County of Trinity

Emergency Operations Plan

March 19, 2019

Prepared by:

Trinity County Disaster Council

Office of Emergency Services

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Immediate Action Checklist

Use the following Immediate Action Checklist to initiate Trinity County's response to and support of an emergency incident.

1. **Receive alert of incident.**

   - Alerts should be directed to the County Director of Emergency Services.

   - If the Director of Emergency Services is not available, alerts should be directed to the Deputy Director of Emergency Services or Emergency Services Manager.

   - Alerts may be received through 9-1-1 dispatch, responding agencies, the on-scene Incident Commander, the public, or other sources.

   - *See EF 2 – Communications of this plan for more information on alert and warning.*

2. **Determine need to implement the County's Emergency Management Organization.**

   - The Director of Emergency Services should determine, in coordination with the on-scene Incident Commander, what level of support is needed from the County for the incident. This may range from the Director of Emergency Services being on stand-by to full activation of the Emergency Operations Center.

   - Identify key personnel who will be needed to support emergency operations, including staffing of the Emergency Operations Center, if activated.

3. **Notify key County personnel and response partners.**

   - The Director of Emergency Services will notify key personnel to staff the Emergency Operations Center based on incident needs.

   - Notify appropriate emergency response agencies. Initial notification requests will be made by the Incident Commander through the Trinity County Sheriff's Office.

   - *See the Emergency Contact List maintained by the Director of Emergency Services.*

4. **Activate the County Emergency Operations Center as appropriate.**

   - The County will utilize the Incident Command System in managing the Emergency Operations Center.

- Primary Emergency Operations Center Location: 61 Airport Road, Suite B, Weaverville, California 96093.

- Alternate Emergency Operations Center Location: Trinity County Veterans Hall, 101 Memorial Drive, Weaverville, CA 96093

- *See Section 3 of this plan for additional information on Emergency Operations Center activations.*

5. **Establish communications with the on-scene Incident Commander.**

   - Identify primary and back-up means to stay in contact with the on-scene Incident Commander.

   - The on-scene Incident Commander may assign a radio frequency that the Emergency Operations Center can use to communicate with the scene.

   - *See EF 2 – Communications of this plan for more information on communications systems.*

6. **Identify key incident needs in coordination with the on-scene Incident Commander.**

   - Consider coordination of the following, as required by the incident:

     o Protective action measures, including evacuation and shelter-in-place

     o Shelter and housing needs for displaced citizens

     o Emergency public information and coordination with the media

     o Provisions for Access and Functional Needs Populations, including unaccompanied children

     o Provisions for animals in disaster

7. **Inform the Standardized Emergency Management System Operational Area, Region, and State of the Emergency Operations Center activation and request support as needed.**

   - California Governor's Office of Emergency Services (Cal OES) Inland Region (Mutual Aid Region III): 916-657-9210

   - California State Warning Center: 800-852-7550

   - If there is an oil or chemical spill to report, responsible parties should call the National

Response Center at 800-424-8802.

8. **Declare a State of Emergency for the County, as appropriate.**

- If the incident has overwhelmed or threatens to overwhelm the County's resources to respond, the County should declare a State of Emergency.

- A declaration may be made by the Director of Emergency Services and will be ratified by the Board of Supervisors within seven days.

- The declaration should be submitted to California Governor's Office of Emergency Services.

- *See Section 1.7 of this plan for information on the disaster declaration process. See Appendix A for sample disaster declaration forms.*

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Preface

This Emergency Operations Plan is an all-hazard plan that describes how Trinity County will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, federal, State of California, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, and California Governor's Office of Emergency Services plans.

A primary responsibility of government is response to emergency or disaster conditions in order to maximize the safety of the public and minimize property damage. It is the goal of the State of California that responses to such conditions are conducted in the most organized, efficient, and effective manner possible. Therefore, California Government Code Section 8607(a) requires the use of the Standardized Emergency Management System (SEMS) for managing emergencies involving multiple jurisdictions and agencies as outlined in the California Code of Regulations Section 2400-2450. This Emergency Operations Plan is based on the functions and principles of SEMS and identifies how the County fits into the overall SEMS structure. SEMS served as the model for the National Incident Management System and National Response Framework, and these systems are designed to be compatible through their use of the Incident Command System. SEMS has since been updated to fully integrate National Incident Management System components into its structure. Therefore, this plan formally adopts the principles of the National Incident Management System.

Consisting of a Basic Plan, Emergency Function Annexes, and Incident Annexes, this Emergency Operations Plan provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, State, local, tribal, community organizations, faith-based organizations, and private-sector partners.

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Letter of Promulgation

To all Recipients:

Promulgated herewith is the Emergency Operations plan for Trinity County. This plan supersedes any previous plans. It provides a framework within which the County can plan and perform its emergency functions during a disaster or national emergency.

This Emergency Operations Plan is a component of the County's comprehensive approach to emergency management that ensures the County is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats posing risk to the County.

Focused on response and short-term recovery activities, this plan proves a framework for how the County will conduct emergency operations. The plan identifies key roles and responsibilities, defines the primary and support roles of County agencies and departments, outlines the steps for coordination with response partners and establishes a system for incident management. The outlined framework is consistent with the Standardized Emergency Management System and the National Incident Management System.
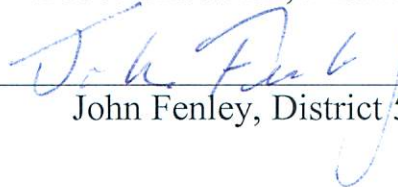
This plan has been reviewed by the Director of Emergency Services and approved by the County Board of Supervisors. It will be revised and updated as required. All recipients are requested to advise the Director of Emergency Services of any changes that might result in the plan's improvement or increase its usefulness. Changes will be transmitted to all agencies listed on the distribution list.
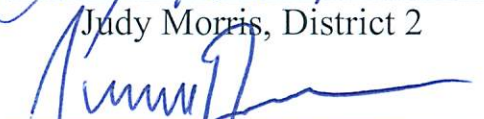
Keith Groves, District 1	Judy Morris, District 2
Bobbi Chadwick, District 3	Jeremy Brown, District 4
John Fenley, District 5	3/19/2019
	Date

Concurrence by Trinity County Departments and Key Partners

The County Administrative Officer concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the County Administrative Officer.

Signed _____
                County Administrative Officer

The County Sheriff's Office concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Sheriff.

Signed _____
                               Sheriff

The County Public Health Officer concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Public Health Officer.

Signed _____
                      Public Health Officer

The County Fire Chiefs' Association concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the President of the Fire Chiefs' Association.

Signed _____
               President of the Fire Chiefs' Association

The County Health and Humans Services Department (HHS) concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Director of HHS.

Signed _____
               Director of Health and Human Services

The County Department of Transportation (DOT) concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Director of DOT.

Signed _____
               Director of the Department of Transportation

The Weaverville Community Services District (CSD) concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Manager of CSD.

Signed _____

　　　　　　Manager of Weaverville Community Services District

The Trinity County Office of Education (TCOE) concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Superintendent of TCOE.

Signed _____

　　　　　　Superintendent of County Office of Education

The County Department of Environmental Health (EH) concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Director of EH.

Signed _____

　　　　　　Director of Environmental Health

Trinity County Hospital concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Chief Nursing Officer.

Signed _____

　　　　　　Chief Nursing Officer

The County Department of Behavioral Health Services (BHS) concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Director of BHS.

Signed _____

　　　　　　Director of Behavior Health Services

Trinity County Life Support (TCLS) concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Manager of TCLS.

Signed _____

　　　　　　Manager of Trinity County Life Support

The American Red Cross (northern division) concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Disaster Program Manager.

Signed _____

Disaster Program Manager, American Red Cross

 The County Auditor's Office concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the Auditor's Office.

Signed _____

Trinity County Auditor

The local California Highway Patrol Office concurs with Trinity County's Emergency Operations Plan. As needed, revisions will be submitted to the California Highway Patrol.

