agencies working in the field; and
- Developing and implementing Incident Action Plans.

Extended Response

The City's extended response activities are conducted in the field and in the City's emergency operations center (EOC). The Santa Luisa Del Mar EOC is located in the basement of City Hall.

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use the Incident Command System (ICS) to manage field operations. EOC staff will support field response personnel in mitigating the affects of the disaster.

SEMS Functions

EOC staff will be organized around the five Standard Emergency Management System (SEMS) functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. The components and principles of SEMS will be used by the EOC staff to manage disaster operations. EOC staff will establish measurable and attainable objectives to be achieved for a given operational period. An EOC action plan will be developed for each operational period.

When the EOC is activated, communications and coordination will be established between the Incident Commander(s) and the EOC. Communications and coordination will be established between the Santa Luisa Del Mar EOC, when activated, and the Santa Luisa Operational Area EOC. Multi-agency or inter-agency coordination will be used by EOC staff to facilitate decisions for overall local government level emergency response activities.

Mutual Aid

“Mutual Aid System” means the system which allows for the progressive mobilization of resources to/from emergency response agencies, local governments, Operational Areas, regions, and the State with the intent of providing adequate resources to requesting agencies. The City of Santa Luisa Del Mar is located in Mutual Aid Region 1.

Within the framework of the California Disaster and Civil Defense Master Mutual Aid Agreement, several discipline-specific mutual aid coordinators will operate from the Santa Luisa Operational Area EOC, such as fire and rescue, law, medical, and public works. Mutual aid requests for these disciplines will be coordinated through the coordinators.

Once the City EOC is activated, communications will be established between the EOC and these discipline-specific Operational Area mutual aid coordinators. All other requests for assistance will flow through the appropriate Operational Area SEMS function. The jurisdiction(s)

requesting mutual aid will remain in charge and retain overall direction of personnel and equipment provided through mutual aid.

Examples of extended response

Examples of extended response activities include:

- Preparing detailed damage assessments;
- Operating mass care facilities;
- Conducting coroner operations;
- Procuring requirement resources to sustain operations;
- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Restoring vital utility services;
- Tracking resource allocation;
- Conducting advance planning activities;
- Documenting expenditures;
- Developing and implementing Action Plans for extended operations;
- Dissemination of emergency public information;
- Declaring a local emergency;
- Prioritizing resource allocation; and
- Inter/multi-agency coordination.

Recovery

As the immediate threat to life, property, and the environment subsides, the rebuilding of Santa Luisa Del Mar will begin through various recovery activities.

Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the City.

This plan does not specifically identify Santa Luisa Del Mar's recovery operations. However, the *Recovery Operations Manual* covers the recovery process in detail, describing roles and responsibilities and the procedures for accessing the federal and state disaster assistance programs that are available to individuals, businesses, and the City. The *Santa Luisa Del Mar Recovery Operations Manual* is enclosed in the appendix of this plan.

Examples of recovery activities

Examples of recovery activities include:

- Restoring of all utilities;
- Establishing and staffing Local Assistance Centers and Disaster Assistance Centers;
- Applying for state and federal assistance programs;
- Conducting hazard mitigation analyses;
- Identifying residual hazards; and
- Determining and recovering costs associated with response and recovery.

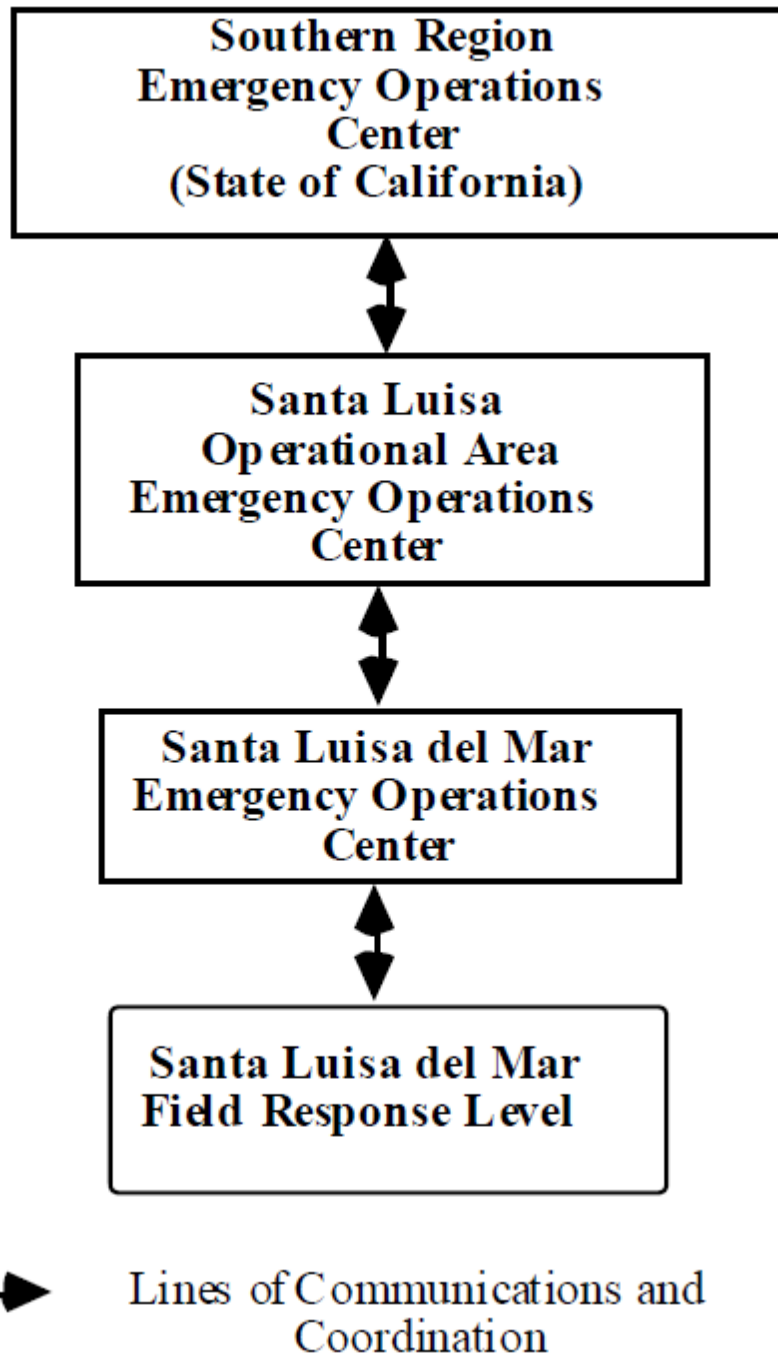
RELATIONSHIP TO THE SYSTEM

The City is responsible for emergency response within its geographical boundaries. The *California Emergency Services Act* requires the City to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. During disasters, it is required to coordinate emergency operations with the Santa Luisa Operational Area and, in some instances, other local governments.

Under the Standardized Emergency Management System (SEMS), the city has responsibilities at two levels, the field response and local government levels. At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response.

At the local government level, a designated Emergency Operations Center (EOC) is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with the Santa Luisa Operational Area.

The following diagram depicts the relationship between the City of Santa Luisa Del Mar, the Santa Luisa Operational Area, and the State's Southern Regional Emergency Operations Center (REOC).



HAZARD ANALYSIS

The City of Santa Luisa Del Mar recognizes that the planning process must address each hazard that threatens the City. Santa Luisa Del Mar is vulnerable to a wide range

of threats. There are three broad categories of hazards: natural, technological or man-made and national security.

Earthquakes

In 1979, the City experienced a magnitude six earthquake on the Emenem Fault, causing significant damage to infrastructure and unreinforced masonry buildings. During the earthquake, landslides occurred around the Santa Luisa Reservoir, causing water to spill over the dam, flooding the surrounding area.

There have been several earthquakes, in the three to four magnitude range, offshore on the Calvin fault, each causing minor damage to structures and roads along the Santa Luisa Del Mar coastline. The California Division of Mines and Geology estimates the probability of a 7.0, or larger, earthquake at over 50% in the next 30 years.

Additionally, after one of the offshore earthquakes, a small seismic wave was generated but caused very little damage to the coastal area. However, a stronger earthquake along this fault has the potential of creating a significant seismic wave, or tsunami.

Winter Storms

In 1942, 1956, 1971, 1974, and 1988 severe winter storms caused waters from Santa Luisa River and Sycamore Creek to overflow their banks and significantly flood surrounding areas.