Signed _____

Commander of local California Highway Patrol Office

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Plan Administration

The Director of Emergency Services will coordinate review, revision, and re-promulgation of this plan every two years from the initial date of adoption by the Board of Supervisors, allowing 60 days before the two-year anniversary to circulate and adopt, or when changes occur, such as lessons learned from exercises or events. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made by the Director of Emergency Services without formal County Board of Supervisors approval.

Record of Plan Changes

All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel. Below is a Summary of Major Changes.

Page	Section	Reason for Change
Example 9	Example 1.1	Example Updated to include whole community planning concept

Plan Distribution List

Copies of this plan will be provided to the following jurisdictions, agencies, and persons electronically, unless otherwise indicated. Updates will be provided electronically, when available. Recipients will be responsible for updating their Emergency Operations Plans when they receive changes. The Director of Emergency Services is ultimately responsible for dissemination of all plan updates.

Copies of the plan will also be maintained by the County Director of Emergency Services and posted online at: http://www.trinitycounty.org/Office of Emergency Services

Department/Agency	Title/Name
Trinity County Administrative Office	County Administrative Officer
Trinity County Counsel	County Counsel
Trinity County Office of Emergency Services	Director of Emergency Services
Trinity County Sheriff Office	Sheriff
Trinity County District Attorney's Office	District Attorney
Trinity County Health Officer	Public Health Director
Trinity County Health and Human Services	Director
Trinity County Probation Department	Chief Probation Officer
Trinity County Department of Transportation (DOT)	Director of DOT
Trinity County Recorder's Office	Assessor/Recorder
Trinity County Office of Education	Superintendent
Trinity County Fire Chiefs Association	President of the Fire Chiefs Association
Trinity Hospital	Hospital Chief Executive Officer

Emergency Operations Plan Review Assignments

Unless otherwise stated, the following table identifies agencies responsible for regular review of specific plan sections and annexes to ensure accuracy. Changes will be forwarded to the Director of Emergency Services for incorporation into the plan and dissemination of the revised version. This does not preclude other departments and agencies with a vital interest in the plan from providing input to the document; such input is encouraged. It is also encouraged that plan review be performed concurrently with review of other related County emergency plans and procedures to enhance consistency.

Section/Annex	Responsible Party
Basic Plan	Trinity County Office of Emergency Services
Emergency Support Functions (EFs)	
EF 1 Transportation	Trinity County Department of Transportation (DOT)
EF 2 Communications	Trinity County Internet Technology (IT) Division
EF 3 Construction and Engineering	Trinity County Building and Development Svcs
EF 4 Fire and Rescue	Trinity County Fire Districts
EF 5 Management	Trinity County Health and Human Services (Office of Emergency Services)
EF 6 Care and Shelter	Trinity County Health and Human Services
EF 7 Resources	Trinity County Health and Human Services (Office of Emergency Services)
EF 8 Public Health and Medical	Trinity County Health and Human Services
EF 9 Search and Rescue	Trinity County Sheriff Office
EF 10 Hazardous Materials	Trinity County Fire Districts/DOT Environmental Health Division
EF 11 Food and Agriculture	Public Health/ DOT Environmental Health Division
EF 12 Utilities	Trinity County DOT/PG&E/TPUD/Water Districts
EF 13 Law Enforcement	Trinity County Sheriff Office/California Hwy Patrol (CHP)
EF 14 Recovery	Trinity County Health and Human Services (Office of Emergency Services)
EF 15 Public Information	Trinity County Health and Human Services (Office of Emergency Services)/Sheriff Office
EF 16 Evacuation	Trinity County Office of Emergency Services/Sheriff Office
EF 17 Volunteers and Donation Management	Trinity County Health and Human Services (Office of Emergency Services)
EF 18 Cyber Security	Trinity County Information Technology

Incident Annexes	
IA 1 Wildfire	Trinity County Fire Districts
IA 2 Severe Storm	Trinity County DOT
IA 3 Flood	Trinity County DOT
IA 4 Transportation	Trinity County DOT
IA 5 Hazardous Materials	Trinity County DOT, Environmental Health Division/Shasta Cascade Hazardous Materials Response Team (SCHMRT)
IA 6 Dam Failure	Trinity County DOT
IA 7 Landslide	Trinity County DOT
IA 8 Drought	Trinity County DOT
IA 9 Public Health	Trinity County Health and Human Services
IA 10 Earthquake	Trinity County DOT
IA 11 Terrorism	Trinity County Sheriff Office
IA 12 Civil Unrest	Trinity County Sheriff Office
IA 13 Volcano	Trinity County Health and Human Services
IA 14 Animal Health	Trinity County Sheriff Office
IA 15 Avalanche	Trinity County Sheriff Office

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Basic Plan

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Basic Plan

1 Introduction

The Trinity County emergency management mission is to ensure the County is prepared for a disaster by ensuring coordination of protection, prevention, mitigation, response, and recovery activities that increase the County's capabilities to minimize loss of life and reduce impacts from disasters. Emergencies are handled effectively in the County every day. These "routine" emergencies are managed by emergency responders as part of their day-to-day responsibilities and are the most common emergency management activities that the County encounters. For the most part, this type of emergency is handled by individual responders or a team of responders who work together regularly to save lives, contain threats, and minimize damage. While the principles described in this Emergency Operations Plan (EOP) can also be applied to these daily responses, the plan is primarily designed to offer guidance for larger or more complex incidents related to a broad spectrum of hazards that exceed the response capability and/or resources of front line responders.

No plan can anticipate all the situations and conditions that may arise during emergencies, and on-scene Incident Commanders must have the discretion to act as they see fit based on the specific circumstances of the incident at hand. It is imperative, however, that all jurisdictions and response agencies have a plan that provides general guidance and a common framework for preparing for, responding to, and recovering from emergencies and disasters. This plan promulgates such a framework within the County that will bring a combination of technical capabilities and resources, plus the judgment and expertise of its emergency response personnel, department directors, and other key stakeholders, to bear on any incident. This EOP provides the foundation and guidance for use of National Incident Management System (NIMS) and California Standardized Emergency Management System (SEMS) principles necessary to effectively manage incidents within or affecting the City. This EOP provides the foundation and guidance for use of National Incident

Management System (NIMS) and California Standardized Emergency Management System (SEMS) principles necessary to effectively manage incidents within or affecting the County.

No guarantee of a perfect response system is expressed or implied by this plan, its implementing instructions, or procedures. While the County will respond to emergencies to the utmost of its ability, it is possible that some natural or technological disasters may overwhelm its resources. While recognizing this possibility, this plan is designed to help the County fulfill its response function to its maximum capacity.

1.1 Whole Community Planning

The "Whole Community" planning approach is based on the recognition that it takes all aspects of a community to effectively prepare for, protect against, respond to, recover from, and militate against disasters. This includes all emergency management partners, both traditional and nontraditional, such as volunteer-, faith-, and community-based organizations; the private sector; and the public, including survivors of an incident.

Every person who lives or works in the County (including vulnerable populations) shares responsibility for minimizing the impact of disasters on the community. These individual responsibilities include hazard awareness, knowledge of appropriate protective actions, taking proactive steps to mitigate the impact of anticipated hazards, and preparations for personal and family safety, as well as the self-sufficiency of neighborhoods. To the greatest extent possible, the County will assist its citizens in carrying out this responsibility by providing preparedness information, as well as emergency public information and critical public services during a disaster. However, a major emergency is likely to damage the County's critical infrastructure and reduce the workforce available to continue essential government services. Knowledgeable citizens prepared to take care of themselves, their families, and assist neighbors in the early phases of an emergency can make a significant contribution towards survival and community resiliency.

1.2 Purpose and Scope

The primary purpose of the EOP is to outline the County's all-hazard approach to emergency operations in order to protect the safety, health, and welfare of its citizens throughout all emergency management mission areas. Through this EOP, the County designates SEMS, which is consistent with NIMS, and the Incident Command System (ICS) as the frameworks within which all emergency management activities will be conducted.