Dam Failures

A few miles northeast of Santa Luisa Del Mar, in the Santa Luisa Mountains, lies the Santa Luisa Dam, which has the potential to affect thousands of people. In 1992, a gate at the Santa Luisa Dam failed, causing the Santa Luisa River to overflow and flood the surrounding areas.

Fires

In 1964, a wildland fire burned thousands of acres of land and destroyed 17 homes. In 1990, a fire, which was started in the surrounding foothills by a campfire, burned thousands of acres of land and destroyed 21 homes before it was extinguished. In 1978, heavy rains caused several landslides in and around the Sycamore Canyon area, restricting vehicular traffic in and out of the area for a couple of days.

Hazardous materials

In the past several years, the threat from hazardous materials has increased. The threat picture for Santa Luisa Del Mar is further complicated by the increased use, storage, and transportation of numerous hazardous materials. In 1985, a 20,000 gallon cargo of anhydrous ammonia was spilled when a train jumped the track near the train depot. Several traffic accidents have occurred on Interstate 9, involving trucks carrying hazardous materials.

In 1993, a truck carrying nitric acid collided with another vehicle, spilling nearly 10,000 gallons of acid and causing the freeway to be closed down and the evacuation of two square miles (involving over 2,500 homes and the university campus).

Hazards to City

The City of Santa Luisa Del Mar, with its varying topography, mix of urban and rural areas, rapidly growing permanent population, and transient and recreational population is subject to a wide variety of negative impacts from natural and technological hazards. The natural hazards and technological or man-made hazards that confront the City of Santa Luisa Del Mar are as follows:

Natural Hazards

- Earthquakes;
- Floods;

- Wildland fires;
- Landslides;
- Extreme weather/storm; and
- Tsunami.

Technological/Man-made Hazards

- Dam failure;
- Hazardous materials;
- Major vehicle accident;
- Train accident;
- Airplane crash;
- Civil disturbance; and
- Terrorism.

A hazard matrix that outlines each of these hazards and identifies their likelihood of occurrence and its severity is listed on the next page.

Likelihood of Occurrence

Hazard	Likelihood of Occurrence			Severity		
	Infrequent	Sometimes	Frequent	Low	Moderate	High
Dam Failure	X					X
Earthquake M<5			X	X		
Earthquake M>5	X					X
Wildland Fire		X			X	
Floods		X		X	X	X
HazMat			X		X	X
Landslides	X			X		
Civil Disturbance	X			X		
Extreme Weather/ Storm		X			X	
Aircraft Crash	X					X
Train Accident	X			X	X	X
Major Vehicle Accident		X		X		
Terrorism	X				X	X
Tsunami	X				X	

DEPARTMENTAL RESPONSIBILITIES

Santa Luisa Del Mar departments have specific responsibilities and related activities/actions assigned to them for each identified hazard and threat. Each department is responsible for ensuring coordination with the other departments.

Key personnel

The Santa Luisa Del Mar Office of Emergency Services is responsible for identifying key management personnel, with alternates, and alternative facilities to conduct government operations, based on the hazard analysis. Each department will be responsible for identifying key departmental personnel with backups and alternates for each position.

Alert list

The Santa Luisa Del Mar Office of Emergency Services is responsible for developing and maintaining an emergency alert list, which will be used to notify the key city personnel. Each department will develop their own departmental alert list, which will be used by the departments to alert departmental personnel.

Special districts

Special districts with responsibilities under this plan will coordinate all planning efforts with the Santa Luisa Del Mar Office of Emergency Services.

City OES

The Santa Luisa Del Mar Office of Emergency Services has overarching responsibility for coordinating the City's response to each identified hazard and threat. Departmental responsibilities are outlined in hazard/threat specific matrices. Typical activities/actions performed during a specific hazard/threat are listed on the vertical axis (y-axis); and the five Standardized Emergency Management System (SEMS) functions are listed on the horizontal axis (x-axis). For each activity/action, the departments' assigned responsibilities under this activity/action are listed under the appropriate SEMS function.

The following legend will apply to all the matrices:

- FD = Fire Department
- CD = Community Development
- ADMIN = Administration/City Manager/Mayors Office
- OES = Office of Emergency Services
- P&R = Parks and Recreation
- PW = Public Works
- PD = Police Department
- FIN = Finance
- SD = Special districts

Dam Failure SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD,PW				
Evacuation		FD,PD		CD,PW	
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	OES,PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW PD, OES	FIN,ADMIN
Notifications		PD,FD			
Communications		FD,PD,PW, OES		PD	
Flood Fight Ops.		PW,FD,PD,SD		CD	
Structural Assmt.		PW,SD		ADMIN,PD	
Public Information	PD,FD,OES				
Med/Rescue Ops.		FD,PD,P&R			
Situation Status			CD,PD, FD,PW		
Documentation					FIN
Procurement				ADMIN	
Fatalities Mgmt.		PD,FD,PW, P&R		CD	

Earthquake SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Ctr.		PD,PW			
EOC Operations	ADMIN,FD, CD, FIN,OES, PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW, PD	FIN,ADMIN
Evacuations		PD,FD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD,PW, OES		PD	
Initial Damage Assessment		PD,FD,SD			
Detailed Damage Assessment		CD			
Shelter Operations				ADMIN,PD SD	
Public Information	PD,FD,OES SD	FD,PD			
Fire Suppression		FD			
HazMat Operations		FD			
Debris Removal		PW			
Utility Restoration		PW,SD			
Facility Restoration		PW,CD			
Situation Status			CD,PD,FD,PW		
Documentation					FIN
Procurement				ADMIN	FIN
Volunteer Mgmt.		ADMIN,PD,SD			
Fatalities Mgmt.		PD,FD,PW, P&R			

Recovery Operations		ADMIN,FD,PD PW,CD			
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Wildland Fires SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	ADMIN,FD, CD,FIN, OES, PD	PD,FD,PW, P&R	CD, ADMIN	ADMIN,PW PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD, OES		PD	
Public Information	PD,FD,OES				
Rescue Operations		FD,PD			
Fire Suppression		FD			
Situation Status			CD,PD,FD,PW		
Documentation					FIN
Procurement				ADMIN	FIN
Fatalities Mgmt.		PD,FD,PW, P&R			

Flood SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	OES, PD	PD,FD,PW, P&R	CD, ADMIN	ADMIN,PW PD	FIN,ADMIN
Evacuation		PD,FD, PW		CD,PW	
Notifications		PD,FD			
Communications		FD,PD, OES		PD	
Flood Fight Ops.		PW,PD,FD,SD		CD	
Shelter Operations				ADMIN,PD SD	
Public Information	PD,FD,OES				
Med/Rescue Ops.		FD,PD, P&R			
Situation Status			CD,PD,FD,PW		
Documentation					FIN
Fatalities Mgmt.		PD,FD,PW, P&R			

HazMat SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	OES, PD	PD,FD,PW, P&R	CD, ADMIN	ADMIN,PW PD	
Evac/Shelter-Inplace		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD, OES		PD	
HazMat Operations		FD,PW,PD		CD	
Medical Operations		FD,P&R			
Public Information	PD,FD,OES				
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN
Procurement				ADMIN	FIN

Landslide SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	ADMIN,FD, CD,FIN,PD	PD,FD,PW, P&R	CD, ADMIN	ADMIN,PW PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD, OES		PD	
Debris Removal		PW			
Public Information	PD,FD,OES				
Med/Rescue Ops.		FD,PD			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN
Procurement				ADMIN	FIN

Civil Disturbance SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	ADMIN,FD, CD,FIN, OES, PD	PD,FD,PW, P&R	CD, ADMIN	ADMIN,PW PD	FIN,ADMIN
Notifications	PD,FD				
Communications		FD,PD,OES		PD	
Public Information	PD,FD,OES				
Fire Suppression		FD			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN

Extreme Weather/Storm SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
EOC Operations	ADMIN,FD, CD,FIN,OES PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW, PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD,OES		PD	
Shelter Operations				ADMIN,PD SD	
Public Information	PD,FD,OES				
Rescue Operations		FD,PD			
Damage Assessment		FD,PD,PW, P&R, SD			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN
Procurement				ADMIN	FIN
Recovery Operations	ADMIN,OES	FD,PD,PW, P&R	CD,PD,FD,PW	ADMIN,PW PD	FIN,ADMIN

Train Accident SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		FD,PD			
EOC Operations	ADMIN,FD, CD,FIN, OES PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW, PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD,OES		PD	
Safeguard Evidence		PD,FD			
Public Information	PD,FD,OES				
Rescue Operations		FD,PD			
Fire/HazMat Ops.		FD			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN

Fatalities Mgmt.		PD,FD,PW, P&R			
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Major Vehicle Accident SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	OES,PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW, PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD,OES		PD	
Public Information	PD,FD,OES				
Rescue Operations		FD,PD			
Fire/HazMat Ops.		FD			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		
Procurement				ADMIN	FIN
Fatalities Mgmt.		PD,FD,PW, P&R			

Terrorism SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	ADMIN,FD, FIN, OES, PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW, PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Safeguard Evidence		PD,FD			
Public Information	PD,FD,OES				
Med/Rescue Ops.		FD,P&R			
Damage Assessment		PD,FD,PW			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN
Fatalities Mgmt.		PD,FD,PW, P&R			

Tsunami SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	OES,PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW PD	FIN, ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD,OES		PD	
Shelter Operations				ADMIN,PD, SD	
Public Information	PD,FD,OES				
Med/Rescue Ops.		FD,PD			
Damage Assessment		FD,PW,PD,SD		ADMIN	
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN
Fatalities Mgmt.		PD,FD,PW, P&R			

Fatalities Mgmt.		PD,FD,PW, P&R			
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Airplane Crash SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	ADMIN,FD, CD,FIN,OES, PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW, PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD,OES		PD	
Safeguard Evidence		PD,FD			
Shelter Operations				ADMIN,PD, SD	
Public Information	PD,FD,OES				
Fire/Rescue Ops.		FD,PD			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		

Fatalities Mgmt.		PD,FD,PW, P&R			
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STANDARD OPERATING PROCEDURES DEVELOPMENT

For the Santa Luisa Del Mar's Emergency Operations Plan to be complete, each SEMS section, branch and unit must develop Standard Operating Procedures (SOPs). Upon completion, each SOP will become part of this plan by reference.

These SOPs will contain, in detail, those actions that are necessary to fulfill the SEMS functional responsibilities under this plan. Each of the SOPs will include some generic information such as increased readiness activities, procedures for recalling departmental personnel, disaster assignments, and resource lists.

Under a heading for each SEMS section, branch or unit, a descriptive list of what specific information will be in the SOPs is provided below to assist in developing SOPs. Once the SOPs are completed, they must return to the "Concept of Operations" section on this plan to ensure that the SOPs are consistent with these concepts.

Each SOP will be reviewed by the Santa Luisa Del Mar Office of Emergency Services for consistency with the City's Emergency Operations Plan. Inconsistencies or overlaps between departmental actions will be addressed by the departments or the City Manager.

Strict adherence to the SOP by departments is not required. Departments may deviate from SOPs to respond to unique needs in a particular response. Major variation from procedures shall be coordinated with the EOC.

Fire Department

Increased Readiness

Develop procedure for reviewing and updating Santa Luisa Del Mar Fire Department SEMS SOPs.

Identify the process and develop procedures for checking critical Fire Department facilities and equipment, including testing systems.

Develop procedure for mobilizing Fire Department personnel and pre-positioning resources and equipment.

In coordination with the Police Department and the Office of Emergency Services, develop a process for managing incidents, at the field level, using the Incident Command System.

In coordination with the Office of Emergency Services and the Police Department, develop a process for communicating with and directing the central dispatch center, including the activation of the Emergency Alert List.

In coordination with the Police Department, develop the process and procedures to warn threatened elements of the population.

Initial Response Operations

Ensure that hazardous material procedures are consistent with the *Santa Luisa County's Hazardous Materials Area Plan*. In coordination with the Police Department, Office of Emergency Services, and Administration/City Manager's and Mayor's Office, develop procedures to disseminate warnings, emergency public information, and instructions to Santa Luisa Del Mar citizens.

Develop procedures for responding to and managing:

- Train accidents, including light rail;
- Aircraft accidents, including military aircraft;
- Major vehicle accidents;
- A failure of the Santa Luisa Dam (consistent with inundation areas);
- Hazardous material incidents (consistent with County's HazMat Area Plan);
- Earthquakes;

- Floods;
- Wildland fires;
- Landslides; and
- Extreme weather or storm situations.

Develop procedures for initiating:

- Activities to implement Incident Action Plans;
- “Windshield survey” damage assessment following an earthquake;
- Medical operations, including triage operations;
- A needs assessment and subsequent requests for fire and rescue mutual aid;
- Rescue operations, including swift water rescues;
- Evacuation and rescue operations; and
- In coordination with the Parks & Recreation Department, treatment
- For injured. (Medical Car/Triage SOP)

Take into consideration specific planning requirements identified in the hazard analysis, in particular for hazardous materials and dam safety elements.

Extended Response Operations

Develop the process and concept of operations for EOC operations, including the communication and coordination protocol between the field and EOC fire personnel.

Police Department

Increased Readiness

Identify key management, with two alternates per position, and develop list.

Identify alternative government facilities, based on the hazard analysis.

Develop procedure for reviewing and updating Santa Luisa Del Mar Police Department SOPs.

Identify the process and develop procedures for checking critical police department facilities and equipment, including testing systems.

Develop procedure for mobilizing Police Department personnel and pre-positioning resources and equipment.

In coordination with the Fire Department and the Office of Emergency Services, develop a process for managing incidents, at the field level, using the Incident Command System.

In coordination with the Office of Emergency Services and the Fire Department, develop a process for communicating with and directing the central dispatch center, including activation of the Emergency Alert List.

In coordination with the Fire Department, develop process and procedures to warn threatened areas of the community.

Initial Response Operations

In coordination with the Fire Department, Office of Emergency Services, and Administration/City Manager's and Mayor's Offices, develop procedures to disseminate warnings, emergency public information, and instructions to Santa Luisa Del Mar citizens.

Develop procedures for responding to:

- Train accidents, including light rail;
- Aircraft accidents, including military aircraft;
- Major vehicle accidents;
- A failure of the Santa Luisa Dam;
- Hazardous material incidents;
- Civil disturbances and terrorism incidents;
- Earthquakes;
- Floods;
- Wildland fires;
- Landslides; and
- Extreme weather or storm situations.

Develop procedures for initiating:

- “Windshield survey” damage assessment following an earthquake;
- Perimeter management, including access control;
- Isolating the incident, and controlling access to the incident;
- Request for law enforcement mutual aid; and
- Operations to safeguard evidence at aircraft and train accidents.

Develop procedures for evacuations/movement operations and traffic and crowd control operations, including the identification of evacuation routes, evacuation reception areas, shelter locations, and security for area.

Take into consideration specific planning requirements that are identified the hazard analysis, in particular for hazardous materials and dam safety elements. Ensure that all items under the Americans with Disabilities Act are covered for evacuations/movement operations.

Extended Response Operation

Develop the process and concept of operations for EOC operations, including the communication and coordination protocol between the field and EOC fire personnel.

In coordination with the Santa Luisa County Coroner, develop procedures for managing fatalities.

Office of Emergency Services

Increased Readiness

Review and update Santa Luisa Del Mar Office of Emergency Services SOPs.

Check and expedite any repairs to the EOC and equipment, including testing systems.

Review procedures for pre-positioning resources and equipment.

Review and update processes and procedures for briefing City Manager, Mayor, and employees of the impending disaster situation.

Coordinate with Administration/City Manager's and Mayor's Offices to review and revise the process and procedures for increasing public information releases.

Coordinate with Administration/City Manager's and Mayor's Office, the process and procedure for recruiting volunteers and additional staff, including the procedure for registering them as Disaster Service Workers.

Prepare to mobilize auxiliary and volunteer staff and pre-positioning resources and

equipment.

In coordination with the Police Department and the Fire Department, test the process for managing incidents at the field level, using the Incident Command System.

Determine which state and federal agency could be operating in the field and make initial contacts.

In coordination with the Fire Department and the Police Department, test the process for communicating with and directing the central dispatch center, including the activation of the Emergency Alert List.

Review maps of specific hazards (i.e., HazMat, dam inundation areas, flood inundation areas, earthquake faults, etc.) to be used by the various departments/emergency responders.

Revise EOC SOPs, based on new conditions.

Initial Response Operations

In coordination with the Fire Department, Police Department, and Administration/City Manager's and Mayor's Offices, develop procedures to disseminate warnings, emergency public information, and instructions to Santa Luisa Del Mar citizens.

In coordination with Administration/City Manager's and Mayor's Offices, develop procedures for drafting and declaring a local emergency, including how to request a concurrence from the Director of the Governor's Office of Emergency Services, how to request a gubernatorial proclamation of a state of emergency, and how to request a presidential declaration.

Extended Response Operations

In coordination with Administration/City Manager's and Mayor's Offices, develop the process and procedure for maintaining a local emergency for an extended period of time.