1.2.1 Scope

The EOP is implemented whenever the County must respond to an emergency incident or planned event whose size or complexity is beyond that normally handled by routine operations. Such occurrences may include natural, technological, or human-caused disasters and may impact unincorporated areas of the County, incorporated municipalities, or a combination thereof. This plan is intended to guide the County's emergency operations while complementing and supporting

the emergency response plans and procedures of responding agencies, other local governments, special districts, and other public, nonprofit/volunteer, and private-sector entities.

A community's emergency management infrastructure is a complex network of relationships. The EOP establishes roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, thereby facilitating multi-agency and multi-jurisdiction coordination. Using this framework, County departments and agencies that operate under this plan are expected to develop and keep current lines of succession and standard operating procedures (SOPs) that describe how emergency tasks will be performed. Training and equipment necessary for response operations should be maintained by County departments and agencies.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, coordinating response agencies, and other stakeholders that support emergency operations. The general public is also welcome to review non-sensitive parts of this plan to better understand how the County manages emergency operations.

1.3 Plan Activation

Once promulgated by the County Board of Supervisors, this EOP is in effect and may be implemented in whole or in part to respond to:

- Incidents in or affecting the County

- Health emergencies in or affecting the County

- Non-routine life-safety issues in or affecting the County

An emergency declaration is not required in order to implement the EOP or activate the Emergency Operations Center (EOC). The Director of Emergency Services may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

1.4 Plan Organization

The County EOP is composed of two main elements:

- Basic Plan

- Incident Annexes (IAs)

1.4.1 Basic Plan

The purpose of the Basic Plan is to provide a framework for emergency operations and information regarding the County's emergency management structure. It serves as the primary document outlining roles and responsibilities of elected officials during an incident. Specifically, the Basic Plan identifies:

- Legal authorities, including the emergency declaration process, activation of mutual aid agreements, and requests for resources and emergency spending powers.

- Hazards and threats facing the community, including planning assumptions based on the County's response capabilities.

- Roles and responsibilities for elected officials, County departments, and key response partners.

- A concept of operations for the County that describes how the County will conduct its emergency operations and coordinate with other agencies and jurisdictions.

- The County's emergency response structure, including activation and operation of the County EOC and implementation of ICS.

- The County's protocols for maintaining and reviewing this EOP, including training, exercises, and public education components.

Table 1-1. *Emergency Functions*

Annex	Function		Annex	Function
EF 1	Transportation		EF 10	Hazardous Materials
EF 2	Communications		EF 11	Food and Agriculture
EF 3	Construction and Engineering		EF 12	Utilities
EF 4	Fire and Rescue		EF 13	Law Enforcement
EF 5	Management		EF 14	Recovery
EF 6	Care and Shelter		EF 15	Public Information
EF 7	Resources		EF 16	Evacuation (Merged into EF 13)
EF 8	Public Health and Medical		EF 17	Volunteers and Donation Management
EF 9	Search and Rescue		EF 18	Cyber Security

1.4.2 Incident Annexes

While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. To that end, IAs supplement the Basic Plan to identify critical tasks associated with to specific natural, technological, and human-caused hazards identified in the County's most current Hazard Identification and Vulnerability Assessment. The IAs identify actions for each hazard category through the pre-incident, response, and recovery phases of an incident.

Table 1-2. *Incident Annexes*

Incident Category	Annex
IC 1	Wildfire
IC 2	Severe Weather (winter storm, power outage, landslide, mudslide, flood)
IC 3	Hazardous Materials Incident (Chemical, biological, radioactive)
IC 4	Public Health Incident (communicable disease, smoke from fires)
IC 5	Transportation Accident (mass casualty)
IC 6	Drought
IC 7	Earthquake
IC 8	Dam Failure
IC 9	Terrorism
IC 10	Active Shooter
IC 11	Communication failure

1.5 Relationship to Other Plans

1.5.1 Federal Plans

The following federal plans guide emergency preparedness, response, and recovery at the federal level and provide support and guidance for state and local operations:

- **Presidential Policy Directive 8.** Describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States.

- **National Preparedness Goal.** Describes the Nation's security and resilience posture through identifying key mission areas and core capabilities that are necessary to deal with great risks, using an integrated, layered, and all-of-Nation approach as its foundation.

- **National Preparedness System.** Provides guidance, programs, processes, and systems that support each component of the National Preparedness System to enable a collaborative, whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government.

- **National Incident Management System.** Provides a consistent nationwide framework and comprehensive approach to enable government at all levels, the private sector, and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of their cause, size, location, or complexity.

- **National Response Framework.** Serves as a guide to how State and federal government should conduct all-hazards response. It is built upon a scalable, flexible, and adaptable coordination structure to align key roles and responsibilities across the country. It describes

specific authorities and best practices for managing incidents that range from the serious, but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

- **National Disaster Recovery Framework.** Provides guidance that enables effective recovery support to disaster-impacted States, tribes, and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.

1.5.2 State Plans

The following State plans guide emergency preparedness, response and recovery at the State level and provide support and guidance for local operations:

- **California State Emergency Plan** – Describes the fundamental systems, strategies, and policies that California will utilize to guide and support emergency management efforts. The plan includes 18 Functional Annexes developed by EF working groups for discipline-specific organizational frameworks.

- **State Emergency Alert System Plan and Operations Orders –** Mandated by the Federal Communications Commission, this plan outlines the organization and implementation of the State of California Emergency Alert System (EAS). It is the guideline for State broadcasters and cable television operators, and State and local entities authorized to use EAS, to determine distribution of the President's message, mandated and optional monitoring assignments, and participation by the National Weather Service and local and State emergency agencies. The California Governor's Office of Emergency Services (Cal OES) Plans, Publications, and Documents are available on the agency's Planning and Preparedness website: (http://www.calema.ca.gov/PlanningandPreparedness/Pages/Documents%20and% 20Publications.aspx)

1.5.3 County Plans

The County EOP is part of a suite of plans that address various elements of the County's emergency management program. While the EOP is focused on short term recovery, other plans address the County's approach to mitigation, continuity, and other aspects of emergency management. These plans work in concert with the County EOP, and are outlined below:

- **(1988) Trinity County General Plan.** Under California law, all counties must prepare a general plan that guides the community's land use and development activities. The General Plan includes a Safety section that establishes policies and programs to protect the community from risks associated with seismic, geologic, flood, and fire hazards.

- **(2016) Trinity County Hazard Mitigation Plan.** Creates a framework for risk-based decision-making to reduce deaths and injuries, property damage, and the economic impact from future disasters. Mitigation plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. Hazard mitigation is sustained action taken to reduce or eliminate long-term risk to people and their property from hazards.

- **Trinity County Hazardous Materials Area Plan.** The Trinity County Environmental Health Division maintains this plan, which describes the County's pre-incident planning and preparedness for hazardous materials releases. It clarifies the roles and responsibilities of federal, State and local agencies during a hazardous materials incident. It describes the County's hazardous materials incident response program, training, communications, and post-incident recovery procedures.

1.5.4 Support Agency Plans

The County is supported by a number of partner agencies. To the greatest extent possible, the County encourages support agencies to design their plans to complement the County EOP, and the County will seek to engage support agencies in the EOP update process to ensure appropriate linkages.

1.5.5 Regional Emergency Plans

The County is a partner in a number of regional planning efforts, including:

- California Office of Emergency Services (Cal OES) Region III

- Region III Local Emergency Planning Committee (LEPC)

- Mutual Aid Region III Advisory Committee (MARAC)

- California Mutual Aid Region III Regional CHEMPACK Plan

1.6 Authorities

1.6.1 Legal Authorities

In the context of this EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of California Code of Regulations (CCR) Title 19, Division 2, Chapter 1, which establishes the SEMS Regulations and the authority for the County to establish an Emergency Management

Organization (EMO) and appoint a Director of Emergency Services, who will be responsible for the organization, administration, and operation of the EMO.

The County EMO will, at a minimum:

- Coordinate planning activities necessary to prepare and maintain the County EOP.

- Manage and maintain the County EOC, from which County officials can coordinate emergency and disaster response activities.

- Establish an Incident Command structure consistent with SEMS for management of incidents by all local emergency service agencies.