In coordination with Administration/City Manager's and Mayor's Offices, develop the process and procedure for responding to press inquiries for the duration of the emergency.

Develop procedures for the activation, operation, and deactivation of the Santa Luisa Del Mar Emergency Operational Center (EOC SOPs).

Develop procedures and the process for communicating with the Santa Luisa Operational Area, surrounding jurisdictions, and special districts serving the City of Santa Luisa Del Mar.

Recovery Operations

Develop procedures for the organization and preparation of after-action reports.

In coordination with the Finance Department and Administration, develop the procedures and processes used for recovery operations.

Develop procedures for applying for state and federal disaster assistance programs.

In coordination with the Public Works and Community Development Departments, identify the process for conducting and analyzing potential hazard mitigation projects.

In coordination with the Fire Department, identify any residual hazards resulting from the disaster.

Public Works Department

Increased Readiness

Develop procedure for reviewing and updating Santa Luisa Del Mar Public Works SOPs.

Identify the process and develop procedures for checking critical Public Works facilities and equipment, including testing systems.

Develop procedure for mobilizing Public Works personnel and pre-positioning resources and equipment.

Initial Response Operation

Develop procedures for responding to:

A failure of the Santa Luisa Dam;

- Earthquakes;
- Floods;
- Landslides; and
- Extreme weather or storm situations.

Develop procedures for initiating:

- Utility system damage assessment operations following an earthquake;
- Damage assessment operations at the Santa Luisa Dam;
- Damage assessment operations for critical facilities, including infrastructure;
- Debris removal operations;
- Repair and restoration activities for damaged facilities, utility systems, and infrastructure;
- Flood fighting activities/actions;

- Sand bagging operations;
- Levee reinforcement operations;
- Hazardous waste clean up and disposal operations;
- Clearing and shoring operations for landslide areas; and
- Request for public works mutual aid.

Extended Response Operations

Develop procedure for restoring vital utility services.

Recovery Operations

In coordination with the Santa Luisa Del Mar Office of Emergency Services and Community Development Department, identify the process for conducting and analyzing potential hazard mitigation projects.

Administration/City Manager's and Mayor's Offices

Increased Readiness

Develop procedure for reviewing and updating Administration/City Manager's and Mayor's Offices SOPs.

In coordination with OES, identify alternate government facilities, including alternate EOC.

In coordination with the Office of Emergency Services, develop the process and procedure for increasing public information efforts.

In coordination with the Office of Emergency Services, develop the process and procedure for recruiting volunteers and additional staff, including the procedure for registering them as Disaster Service Workers.

Increased Response Operations

In coordination with the Fire Department, Police Department, and the Office of Emergency Services, develop procedures to disseminate warnings, emergency public information, and instructions to Santa Luisa Del Mar citizens.

In coordination with the Office of Emergency Services, develop draft language for declaring a local emergency, including instructions for how to request a concurrence from the Director of the Governor's Office of Emergency Services, how to request a gubernatorial proclamation of a state of emergency, and how to request a presidential declaration. Include in the procedures the benefits of such proclamations and any additional actions that may be required after a proclamation.

Extended Response Operations

In coordination with the Office of Emergency Services, develop the process and procedure for declaring a local emergency.

In coordination with the Office of Emergency Services, develop the process and procedure for disseminating emergency public information.

Develop procedures for protecting, controlling, and allocating vital resources.

Develop the process for communicating with the Disaster Council.

Recovery Operations

In coordination with the Finance Department and the Office of Emergency Services, develop the procedures and processes used for recovery operations.

Develop procedures for continuing government operations, including the identification of alternate sites and succession of City leadership.

Community Development Department

Increased Readiness

Develop procedure for reviewing and updating Community Development Department SOPs.

Identify the process and develop procedures for checking critical Community Development Department facilities and equipment, including testing systems.

Develop procedure for mobilizing Community Development Department personnel and pre-positioning resources and equipment.

Initial Response Operations

Develop procedures for assessing mutual aid needs.

Extended Response Operations

Develop procedures for performing detailed safety inspections of damaged facilities following an earthquake, including the process of determining whether a structure will be rebuilt or demolished.

Develop procedures to initiate mutual aid request for building inspectors following an earthquake.

Develop procedures to manage building inspection teams.

Develop procedures for conducting advance planning activities.

Develop procedures for creating a situation status report for the disaster to obtain the "big picture," include the updating process.

Develop procedures for tracking resources.

Recovery Operations

Identify the process used by the Redevelopment Agency to rebuild damaged areas of Santa Luisa Del Mar under redevelopment laws and regulations.

Identify the process for rezoning damaged areas of Santa Luisa Del Mar.

Finance Department

Increased Readiness

Develop procedure for reviewing and updating Finance Department SOPs.

Extended Response Operations

Develop procedures for procuring emergency resources to sustain operations. Develop the process for documenting the financial cost of disaster response and recovery operations (a disaster accounting system).

Recovery Operations

In coordination with the Office of Emergency Services and Administration, develop the procedures and processes used for recovery operations.

Develop the process and procedure for tracking employees' time and issuing paychecks during disaster operations.

Develop process and the procedures for submitting and processing workman compensation claims.

Parks & Recreation Department

Increased Readiness

Develop procedure for reviewing and updating Santa Luisa Del Mar Parks and Recreation Department SOPs.

Identify the process and develop procedures for checking Parks and Recreation facilities and equipment, including testing systems.

Develop procedure for mobilizing Parks and Recreation personnel and pre-positioning resources and equipment.

Initial Response Operations

Develop procedures for assessing the need for mutual aid.

In coordination with the Fire Department, develop procedures for treating the injured, including activating “field treatment sites” (Medical Care/Triage SOP.)

Extended Response Operations

In coordination with the American Red Cross, develop procedures for caring for displaced persons (Shelter Operations SOP). Ensure that all items under the American’s with Disabilities Act are considered when opening and managing a shelter.

Develop procedures for transporting patients from the field to local medical facilities.

Develop procedures for activating and participating in the Hospital Emergency Amateur Radio (HEAR) system.

In coordination with the County Health Department, develop procedures for vector control operations.

In coordination with County Animal Control develop procedures for the care and shelter **of pets and livestock.**

AUTHORITIES AND REFERENCES

The authority for the *Santa Luisa Del Mar Emergency Operations Plan* (EOP) is provided in the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

Santa Luisa Del Mar ordinance number SLDM-0987 provides for the authority of implementing the Santa Luisa Del Mar EOP.

In development of this EOP, references were used from many sources such as, Santa Luisa County EOP, the Standardized Emergency Management System (SEMS) Regulations (California Government Code 8607 et seq) and Guidelines, and the *State Emergency Plan*.

TRAINING AND EXERCISING

The Santa Luisa Del Mar Office of Emergency Services (OES) is responsible for developing and providing all training required under the Standardized Emergency Management System (SEMS) regulations.

The departments are responsible for providing training for all department emergency responders, ensuring that all applicable laws are met, and employees are familiar with and knowledgeable of department Standard Operating Procedures (SOPs) and the City's emergency plan.

OES in coordination with the City Manager is responsible for developing and distributing an exercise schedule, covering the exercises to be conducted throughout a given calendar year. Each department is responsible for sending emergency responders to these scheduled events pursuant to the exercise schedule published by OES.

Appendix A:

Letter of Promulgation

Approval Date: November 1, 1996

To: Officials, Employees, and Citizens of the City of Santa Luisa Del Mar

The preservation of life, property, and the environment is an inherent responsibility of local, state, and federal government. The City of Santa Luisa Del Mar has prepared this emergency operations plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies, and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS).

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

This emergency operations plan is an extension of the *California Emergency Plan*. It will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Santa Luisa Del Mar.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System by the City of Santa Luisa Del Mar. This emergency operations plan will become effective on approval by the City Council.

(Name)

Mayor

City of Santa Luisa Del Mar

Appendix B:

PLAN CONCURRENCE

The following list of signatures documents each department's concurrence with this emergency operations plan.

The City Manager concurs with the City of Santa Luisa Del Mar's Emergency Operations Plan. As needed, revisions will be submitted to the Assistant City Manager.

Signed _____

(City Manger's Signature)

The Finance Department concurs with the City of Santa Luisa Del Mar's Emergency Operations Plan. As needed, revisions will be submitted to the

Assistant Finance Director.

Signed _____

(Finance Director's Signature)

The Police Department concurs with the City of Santa Luisa Del Mar's Emergency Operations Plan. As needed, revisions will be submitted to the Administrative Division Assistant Commander.

Signed _____

(Police Chief's Signature)

The Fire Department concurs with the City of Santa Luisa Del Mar's Emergency Operations Plan. As needed, revisions will be submitted to the Operations Assistant Chief.

Signed _____

(Fire Chief's Signature)

The Public Works Department concurs with the City of Santa Luisa Del Mar's Emergency

Operations Plan. As needed, revisions will be submitted to the Administration Manager.

Signed _____

(Public Works Director's Signature)

The Parks and Recreation Department concurs with the City of Santa Luisa Del Mar's Emergency Operations Plan. As needed, revisions will be submitted to the Administration Manager.

Signed _____

(Parks and Recreation Director's Signature)

The Planning Department concurs with the City of Santa Luisa Del Mar's Emergency Operations Plan. As needed, revisions will be submitted to the Assistant Planning Director.

Signed _____

(Planning Director's Signature)

The Personnel Department concurs with the City of Santa Luisa Del Mar's Emergency Operations Plan. As needed, revisions will be submitted to the Administrative Assistant.

Signed _____

(Personnel Director's Signature)

The City Clerk concurs with the City of Santa Luisa Del Mar's Emergency Operations Plan. As needed, revisions will be submitted to the Administrative Assistant.

Signed _____

(City Clerk's Signature)

RECOVERY OPERATIONS MANUAL

Table of Contents

- TABLE OF CONTENTS
- CONCEPT OF OPERATIONS
- RECOVERY OPERATIONS ORGANIZATION
 - Recovery Operations Organization Chart
- RECOVERY OPERATIONS RESPONSIBILITIES
- RECOVERY DAMAGE/SAFETY ASSESSMENT
- DOCUMENTATION
- AFTER-ACTION REPORTING
 - After-Action Report
- DISASTER ASSISTANCE PROGRAMS
 - Introduction
 - Public Assistance Program Responsibilities
 - Individual Assistance Program Responsibilities
 - Hazard Mitigation Grant Program Responsibilities
 - *Enclosure - Santa Luisa Del Mar Public Works SOP*

Appendix C:

Recovery Operations Manual

Concept of Operations

Recovery Operations

The City of Santa Luisa Del Mar and the special districts serving the City will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to homes and other property;
- Restoration of services generally available in communities - water, food, and medical assistance;
- Repair of damaged homes and property; and
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

The City will help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them.

Two phases

Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and clean-up, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the City's disaster response.

The major objectives of long-term recovery operations include:

Coordinated Delivery of long-term social and health services;

- Improved land use planning;
- An improved Santa Luisa Del Mar Emergency Operations Plan;
- Re-establishing the local economy to pre-disaster levels;
- Recovery of disaster response costs; and
- The effective integration of mitigation strategies into recovery planning and operations.

Santa Luisa Del Mar will handle long-term recovery activities on its own, separate from the Santa Luisa Operational Area. Changes to the plan will be coordinated with all participating departments and agencies. Structures that present public safety threats will be demolished and abated during short-term recovery operations.

SHORT-TERM RECOVERY

The goal of short-term recovery is to restore local government services to at least minimal capacity. Short-term recovery includes:

- Utility restoration;
- Expanded social;
- Medical and mental health services;
- Re-establishment of Santa Luisa Del Mar government operations;
- Transportation route restoration;
- Debris removal and clean-up operations; and
- The abatement and demolition of hazardous structures.

Santa Luisa Del Mar will coordinate with special district and private utility companies on all efforts to restore utility systems and services during recovery operations. Medical services will continue in temporary facilities, as necessary. Santa Luisa County Health Department will be requested to coordinate and conduct Critical Stress Debriefings for emergency response personnel and victims of the disaster/event.

For federally-declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for individual assistance grants and Small Business Administration loans.

In coordination with the American Red Cross, the City will provide sheltering for disaster victims until housing can be arranged. The City will ensure that debris removal and clean-up operations are expedited during short-term recovery operations.

LONG-TERM RECOVERY

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration and reconstruction of public facilities, and disaster response cost recovery.

The City will be responsible for its own approach to mitigation which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning techniques. With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

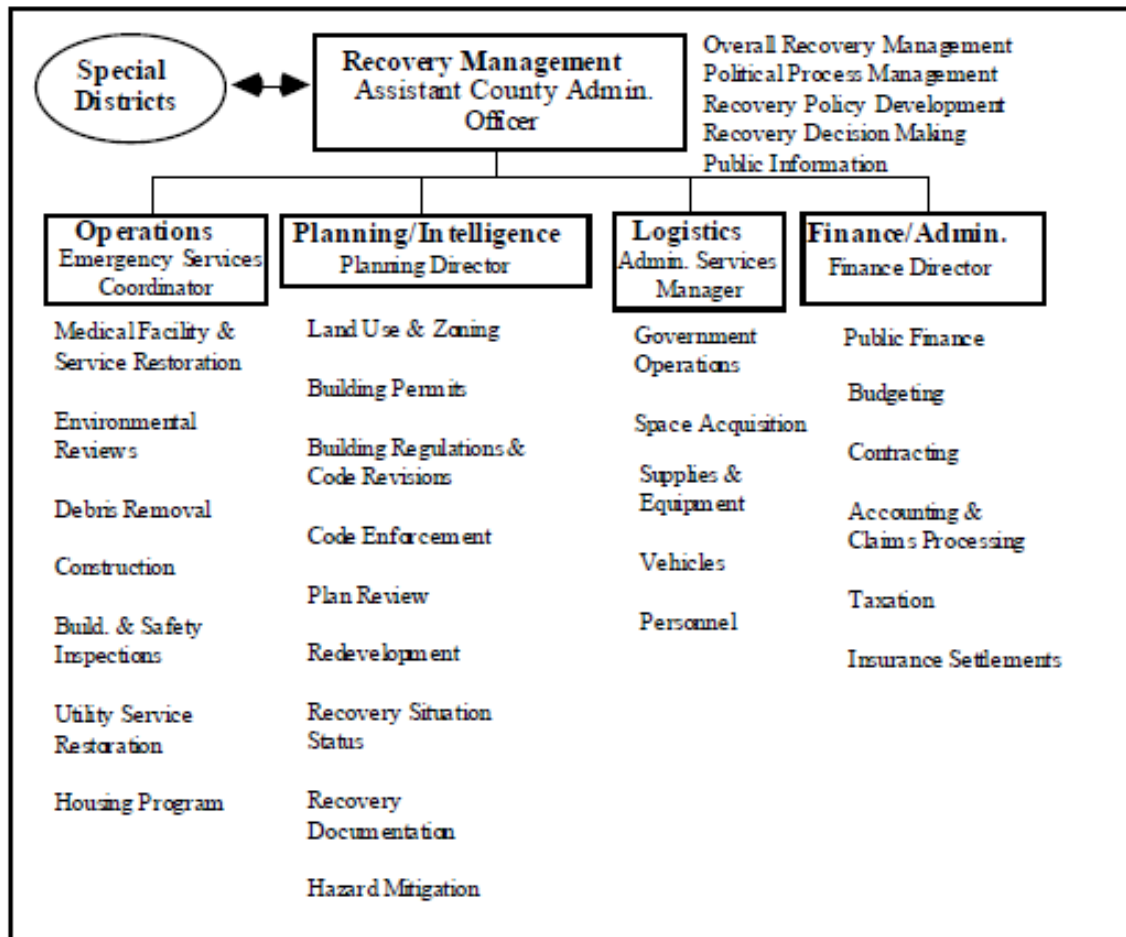
Hazard mitigation actions will need to be coordinated and employed in all activities by the City and special districts in order to ensure a maximum reduction of vulnerability to future disasters. The City and special districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

Recovery programs will also be sought for individual citizens and private businesses. The City's redevelopment agencies will play a vital role in rebuilding commercial areas of Santa Luisa Del Mar.

RECOVERY OPERATIONS ORGANIZATION

For the City of Santa Luisa Del Mar, recovery operations will be managed and directed by the Assistant City Manager. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the Assistant City Manager and their designated representatives. On a regularly scheduled basis, the Assistant City Manager will convene meetings with department managers, key individuals, and representatives from affected jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. The City Emergency Services Coordinator will assist the Assistant City Manager in facilitating and leading the recovery process. Santa Luisa Del Mar departments will also be represented and responsible for certain functions throughout the recovery process. A recovery operations organizational chart is depicted below.

Santa Luisa Operational Area Recovery Operations Organizational Chart



RECOVERY OPERATIONS RESPONSIBILITIES

The City and special districts have specific responsibilities in recovering from a disaster. The functional responsibility chart, listed below, depicts the functional responsibilities assigned to each of the departments and/or key personnel, the Santa Luisa Operational Area, and special districts.