- Coordinate with Local Area, Regional, and State agencies, as well as other private, nonprofit, volunteer, and faith-based organizations, to integrate effective practices in emergency preparedness and response in a manner consistent with SEMS.

Through promulgation of this plan, the Department of Health and Human Services (HHS) has been identified as the lead agency in the EMO. The Director of Emergency Services has authority and responsibility for the organization, administration, and operations of the EMO. The Director of Emergency Services may delegate any of these activities to designees, as appropriate. The County EMO is consistent with State SEMS and federal NIMS, and procedures supporting SEMS and NIMS implementation and training for the County will be developed and formalized by the Director of Emergency Services. Table 1-3 sets forth the federal, State, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

Table 1-3 *Legal Authorities*

Legal Authorities – Federal
- Federal Emergency Management Agency (FEMA) Policy - FEMA Publication 1: The Federal Emergency Management Agency (April 2016) - FEMA Strategic Plan 2014-2018 - National Disaster Housing Strategy (January 2009) - National Disaster Recovery Framework (June 2016) - National Incident Management System (October 2017) - National Preparedness Goal (September 2015) - National Response Framework (May 2013) - National Preparedness System (November 2011) - National Prevention Framework (May 2013) - National Protection Framework (May 2013) - National Mitigation Framework (May 2013) - National Response Framework (May 2013) - National Disaster Recovery Framework (June 2016) - Homeland Security Presidential Directive 5: Management of Domestic Incidents (Feb 2003) - Presidential Policy Directive 8: National Preparedness (2011) - Robert T. Stafford Disaster Relief and Emergency Assistance Act (Feb 2018) - Public Law 107-296 The Homeland Security Act of 2002 - Public Law 109-295 The Post-Katrina Emergency Management Reform Act (2006)

Legal Authorities – State of California
- California Emergency Services Act (California Government Code, Title 2, Division 1, Chapter 7, §8550 et. seq.) - California Disaster Assistance Act (California Government Code, Title 2, Division 1, Chapter 7.5, §8680 et. seq.) - Standardized Emergency Management System (California Code of Regulations, Title 19, Division 2, Chapter 1, §2400 et. seq.) - California Disaster and Civil Defense Master Mutual Aid Agreement - Disaster Service Workers (California Government Code, Title 1, Division 4, Chapter 8, §3100 et. seq.) - Good Samaritan Liability (California Health and Safety Code, Division 2.5, Chapter 9, §1799.102 et. seq.) - California Health and Safety Code (Article 1, Chapter 2, Part 1, Division 101, 105) - California Health and Safety Code (Article 1, Chapter 2, Part 3, Division 101)
Legal Authorities – Trinity County
- County Code paragraph 2.40 (Emergency Services)

1.6.2 Mutual Aid and Intergovernmental Agreements

The California Civil Defense Master Mutual Aid Agreement was entered into by the State of California and its various departments, agencies, and political subdivisions in 1950 to guarantee provision of resources during an emergency. The agreement requires that each signatory provide aid to the others during an emergency without expectation of reimbursement. California is divided into six mutual aid regions, which allow for more effective coordination of mutual aid. All signatories' emergency plans must include plans to mobilize resources for mutual aid.

The County is located within Mutual Aid Region III. Mutual aid requests are processed by pre-identified mutual aid coordinators and follow discipline-specific chains from the field to the local government, from the local government to the Operational Area, from the Operational Area to the Region, and from the Region to the State, as specified in the State of California Emergency Plan.

See Appendix D for existing mutual aid agreements.

Copies of these documents can be accessed through the Director of Emergency Services. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

Figure 1-1. *Flow of Requests and Resources*
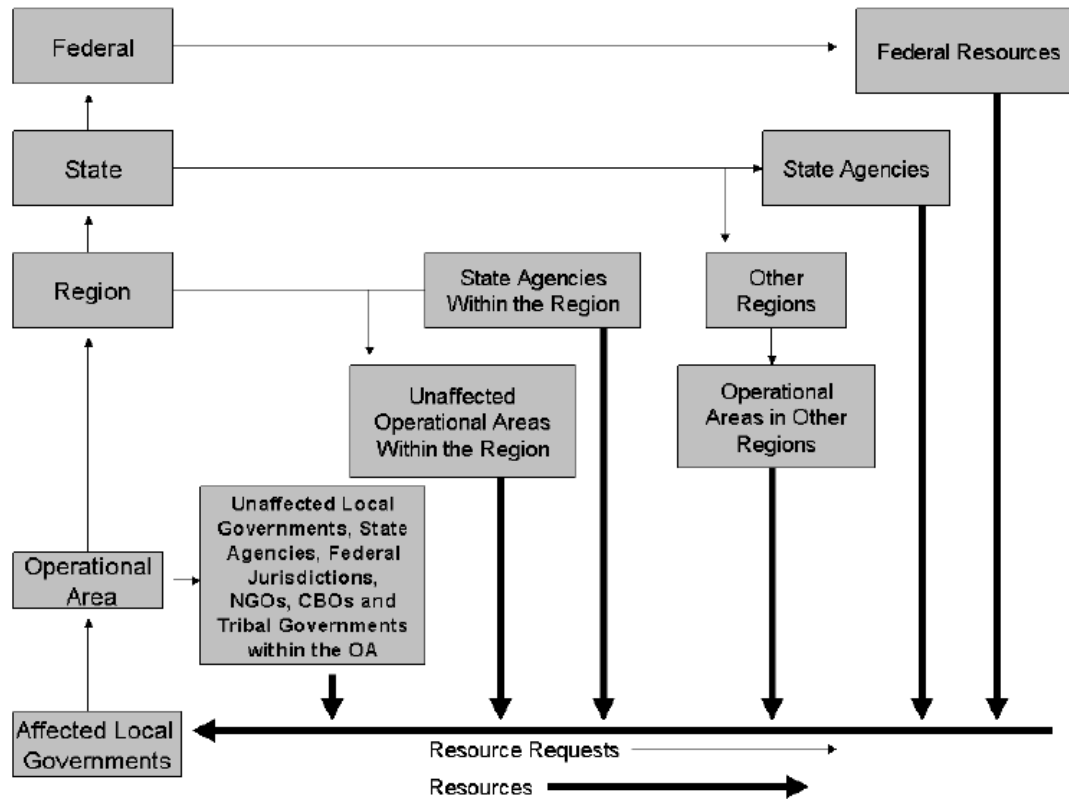
Key: Source: State of California Emergency Plan, 2009
NGO - Nongovernmental Organization, CBO - Community-Based Organization, OA - Operational Area

1.7 Emergency Declarations

The California Emergency Services Act provides for three types of emergency declarations in California: (1) Local Emergency, (2) State of Emergency, and (3) State of War Emergency. The California Health and Safety Code provides for the declaration of a (4) Local Health emergency (H&S Code 101080 et seq). Emergency declarations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and other assistance to the impacted jurisdictions. Although emergency declarations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the American Red Cross or State agencies. The declaration of a Local Emergency provides the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency.

- Promulgate or suspend local orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within

designated boundaries. Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.

- Request State agencies and other jurisdictions to provide mutual aid.

- Require the emergency services of any local official or employee.

- Requisition necessary personnel and material from any local department or agency.

- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.

- Impose penalties for violating lawful orders.

- Conduct emergency operations with broadened immunities from legal liability for performance, or failure to perform.

- Request cost reimbursement from the State.

The County Counsel may review and advise County Officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.

1.7.1 Trinity County Emergency Declaration Process

Declarations of a local emergency are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons and property within the County, caused by natural, technological or human caused situations. The County may declare an emergency for any of several reasons, such as authorizing additional budget authority, implementing emergency measures, or accessing State, or federal disaster assistance. To proclaim a state of emergency, the Director of Emergency Services will either call a regular or special meeting of the Board of Supervisors to request a declaration of emergency or immediately declare an emergency in writing. For "an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent," the Trinity County Health Officer may declare a local health emergency in the jurisdiction or any area thereof affected by the threat to the public health. A Local Emergency proclaimed by the Director of Emergency Services must be ratified by the Board of Supervisors within seven days, or it will expire.