<u>Function</u>	<u>Departments/Agencies</u>
Political process management; interdepartmental coordination; policy development; decision making; and public information.	City Manager's Office Special District Management
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.	City Planning Department
Restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews.	County Health Department Parks & Recreation Dept.
Debris removal; demolition; construction; management of and liaison with construction contractors; restoration of utility services.	Public Works Dept. Utility Special Districts
Housing programs; assistance programs for the needy; oversight of care facility property management; low income and special housing needs.	County Social Services Dept. City Human Resources Dept.
Public finance; budgeting; contracting; accounting and claims processing; taxation; insurance settlements.	Finance Dept. Special District Acct. Offices
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	City Redevelopment Agency
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; disaster financial assistance project management.	Santa Luisa del Mar OES Special District Acctg Offices
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; preparation of new ordinances and resolutions.	City Attorney
Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	Administrative Services

RECOVERY DAMAGE/SAFETY ASSESSMENT

Under the Santa Luisa Del Mar Emergency Operations Center's Standard Operating Procedures, an Initial Damage Estimate is developed during the emergency response phase to support a request for gubernatorial proclamation and for the State to request a presidential declaration.

This is followed by a detailed assessment of damage during the recovery phase by the City and special districts. This detailed assessment provides the basis for determining the type and amount of state and/or federal financial assistance available for recovery.

In coordination with County OES, the Public Works Departments will complete the detailed damage/safety assessment. Administrative and operational divisions of special districts will, in most cases, complete the detailed damage/safety assessment.

DOCUMENTATION

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

NDAA requirements

Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, county roads, city streets, bridges, and other public works.

Federal requirements

Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to:

- Roads;
- Water control facilities;
- Public buildings and related equipment;
- Public utilities;
- Facilities under construction;
- Recreational and park facilities;
- Educational institutions; and
- Certain private non-profit facilities.

Debris removal

Debris removal and emergency response costs incurred by the affected entities should also be documented for assistance purposes under the federal programs. It will be the responsibility of the City and special districts to collect documentation of these damages.

The documented information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster condition.

Building codes

The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be included under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. For Santa Luisa Del Mar and their special districts, documentation must begin at the field response level and continue throughout the operation of their Emergency Operations Center as the disaster unfolds.

AFTER-ACTION REPORTING

After-Action Report

Standardized Emergency Management System (SEMS) regulations require any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency to complete and transmit an after-action report to OES within (90) days of the close of the incident period.

The after-action report will provide, at a minimum, response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.

The after-action report will serve as a source for documenting Santa Luisa Del Mar's emergency response activities, identifying areas of concern and successes. It will also be utilized to develop and describe a work plan for implementing improvements.

An after-action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations. It will include an overview of the incident, including enclosures, and addressing specific areas if necessary.

It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the after-action report.

The Santa Luisa Del Mar Office of Emergency Services will be responsible for the completion and distribution of the Santa Luisa Del Mar after-action report, including sending it to the Governor's Southern Region Office of Emergency Services within the required 90 day period. They may coordinate with the Operational Area and special districts in the completion of the after-action report, incorporating information from them for the report.

For Santa Luisa Del Mar, the after-action report's primary audience will be City management and employees. As public documents, they are accessible to anyone who requests a copy and will be made available through the Santa Luisa County library system.

The after-action reports will be written in simple language, well-structured, brief and well-presented, and geared to multiple audiences.

Data for the after-action report will be collected from a questionnaire, RIMS documents, other documents developed during the disaster response, and interviews of emergency responders. The most recent After-Action Report Instructions and Report Form are available on RIMS.

DISASTER ASSISTANCE PROGRAMS

Introduction

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

The disaster assistance programs have been developed for the needs of four distinct groups:

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

Individuals

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

Business

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

Agriculture

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

repair, and reconstruction.

Government

Funds and grants are available to government and non-profit organizations to mitigate the risk of future damage.

Type of Emergency Declaration

A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recovering from disasters. At each level of emergency declaration, various disaster assistance programs become available to individuals, businesses, governments, and non-profit organizations. Under local emergency declarations, Santa Luisa Del Mar may be eligible for assistance under the Natural Disaster Assistance Act (with concurrence of the Director of the Governor's OES).

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

State of Emergency Proclamation

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

- Contractor's License Board;
- Department of Insurance;
- Department of Social Services;
- Franchise Tax Board Tax Relief;

- Department of Motor Vehicles;
- Department of Aging State Board of Equalization; and
- Department of Veteran's Affairs (CALVET)

Presidential Declaration

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

- Cora Brown Fund;
- Crisis Counseling Program;
- Disaster Unemployment;
- Temporary Housing Program;
- Individual and Family Grant Program;
- Internal Revenue Service Tax Relief;
- Public Assistance;
- Hazard Mitigation;
- Veteran's Affairs Assistance; and
- Federal Financial Institutions.

Public Assistance Program Responsibilities

The City, private agencies, and special districts have the responsibility for the completion and submission of the required documents for both state and federal public assistance programs for their jurisdiction, agency, or company.

Specifically, the City Office of Emergency Services (OES) will complete the necessary public assistance program application and supporting materials. Additionally, City OES will be the primary contact for state and federal field representatives.

Special districts will typically assign a representative from their accounting office to complete application materials and coordinate with state and federal representatives. This special district representative will also work closely with their agency's/company's field operations staff throughout this process.

Individual Assistance Program Responsibilities

Individuals are expected, whenever possible, to provide for themselves and direct their own personal recovery. However, many individuals will expect the City to Deliver assistance to them well after the disaster.

The City will assist the individuals in any way possible, including providing them with the Federal Emergency Management Agency's (FEMA) hotline number for individual assistance.

A sequence of Delivery guide has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. Santa Luisa Del Mar's objective is to provide the citizens of their community with all the necessary information to help themselves recover from the disaster. The sequence of Delivery appears as follows:

- Individual actions for assistance (family, friends, volunteer organizations, churches, etc.);
- Recovery/assistance from private insurance carrier;
- FEMA disaster housing assistance;
- United States Small Business Administration assistance;
- Individual and Family Grant Program assistance; and

- Cora Brown Fund Assistance.

Hazard Mitigation Grant Program Responsibilities

Within declared areas, management of non-profit special districts and the Santa Luisa Del Mar Office of Emergency Services are responsible for identifying projects that will substantially reduce the risk of future damage, hardship, loss, or suffering from a disaster.

These agencies must ensure that each identified project is cost effective and meets basic project eligibility. These agencies will be the primary contact and coordinator for each funded project until completion.

City of Santa Luisa Del Mar



Example

Public Works Department

Standard Operating

Procedures

The City of Santa Luisa Del Mar Public Works Department

Standard Operating Procedures

Table of Contents

- Table of Contents
- Mission of Public Works Department
- Staffing
- Facilities and Equipment
- Emergency Operations Center (EOC) Checklists
- Position Checklists
- Hazard-Specific Checklists
- Departmental Alert List (9/96)
- *Automotive and Equipment List*

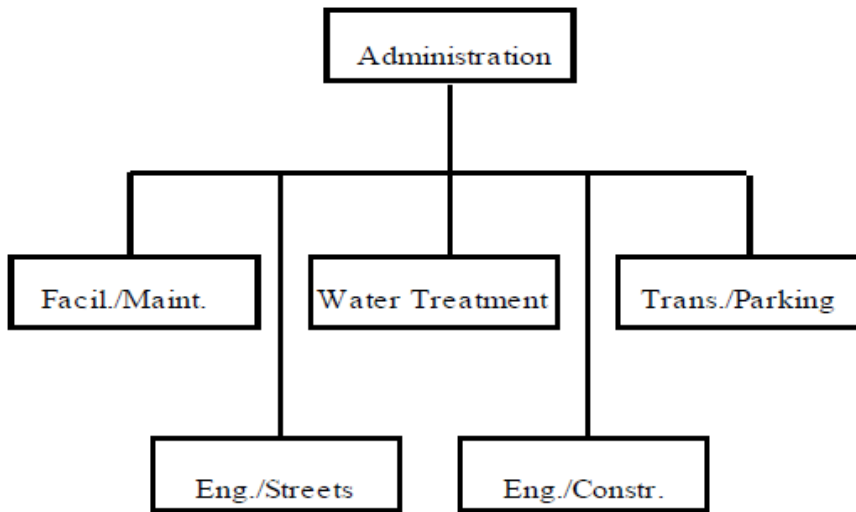
Mission of Public Works Department

The mission of the City of Santa Luisa Del Mar Public Works Department is to provide for public needs in the areas of construction and maintenance of public facilities, and for the physical maintenance of city transportation, water, and wastewater systems, within existing environmental constraints and available resources.

Staffing

The Public Works Department functions under the direction of a Public Works Director, with Divisions for Administration, Engineering, Water Resources, Facilities, and Transportation and Parking. The current staffing levels by Division are:

Administration	12
Engineering/Streets & Drains	25
Engineering/Construction	22
Facilities/Maint./Motor Pool	40
Water Treatment	42
Transportation & Parking	14
Total Staff	155



Facilities and Equipment

The Department's Administrative Headquarters is located in the Civic Center. Facilities and Engineering activities are based at the Corporation Yard. The potable water treatment facility is at the Chlorination Plant north of Mater Dei High School. The wastewater treatment is at the Sanitation Plant, which is adjacent to Goose Lagoon.

A total of 75 vehicles and pieces of mobile equipment are operated by the Department. The majority of which are permanently stored at the City Corporation Yard, wastewater treatment facility, and the Sanitation Plant. Additional detail on designations, makes, and models of these items is attached in a separate equipment listing.

City of Santa Luisa Del Mar

Emergency Operations

Center

Public Works Department

Position Checklists

Construction/Engineering Branch Coordinator

****** Read Entire Checklist Before Taking Action ******

Responsibilities

1. Survey all utility systems and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within the City.
4. Assisting other sections, branches, and units as needed.
5. Supervise the Construction/Engineering Branch.

Activation Phase

1. Follow the generic Activation Phase checklist.
2. Based on the situation, activate the necessary units within the Construction/Engineering Branch:
3. Utilities Unit
4. Damage/Safety Assessment Unit
5. Public Works Unit
6. Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
7. Provide an initial situation report to the Operations Section Chief.
8. Based on the initial EOC strategic objectives, prepare objectives for the

9. Construction/Engineering Branch and provide them to the Operations
10. Section Chief prior to the first Action Planning meeting.

Operational Phase

1. Ensure that branch and unit logs and other necessary files are maintained.
2. Maintain current status on all construction/engineering activities being conducted in the city.
3. Ensure that damage and safety assessments are being carried out for both public and private facilities.
4. Request mutual aid, as required, through the Operational Area Public Works Mutual Aid Coordinator.
5. Determine and document the status of transportation routes into and within the affected areas.
6. Coordinate debris removal services as required.
7. Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
8. Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize RIMS forms if available).
9. Refer all contacts with the media to the Public Information Branch.
10. Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

11. Prepare objectives for the Construction/Engineering Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
12. Provide your relief with a briefing at shift change, informing him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

1. Follow the generic Demobilization Phase checklist.

Utilities Unit Leader

****** Read Entire Checklist Before Taking Action ******

Responsibilities

1. Assess the status of utilities, provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives in the City EOC if present, or directly with Utility companies.
3. Supervise the Utilities Unit.

Activation Phase

1. Follow generic Activation Phase checklist.

Operational Phase

1. Establish and maintain a position log and other necessary files.
2. Establish and maintain communications with the utility providers for the City.
3. Determine the extent of damage to utility systems in the City.
4. Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the City EOC.
5. Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
6. Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
7. Keep the Public Health Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.

8. Keep the Construction/Engineering Branch Coordinator informed of the restoration status.
9. Complete and maintain the Utilities Status Report (Utilize RIMS forms if available).
10. Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

1. Follow the generic Demobilization Phase checklist.

Damage/Safety Assessment Unit Leader

****** Read Entire Checklist Before Taking Action ******

Responsibilities

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
2. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
3. Maintain detailed records on damaged areas and structures.
4. Initiate requests for Engineers from the Operational Area to inspect structures and/or facilities.
5. Supervise the Damage/Safety Assessment Unit.

Activation Phase

1. Follow generic Activation Phase checklist.

Operational Phase

1. Establish and maintain a position log and other necessary files.
2. Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.
3. Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
4. Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.

5. Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
6. Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
7. Initiate all requests for engineers and building inspectors through the Operational Area EOC.
8. Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
9. Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

1. Follow the generic Demobilization Phase checklist.

Public Works Unit Leader

****** Read Entire Checklist Before Taking Action ******

Responsibilities

1. Assist other Operation Section Branches by providing construction equipment and operators as necessary.
2. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as requested.
3. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
4. Providing flood fighting assistance, such as sandbagging; rerouting waterways away from populated areas; river, creek, or stream bed debris clearance.
5. Supervise the Public Works Unit.

Activation Phase

1. Follow generic Activation Phase checklist.

Operational Phase

1. Establish and maintain a position log and other necessary files.
2. Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
3. Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
4. As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.

5. Work closely with the Logistics Section to provide support and materials as required.
6. Keep the Construction/Engineering Branch Coordinator informed of unit status.
7. Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

1. Follow the generic Demobilization Phase checklist.

City of Santa Luisa Del Mar

Public Works Department

Hazard-Specific Checklist

Santa Luisa Del Mar - Public Works Department

Increased Readiness Checklist

1. Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
2. Consider alerting and/or recalling off-duty Public Works personnel.
3. Prepare an emergency work schedule, and manpower patterns (i.e., two people per vehicle).
4. Assess the availability and condition of resources, including the number of on-duty personnel, vehicle status and communications systems.
5. Assess and determine the necessity of specialized equipment and resources, such as barricades, bulldozers, skip loaders, traffic cones, etc.
6. Provide resource status report to the City OES and to Central Dispatch.
7. Stage equipment and personnel in strategic locations, as deemed necessary.
8. Coordinate Emergency Public Information with the City OES and the City PIO.

Santa Luisa Del Mar - Public Works Department

General Response Checklist

1. Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
2. Determine the extent of the Santa Luisa Del Mar Public Works Department's assistance required, including personnel and equipment required.
3. Determine if mutual aid is required. If required contact the following agencies for assistance:
 - a. Santa Luisa County Engineering Department
 - b. El Dorado Public Works Department
 - c. Dillon Public Works Department
 - d. Caltrans
4. Conduct damage assessment of sewage and potable water systems and provide sanitation services for all emergency facilities, as necessary.
5. Assist the Santa Luisa Del Mar Police Department with the utilization of barricades and cones to close off streets and hazardous areas.
6. Coordinate Emergency Public Information with the City Public Information Officer and the Incident Commander.
7. On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
8. Forward all incident documentation, including report, to the City OES for the preparation of the after-action report.

Santa Luisa Del Mar - Public Works Department

Dam Failure Checklist

1. Report to the Incident Command Post and obtain an incident briefing from the Incident Commander or the Operations Section Chief, if the position is established.
2. Establish communications and coordinate efforts with the Santa Luisa Water Service Company, the operator of the dam.
3. Assess the damage sustained to Skyline Drive and determine if it is structurally safe to use.
4. In any way possible, divert flood waters.
5. Assist the Santa Luisa Del Mar Fire Department in pumping water out of critical facilities that have become flooded.
6. Review and complete all the required actions on the "General Response Checklists."

Santa Luisa Del Mar - Public Works Department

Earthquake Checklist

1. After the initial shaking stops, immediately perform the following functions:
 - a. Check for injured Public Works Department personnel, provide first aid as necessary
 - b. Check the damage sustained by Public Works Department facilities
 - c. Check communications equipment
 - d. Check the availability and status of all heavy equipment and other materials at City Yard and other Public Works Department locations
2. Establish communications with Central Dispatch and provide an initial status report, which should include:
 - a. Public Works Department personnel available
 - b. Equipment and materials available
 - c. Status of fuel at City Yard
3. Recall all personnel, if earthquake occurs during non-working hours. Central Dispatch may not be able to assist in performing this action.
4. Assess the status of lifeline utility systems (water, sewer, electricity, and natural gas systems), and provide status report to the Operations Section Chief and the Santa Luisa Del Mar EOC or Central Dispatch, if the EOC is not yet activated.
5. Establish communications with other City emergency response agencies.
6. As directed by the Operations Section Chief, perform the following functions:
 - a. Dispatch crews to survey damage to the Santa Luisa Dam

- b. Dispatch crews to inspect the structural stability of critical facilities
 - c. Dispatch crews to determine the capacity and safety of bridges, freeway over/under passes, and other roadways
 - d. Dispatch crews to clear debris
7. Advise the Operations Section Chief of the need to evacuate critical facilities and need to close or restrict access to bridges, freeways or the roadways, based on inspections and surveys.
 8. Consider placing equipment at the designated staging areas.
 9. Assist the Santa Luisa Del Mar Police Department with the utilization of barricades and cones to close off streets and hazardous areas.
 10. Assist the Santa Luisa Del Mar Police Department to setup detours and alternate routes for damage roadways, bridges, and freeways.
 11. Repair damage to critical facilities and essential roadways.
 12. Coordinate with utility companies to repair and/or restore services
 13. Review and complete all the required actions on the "General Response Checklists."