The Board of Supervisors must review the need to continue the declaration at least every 60 days until the local emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Declaration of a Local Health Emergency should be continued at least every 30 days.

1.7.1.1 Declaration Content

A declaration shall:

- Describe the nature of the emergency.

- Designate the geographic boundaries of the area where the emergency exists, as well as the portion of the affected area lying within County boundaries.

- Estimate the number of individuals at risk, injured, or killed.

- Describe the actual or likely damage caused by the emergency.

- State the type of assistance or resources required to respond to the emergency.

- Estimate the length of time during which the designated area will remain in an emergency status.

- State the specific regulations or emergency measures imposed as a result of the declaration of emergency.

The declaration of emergency will be written based upon the best information available at the time. It may be amended, based upon additional information or changes in the situation. The County Counsel may be consulted to review the declaration for legality or sufficiency of emergency measures and emergency powers invoked within the document. If State or federal assistance is needed, the declaration must also state all appropriate and available local resources have been expended, are nearing depletion, or are projected to be inadequate and mutual aid agreements have been initiated, as well as contain a specific request for the type(s) of assistance required.

1.7.1.2 Emergency Operations Center Support

If the County EOC is activated, EOC Command and General Staff have the following responsibilities in the declaration process:

- **EOC Director**: Present the package to Board of Supervisors.

- **Operations**: Identify necessary resources and outline any special powers needed to respond to the emergency. Assist in the Initial Damage Assessment (IDA).

- **Planning**: Provide situation and resource summaries; IDA, and Preliminary Damage Assessment (PDA).

- **Logistics**: Compile resource requests.
- **Finance**: Track incident costs, assist in the PDA, and coordinate damage survey activities.

If the EOC is not activated, the tasks identified above will be performed by the Department of Health and Human Services.

See Appendix A for sample Declaration of Emergency forms.

1.7.2 State Assistance

When emergency conditions exceed or have the potential to exceed local resources and capabilities, local government may request the Governor to proclaim a State of Emergency. The formal request may be included in the original emergency declaration or as a separate document. The request must be received within 10 days of the event. In addition to providing access to reimbursement for eligible disaster-related response and recovery expenditures, a Governor's declaration can facilitate other actions, such as waiver of State regulations impacting response or recovery operations.

The request for a Secretary's concurrence or a Governor's declaration should include a copy of the declaration document and an Initial Damage Estimate that estimates the severity and extent of the damage caused by the emergency. An Initial Damage Estimate may not be immediately required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary. The request and the Initial Damage Estimate are reviewed by the Cal OES Region, and a recommendation is made to the Governor through the Secretary of Cal OES.

The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of Cal OES. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Declaration. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area.

- Is vested with the power to use and commandeer public and private property and personnel, to ensure that all resources within California are available and dedicated to the emergency when requested.

- Can direct all State agencies to utilize and employ personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.

- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.

A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capability and capabilities of the local authorities. This situation is unusual, however.

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency if California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

1.7.2.1 Request to State for Reimbursement of Disaster-Related Costs

Under the California Disaster Assistance Act (CDAA), local governments can request cost reimbursement from the State for certain disaster-related recovery costs following a declared emergency and a Cal OES Director's Concurrence or a Governor's Declaration. The County must submit a Project Application (Cal EMA 126 CDAA Form) to Cal OES within 60 days of the date of a County Emergency Declaration.

1.7.3 Federal Assistance

The Federal Emergency Management Agency (FEMA) provides resources, coordination, planning, training, and funding to support State and local jurisdictions when requested by the Governor. In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested. Cal OES coordinates all requests for federal assistance through the State Emergency Coordination Center. FEMA coordinates the Governor's Presidential request for assistance in accordance with the National Response Framework.

1.8 Continuity of Government and Operations

Each County department is responsible for pre-identifying staff patterns showing a line of succession in management's absence. All employees shall be trained on the protocols and contingency plans required to maintain leadership within their departments. Individual department heads within the County are responsible for developing and implementing Continuity of Operations (COOP) plans to ensure continued delivery of essential functions during an emergency.

1.8.1 Preservation of Vital Records

In the County of Trinity, each county office is responsible for the preservation and protection of its own vital records. Each department within the County must identify, maintain, and protect its vital records. Departments should evaluate their policies and practices to assure that as many records as possible, within budgetary constraints, are duplicated with backup copies stored off-premises in a secure location. Backups may be in printed, microfilm, computer media or other

suitable medium, or on a secure computer storage system remotely accessible by authorized personnel.

Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, articles of incorporation, and historical information. Vital records also include those records essential for emergency response and recovery operations, including utility system maps, emergency supply and equipment locations, resource lists, emergency operations plans and procedures, and personnel rosters. These vital records will be essential to the re-establishment of normal Trinity County government functions, serving to protect the rights, interests, and functions of government. These rights and interests may include the constitutions, charters, statutes, ordinances, court records, official proceedings and financial records of Trinity County.

1.8.2 Continuity of Operations Plans

A COOP plan details the processes for performing administrative and operational functions during emergencies that may disrupt normal business activities. This plan identifies essential functions of local government, private-sector businesses, and community services and delineates procedures to support their continuation. Agencies and departments with developed COOP plans will establish alternate facilities and staff locations, as applicable.

COOP plan elements may include, but are not limited to:

- Identification and prioritization of essential functions

- Establishment of orders of succession for key positions

- Establishment of delegations of authority for making policy determination and other decisions

- Identification of alternate facilities and alternate uses for existing facilities, as applicable

- Development of interoperable communications systems

- Development of a Test, Training, and Exercise Program for continuity situations

- Reconstitution and resumption of normal operations

1.9 Administration and Logistics

Resource requests may be submitted by the County EOC or Health and Human Services Department (Office of Emergency Services, County OES) according to provisions outlined under

SEMS. SEMS additionally allows for discipline-specific mutual aid systems whereby additional resource requests may be submitted by local government functional coordinators to Operational Area coordinators.

The Director of Emergency Services of the County is responsible for the direction and control of the County's resources during an emergency. All assistance requests are to be made through the County OES via the Operational Area EOC if activated. The County OES processes subsequent assistance requests to the Cal OES Region, and the Region processes subsequent assistance requests to the State.

See EF 7 – Resources for detailed information regarding available resources and coordination procedures established for the County.

1.9.1 Financial Management

During an emergency, the County is likely to find it necessary to redirect its funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the Board of Supervisors. If an incident in the County requires major redirection of County fiscal resources the following general procedures will be carried out:

- The Board of Supervisors will meet in emergency session to decide how to respond to the emergency funding needs.

- The Director of Emergency Services will declare a State of Emergency and the Board of Supervisors will ratify it within seven days.

- If a quorum of the Board cannot be reached, and if a prompt decision will protect lives, County resources and facilities, or private property, the County Administrative Officer (or designee) may act on emergency funding requests. The Board of Supervisors will be advised of such actions as soon as practical.

- To facilitate tracking of financial resources committed to the incident, and to provide the necessary documentation, a discrete charge code for all incident-related personnel time, losses, and purchases will be established by the Auditor-Controller's Office.

Expenditure reports should be submitted to the Auditor-Controller's Office and managed through these agencies to identify budgetary shortfalls. The Auditor will also support procurement issues and financial issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing FEMA Public assistance reimbursement requests. During activation of the County EOC, financial management will be handled by the Finance Section, which will be staffed by the Health and Human Services Department or its designee.

1.9.2 Legal Support and Liability Issues

Liability issues and potential concerns among government agencies, private entities, and other response partners and across jurisdictions are addressed in existing mutual aid agreements and other formal memoranda established for the County and its surrounding areas.

1.9.3 Reporting and Documentation

Proper documentation and reporting during an emergency is critical for the County to receive proper reimbursement for emergency expenditures and to maintain a historical record of the incident. County staff will maintain thorough and accurate documentation throughout the course of an incident or event.

Incident documentation should include:

- Incident and damage assessment reports

- Incident Command logs

- Cost recovery forms

- Incident critiques and After Action Reports (AARs)

All documentation related to the County's emergency management program will be maintained in accordance with the California Public Records Act (California Government Code §§ 6250 through 6276.48).

1.10 Safety of Employees and Family

The State of California Disaster Service Worker (DSW) Program includes all public employees impressed into service by a person having authority to command the aid of citizens in the execution of his or her duties during a state of war, a state of emergency, local health emergency or a local emergency. As public employees, Trinity County employees are DSWs and have taken and subscribed to the Loyalty Oath upon employment.

All department heads (or designees) are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should only be utilized if emergency assistance is needed. Notification procedures for employee duty assignments will follow the required procedures established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to performing the overall response activities required to protect the County and surrounding community from significant impacts to human lives and the economy.

Thus, personnel should be provided with tools to protect themselves and their families while they provide health and medical services during a pandemic or other type of public health emergency.

Safety precautions and personal protective equipment decisions will be specific to the type of incident and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

If necessary, the California Division of Occupational Safety and Health Administration, in coordination with the California Department of Public Health, may provide assistance and guidance on worker safety and health issues. Information about emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in EF 8 of this EOP.

It is the responsibility of every County employee to prepare themselves for disaster service duties by ensuring that they and their families are ready for an emergency. County employees should familiarize themselves with County and department policies regarding DSWs. While all County agencies and employees are expected to contribute to the emergency response and recovery efforts of the community, employees' first responsibility is to their own and their families' safety. During an emergency, an employee is required to report to their work assignments as usual, unless reporting to their usual work site poses possible danger or injury to them. In this case, they must attempt to contact their supervisor to notify them that they cannot safely report to their work assignment. Each employee is expected to develop family emergency plans to facilitate family safety and self-sufficiency, which in turn will enable employees to assume their responsibilities to the County and its citizens as rapidly as possible.

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Basic Plan

2 Situation and Planning Assumptions

The County is exposed to many hazards that have the potential to disrupt the community, cause damage, and create casualties. Natural hazards to which the County may be exposed include droughts, floods, wildfires, and winter storms. The threat of a technological or human-caused chemical, biological, radiological, nuclear, or explosive incident is present as well. Other disaster situations could develop from hazardous material accidents, health-related incidents, conflagrations, major transportation accidents, or acts of terrorism.

2.1 Community Profile

The Trinity County community profile, including geography and climate, demographics, economy, education, transportation, and community events, is identified in the following sections. Information contained in this community profile was provided by the U.S. Census Bureau, American Fact Finder, and the County.

2.1.1 Geography and Climate

Trinity County is a county in the northwestern part of the state of California. As of the 2010 census, the population was 13,786, making it the fourth least-populous county in California. The county seat and largest community is Weaverville.

Weaverville has the distinction of housing some of California's oldest buildings. The courthouse, built in 1856, is the second oldest in the state, and the Weaverville Drug Store has been filling prescriptions since 1852. The Joss House in Junction City is an historic Taoist temple built in 1873.

Trinity County is rugged, mountainous, heavily forested, and lies along the Trinity River within the Salmon and Klamath Mountains. The county has no traffic lights, no parking meters, and no incorporated cities.

The county takes its name from the Trinity River, named in 1845 by Major Pierson B. Reading, who was under the mistaken impression that the river emptied into Trinidad Bay. Trinity is the English translation of the Spanish word Trinidad.

Trinity County was one of the original counties of California, created in 1850 at the time of statehood. It was divided to create Klamath County in 1851 and Humboldt County in 1853. Klamath County was eliminated with the growth of Humboldt and Siskiyou Counties and the creation of Del Norte county in 1875. In that same year, Trinity County took on its final shape.

According to the U.S. Census Bureau, the county has a total area of 3,208 square miles (8,310 km^2), of which 3,179 square miles (8,230 km^2) is land and 28 square miles (73 km^2) (0.9%) is water. The county contains a significant portion of Shasta-Trinity National Forest, home to the Trinity Alps. The county hosts many visitors, especially during summer months, for camping, backpacking, and fishing. The summers tend to be clear, sunny, warm, and very dry, with little rain from June to September except for some mountain thunderstorms in the highest elevations. The winters tend to have copious precipitation, falling mostly as rain under 1000m/3300 ft in the valley bottoms, and mostly as snow over 1000m/3300 ft on the mountainsides. December, January, and February are the wettest. There is an extensive wild river and stream system, and the terrain is quite rugged and forested, with the highest points at around 9,000 ft (2,700 m). The Klamath Mountains occupy the vast portion of the county.

There are five dams within Trinity County: Trinity (north of Lewiston), Lewiston (Lewiston), Matthews (Mad River), Buckhorn and Ewing (Hayfork).

2.1.2 Demographics

In 2017, the United States Census Bureau reported a population decrease for Trinity County on their website located at https://www.census.gov/quickfacts/trinitycountycalifornia. There it was estimated Trinity County had a population of 12,709 persons, down 7.8 percent from its 2010 census reading of 13,786 persons.

The 2017 data revealed the racial makeup of Trinity County was 12,033 (87.3%) White; 959 (7.0%) Hispanic or Latino; 59 (0.4%) African American; 655 (4.8%) Native American; 94 (0.7%) Asian; 16 (0.1%) Pacific Islander; 217 (1.6%) from other races; 712 (5.2%) from two or more races.

Table 2-1. *Population Demographic of Trinity County (2010 Census)*

County	Total Population	White	Hispanic or Latino	African American	Native American	Asian	Pacific Islander	Other races	Two or more races
Trinity	13,786	12,033	959	59	655	94	16	217	712
Census designated places	Total Population	White	Hispanic or Latino	African American	Native American	Asian	Pacific Islander	Other races	Two or more races
Burnt Ranch	281	241	19	0	15	4	0	1	20
Coffee Creek	217	198	16	0	5	5	0	3	6
Douglas City	713	639	47	0	22	8	2	13	29
Hayfork	2,368	1,999	189	4	162	8	2	38	155
Hyampom	241	199	19	0	20	0	0	7	15
Junction City	680	597	49	1	29	2	0	20	31
Lewiston	1,193	1,074	78	8	37	6	5	21	42
Mad River	420	383	21	1	11	1	0	7	17
Ruth	195	170	2	0	9	1	0	1	14
Trinity Center	267	249	11	0	7	1	3	2	5
Trinity Village	297	269	4	1	18	0	0	0	9
Weaverville	3,600	3,162	255	11	152	41	1	38	195
Other communities	3,314	2,853	249	33	168	17	3	66	174

2.1.3 Economy

The economy base for Trinity County is from diverse sources ranging from accommodations to finance and insurance and everywhere in between. Some positions, such as accommodation/food

service is far above the national average, while other jobs such as manufacturing and health care/social assistance is below the national average.

Table 2-2. *Percentage of workforce in various occupations*

Occupation	Trinity County	National Average
Accommodation/Food Service	16.91%	7.44%
Public Administration	13.51%	4.80%
Educational Services	11.61%	9.34%
Construction	8.88%	6.19%
Health Care and Social Assistance	8.61%	13.81%
Retail Trade	8.40%	11.55%
Professional, scientific, technical services	3.48%	6.68%
Real estate, rental, leasing	3.35%	1.89%
Arts, entertainment, recreation	3.21%	2.16%
Manufacturing	2.92%	10.41%
Finance and insurance	2.92%	4.69%

Table 2-3. *Workers, Annual Earning Data (2017)*

Job Categories	Number of Workers	Total Annual Earnings	Male Annual Earnings	Female Annual Earnings
Office and Administrative Support	684	$41,122	$38,026	$41,548
Food Prep and serving	503	$19,016	$17,873	$21,992
Sales	409	$31,358	$42,266	$30,108
Management	391	$52,043	$52,012	$82,750
Education	388	$40,926	$55,238	$32,788
Personal care and service	359	$21,152	$0	$21,074
Production	247	$59,286	$59,286	$0
Building and Grounds Maint.	242	$28,359	$28,672	$20,000
Construction	242	$41,705	$52,083	$0
Health Diagnosing and treatment	206	$47,375	$49,167	$47,125
Installation, Maintenance and repair	170	$42,375	$42,375	$0

Material Moving	151	$31,726	$0	$0
Business and Financial Ops	136	$30,313	$30,089	$35,240
Transportation	109	$31,556	$31,556	$0
Community and Social Service	60	$55,313	$0	$53,750
Farming, Fishing and Forestry	60	$7,381	$7,381	$0
Fire Fighting and prevention	57	$65,417	$65,417	$0
Law Enforcement	53	$61,741	$61,741	$0
Health Technologists	25	$50,625	$0	$0
Life, physical and social science	16	$61,667	$61,875	$0

2.1.4 Education

The school districts are: Burnt Ranch, Coffee Creek, Douglas City, Junction City, Lewiston, Mountain Valley, Southern Trinity, Trinity Alps, and Trinity Center. Also located in the county is the California Heritage YouthBuild Academy (CHYBA), a California public charter school providing academic and career training to young people, ages 16-24 in need of a high school diploma. Students participate in academics, life skills and career development classes, as well as leadership development and community service activities. There is also a Shasta Community College satellite campus located on the east side of Weaverville.