Santa Luisa Del Mar - Public Works Department

Floods Checklist

1. Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
2. Determine the extent of the Public Works Department's assistance required, including personnel and equipment required.
3. Determine if mutual aid is required. If required contact the following agencies for assistance:
 - a. Santa Luisa County Engineering Department
 - b. El Dorado Public Works Department
 - c. Dillon Public Works Department
 - d. CalTrans
4. Mobilize crews for flood fighting operations, which may include following actions:
 - a. Diverting flood waters,
 - b. Clearing debris from bridges and overpasses along the Santa Luisa River, as the situation permits it to be accomplished safely,
 - c. Sandbagging operations, and
 - d. Levee reinforcement.
5. Assist the Santa Luisa Del Mar Police Department with the utilization of barricades and cones to close off streets and hazardous areas.

6. Coordinate Emergency Public Information with City Public Information Officer and the Incident Commander.
7. On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
8. Forward all incident documentation, including report, to the City OES for the preparation of the after-action report.
9. Review and complete all the required actions on the "General Response Checklists."

Santa Luisa Del Mar - Public Works Department

Landslides Checklist

1. Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
2. Determine the extent of the Public Works Department's assistance required, including personnel and equipment required.
3. Determine if mutual aid is required. If required contact the following agencies for assistance:
 - a. Santa Luisa County Engineering Department
 - b. El Dorado Public Works Department
 - c. Dillon Public Works Department
 - d. Caltrans
4. Assist the Santa Luisa Del Mar Police Department with the utilization of barricades and cones to close off streets and hazardous areas.
5. Coordinate the clearing and shoring of the landslide area with the Santa Luisa Del Mar Fire Department and Caltrans, if on site.
6. Coordinate Emergency Public Information with City Public Information Officer and the Incident Commander.
7. On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
8. Forward all incident documentation, including report, to the City OES for the preparation of the after-action report.

9. Review and complete all the required actions on the "General Response Checklists."

Departmental Alert List (9/96)

Administration Division (12)

- Public Works Director
- Assistant Public Works Director
- Special Projects Manager I
- Special Projects Coordinator
- Fiscal/Budget Officer
- Administrative Analyst II
- Administrative Analyst I
- Administrative Assistant II
- Administrative Assistant I
- Executive Secretary
- Senior Secretary II
- Secretary II

Engineering Division (47)

- Engineering Division Manager
- Engineering Department Manager
- City Engineer
- Assistant City Engineer
- Streets Department Manager
- Tree Trimming Supervisor
- Tree Trimmer II
- Tree Trimmer I
- Tree Trimmer I
- Tree Trimmer I
- Technician I
- Technician I
- Streets & Drains Supervisor
- Street Sweeper II
- Street Sweeper I
- Street Sweeper I
- Street Sweeper I
- Street Sweeper I
- Drain Technician II
- Drain Technician I
- Drain Technician I

- Drain Technician I
- Construction Department Manager

Facilities Division (40)

- Facilities Division Manager
- Facilities Department Manager
- Maintenance Department Manager

Water Resources Division (42)

- Water Resources Division Manager
- Waste Treatment Department Manager

Transportation & Parking Division (14)

- Transportation & Parking Division Manager
- Transportation Department Manager
- Parking Department Supervisor
- Motor Pool Coordinator

City of Santa Luisa Del Mar Public Works Department Automotive and Equipment Fleet

<u>Veh. #</u> <u>Assignment</u>	<u>Radio Call #</u>	<u>Make/Model</u>	<u>Normal</u>
1220	S1	Chev. Sedan 4 dr.	Admin. HQ
1224	S2	Ford Escort 4 dr.	Admin. HQ
1227	S3	Ford LTD	Eng./Streets
1229	S5	Olds Cutlass	Facilities/Maint.
1235	S6	Chev. Celeb. Sedan	Parking
1237	S7	Ford Fairmont 4 dr.	Water Treatment
1271	U1	Chev. Compact PU	Eng./Streets
1275	U2	Chev. 3/4 ton PU	Eng./Streets
1277	U3	Chev. 1/2 ton PU	Eng./Streets
1278	U4	Chev. 1/2 ton PU	Eng./Streets
1281	U5	Chev. 3/4 ton PU	Eng./Streets
1293	U6	Chev. 1/2 ton PU	Eng./Constr.
1294	U7	Chev. 3/4 ton PU	Eng./Constr.
1295	U8	Chev. 1/2 ton PU	Eng./Constr.
1301	T1	Intl. 1-1/2 ton Flat/dump	Eng./Streets
1302	T2	Intl. 1 ton Flatbed	Eng./Streets
1314	T3	Chev. 1-1/2 ton Flatbed	Eng./Streets
1318	T4	Chev. 1 ton Flatbed	Eng./Streets
1323	T5	Intl. 2 ton Flatbed	Eng./Streets
1325	T6	Intl. 2 ton Flatbed	Eng./Streets
1327	T7	Intl. 1-1/2 ton Flatbed	Eng./Constr.
1377	E1	Chev. 1/2 ton Van	Eng./Streets
1379	E2	Chev. 1/2 ton Van	Eng./Streets
1381	E3	Ford 1 ton Aerial	Eng./Maint.
1384	E4	Chev. 1 ton Aerial	Eng./Maint.
1387	E5	Chev. Van 4WD	Eng./Maint.
1389	E6	Chev. Van 4WD	Eng./Maint.
1391	E7	Chev. Cargo Van	Facil./Custodial
1394	E8	Chev. Cargo Van	Facil./Custodial
1395	E9	Ford Cargo Van	Facil./Custodial
1411	E10	Intl. 2-1/2 ton Dump	Eng./Streets
1413	E11	Intl. 1-1/2 ton Dump	Eng./Streets
1414	E12	Thewl. Crane Truck	Eng./Streets
1417	E13	Thewl. Crane Truck	Eng./Streets
1421	E14	FMC Street Sweeper	Eng./Streets
1423	E15	FMC Street Sweeper	Eng./Streets
1426	E16	Mobil Street Sweeper	Eng./Streets
1429	E17	Mobil Street Sweeper	Eng./Streets
1430	E18	Ford 3/4 ton Service	Eng./Streets
1431	E19	Ford 1 ton w/ Sprayer	Eng./Streets

1432

E20

Chev. 3/4 ton Service

Eng./Streets

The following equipment is not radio equipped:

<u>Veh. #</u>	<u>Make/Model</u>	<u>Normal Assignment</u>
1433	Dodge Compact PU	Engineering
1437	Dodge Compact PU	Engineering
1439	Chev. Compact PUX	Engineering
1441	Chev. Compact PUX	Engineering
1443	Chev. Compact PUX	Engineering
1451	Chev. Cargo Van	Parking
1453	Chev. 3/4 ton Service	Facilities/Maint.
1455	Chev. 1/2 ton Van	Facilities/Maint.
1457	Datsun B210 4 dr.	Facil./Custodial
1459	Nissan Compact PUX	Facil./Custodial
1461	Chev. 1/2 ton LF/MX	Eng./Streets
1465	Ford 10-Yard Dump	Eng./Streets
1467	Chev. 2-1/2 ton Flusher	Eng./Streets
1469	Roller	Eng./Streets
1471	Case Tractor/Backhoe	Eng./Streets
1473	Allis Forklift 2000 lb.	Eng./Streets
1475	Thewl Crane	Eng./Streets
1477	Thewl Crane	Eng./Streets
1481	John Deere Loader	Eng./Streets
1483	John Deere Grader	Eng./Streets
1484	Case Tractor/Backhoe	Eng./Streets
1485	Case Tractor/Backhoe	Eng./Streets
1487	Case Roller	Eng./Streets
1489	Mitsub. 1 ton Striper	Eng./Streets
1490	Chev. 1 ton Stencil	Eng./Streets
1491	Peterbilt Tractor with Trailer	Eng./Streets
1492	Worth Compressor	Eng./Streets
1493	Ess. Roller	Eng./Streets
1494	Sullair Compressor	Eng./Streets
1495	OO Mixer	Eng./Streets
1497	Quincy Compressor	Eng./Streets
1498	Briggs Compressor	Eng./Streets
1499	GMC 3/4 ton Service	Eng./Streets