2.1.5 Transportation

State Route (SR) 299 transverses the northern part of Trinity County connecting those driving west from Shasta County to Humboldt County on the coast. A little further south in what is considered Southern Trinity County, SR 36 mirrors the route of SR 299, flowing east-west. SR 3 runs roughly north-south and connects Weaverville (SR 299) with Hayfork, the County's second largest town before joining with SR 36. Going north from Weaverville, SR 3 continues past Trinity Lake and through Trinity Center and Coffee Creek communities before climbing up Scott Mountain and entering into Siskiyou County.

2.1.6 Community Events

Community events and unique time variables may influence the County's ability to respond to emergencies. These events include festivals that may require increased County services or limit access to and from portions of the County. Examples of some of these events are listed below:

Table 2-3. *Examples of Trinity County Events*

Event Name	Location
4th of July Celebration	Weaverville
Ruth Lake Rodeo	Ruth
Trinity County Fair	Hayfork

Figure 2-1. *Map of Trinity County*
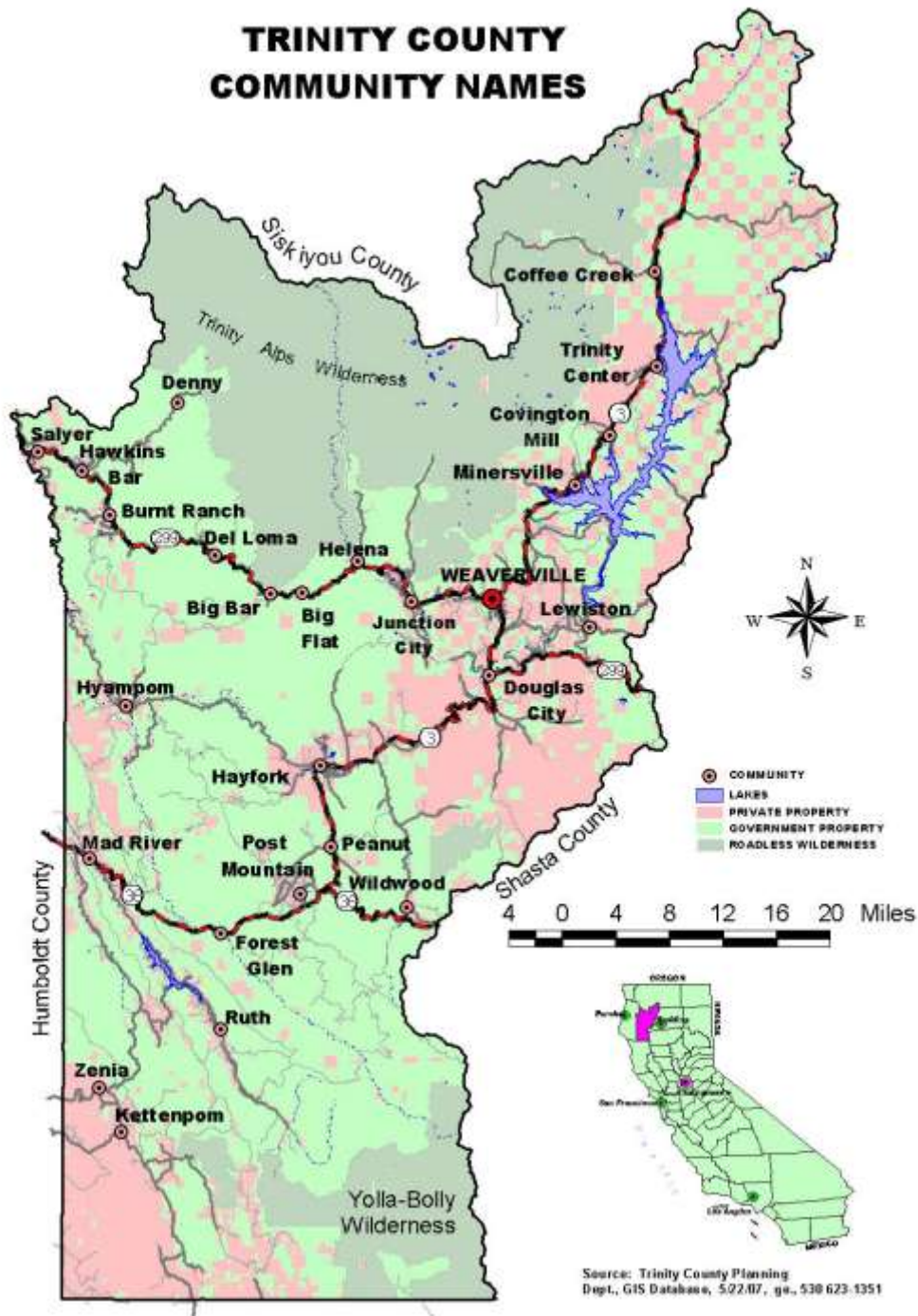
2.2 Hazard Identification

The County may be subject to a variety of natural and human-caused hazards. Table 2-4 identifies the hazard most likely to impact the County based on the community's vulnerability and the resulting potential impacts of the hazard or threat as identified in the September 2016 *Trinity County Hazard Mitigation Plan.*

Table 2-5. *Identified Hazards*

Top 8 Hazards for Trinity County
(1) Wildfire
(2) Flood
(3) Loss of Communication
(4) Dam Failure
(5) Severe Weather
(6) Drought
(7) Pandemic/epidemic
(8) Earthquake

2.2.1 Hazard Analysis

The hazard analysis identifies the relative risk posed to the County by each hazard described above, in order to ensure that high priority hazards are addressed in the County's hazard mitigation planning, emergency response, and recovery procedures. A copy of the hazard analysis can be found in the Trinity County Hazard Mitigation Plan.

2.2.2 Capability Assessment

The availability of the County's physical and staff resources may limit its capability to conduct short- and long-term response actions on an independent basis. County response capabilities are also limited during periods when essential staff are on vacation, sick, or under furlough due to budgetary constraints. The County has not defined its core capabilities in accordance with the National Preparedness Goal or undertaken a formal capabilities assessment to date. Should an assessment be conducted in the future, it will help emergency responders evaluate, coordinate, and enhance the cohesiveness of their emergency plans. A community capability assessment is a low impact systematic approach to evaluate the County's emergency plan and capability to respond to hazards.

Figure 2-2. *Core Capabilities List*

PREVENT	PROTECT	MITIGATE	RESPOND	RECOVER
Planning				
Public Information and Warning				
Operational Coordination				

Intelligence and Information Sharing	Community Resilience	Infrastructure Systems	
Interdiction and Disruption	Long-Term Vulnerability Reduction	Critical Transportation	Economic Recovery
Screening, Search and Detection	Risk and Disaster Resilience Assessment	Environmental Response/Health and Safety	Health and Social Services
Forensics and Attribution	Access Control and Identity Verification	Threats and Hazard Identification	Fatality Management Services	Housing
	Cybersecurity		Mass Care Services	Natural and Cultural Resources
	Physical Protective Measures		Mass Search and Rescue Operations	
	Risk Management for Protection Programs and Activities		On-Scene Security and Protection	
			Operational Communications	
			Public and Private Services and Resources	
			Public Health and Medical Services	

2.2.3 Protection of Critical Infrastructure and Key Resources

Critical Infrastructure and Key Resources (CIKR) support the delivery of critical and essential services that support the security, health and economic vitality of the County. CIKR includes the assets, systems and functions providing vital services to government offices and the community. If disrupted, there could be negative cascading effects including property destruction, economic loss and damage to public confidence and morale. Facilities to be considered in infrastructure protection planning include:

- Structures or facilities that produce, use or store highly volatile, flammable, explosive, toxic and/or water-reactive materials.

- Government facilities, such as departments, agencies, and administrative offices.

- The Hospital and/or housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event.

- Sheriff's Office, fire stations, vehicle and equipment storage facilities and the EOC that is needed for disaster response before, during, and after hazard events.

- Public and private utilities and infrastructure that are vital to maintaining or restoring normal services to areas damaged by hazard events.

- Communications systems, assets and networks, such as servers and communication lines.

2.2.4 Assumptions

This EOP is based on the following assumptions and limitations:

- Essential County services will be maintained as long as conditions permit.

- An emergency will require prompt and effective response and recovery operations by County emergency services, disaster relief, volunteer organizations, and the private sector.

- All emergency response staff are trained in operating under the SEMS/NIMS/ICS protocol.

- Each responding County agency will utilize existing directives and procedures in responding to major emergencies and disasters.

- Environmental, technological, and civil emergencies may be of a magnitude and severity that require State and federal assistance.

- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.

- Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.

- All or part of the County may be affected by environmental and technological emergencies.

- The United States Department of Homeland Security provides information regarding threat conditions across the United States and identifies possible targets.

- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the County could be subject to radioactive fallout or other hazards related to weapons of mass destruction. In accordance with national nuclear civil protection policy, two options have been developed to counteract such a threat: population protection and shelter-in-place programs.

- Outside assistance will be available in most major emergency/disaster situations that affect the County. Although this plan defines procedures for coordinating such assistance, it is essential for the County to be prepared to carry out disaster response and short-term actions on an independent basis.

- Control over County resources will remain at the County level even though the Governor has the legal authority to assume control in a State Declaration of Emergency.

- County communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations may be disrupted during a general emergency, however, the County can still operate effectively if public officials, first responders, employees, volunteers, and residents are:

  o Familiar with established policies and procedures

  o Assigned pre-designated tasks

  o Provided with assembly instructions

  o Formally trained in the duties, roles, and responsibilities required of them during emergency operations.

Basic Plan

3   Concept of Operations

Local and County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

The County is responsible for emergency management and protecting life and property of citizens within its jurisdiction. The County Director of Emergency Services is responsible for emergency management planning and operations for all areas of the County. Responsibilities may be shared with County Emergency Management under mutual agreements.

Most County departments have emergency functions that are similar to their normal duties. Each department is responsible for developing and maintaining its own procedures for carrying out these functions during an emergency. Specific responsibilities are outlined below, as well as in individual annexes.

Primary roles involved during the initial emergency response will focus on first responders, such as fire services and police services. Depending on the type of incident, initial response also may include special district support, along with local public health departments, and hazardous material

teams. In all emergencies, saving and protecting human lives is the top priority of the County and emergency response personnel.

This EOP will be used when the County or individual emergency response agencies are reaching or have exceeded their capabilities to respond to an emergency. It may also be used during non-routine incidents or pre-planned events when County resources are limited and/or have been expended.

3.1 Emergency Management Mission Areas

This plan adheres to the emergency management principle of all-hazards planning, which is based on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. The focus of this EOP is response and short-term recovery actions. Nevertheless, this plan impacts and is informed by activities conducted before and after emergency operations take place and is designed to assist the County in the following five mission areas.

Figure 3-1. *Emergency Management Mission Areas*
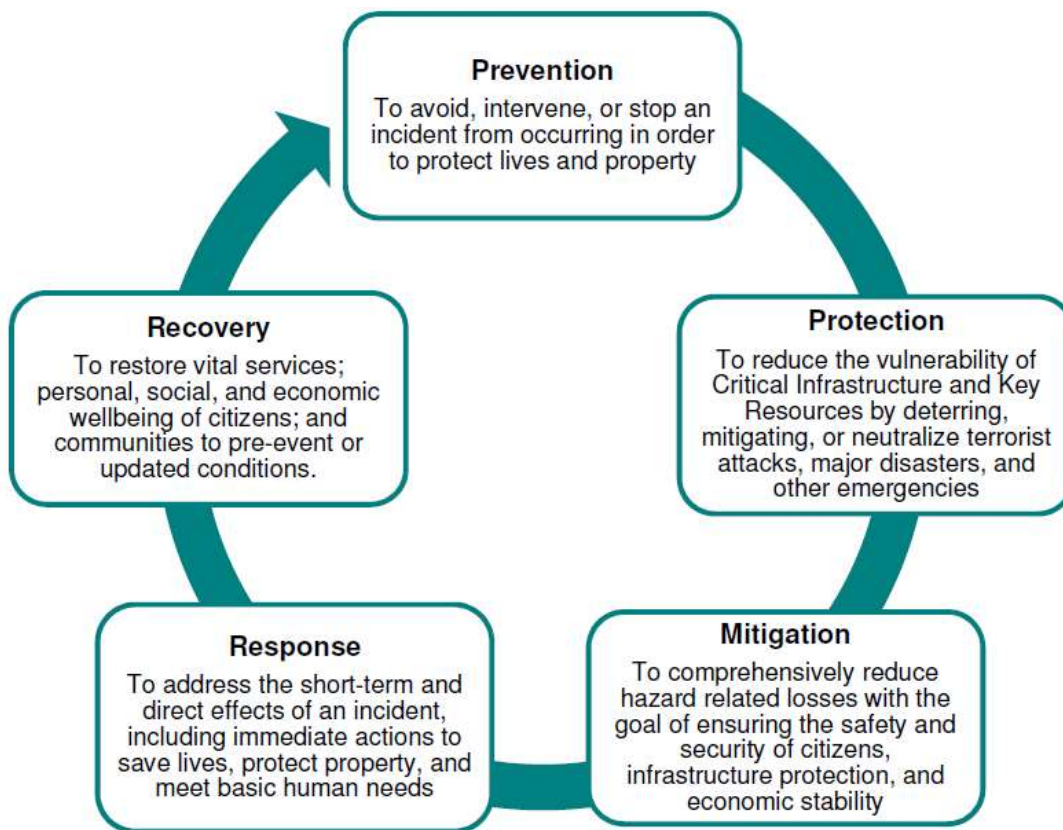
3.2 Response and Recovery Priorities

Response activities within the County are undertaken immediately upon knowledge of an incident. The County's response priorities are defined below:

1. **Lifesaving:** Efforts to save lives and operations that minimize risks to public health and safety.

2. **Property:** Efforts to reduce impacts to CIKR and minimize property damage.

3. **Environment:** Efforts to mitigate long-term impacts to the environment.

3.2.1 Recovery

Recovery activities will begin as soon as conditions permit following an incident. It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster will impact the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues within the County. This EOP is not a recovery plan; however, the County recognizes that response and recovery activities often take place concurrently until life safety and emergency protective actions are completed.

Recovery operations are the actions taken to restore vital services, help citizens resume self-sufficiency, and help communities return to pre-event or "new normal" conditions. Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, and electricity, as well as garbage and debris removal. These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations. The County's recovery priorities for CIKR are defined below:

1. **Initial Damage Assessment:** Determine structure impacts to the County.

2. **Debris Removal:** Coordinate debris clearance, collection, and removal.

3. **Infrastructure Restoration:** Facilitate restoration of CIKR.

3.3 Standardized Emergency Management System

SEMS is the system required by California Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies as outlined in CCR Section 2400-2450. SEMS consists of five organizational levels and incorporates the use of ICS, the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and multi-agency or inter-agency coordination.

See Appendix B for ICS forms and Appendix C for EOC Position Checklists consistent with SEMS.

3.3.1 Standardized Emergency Management System Organizational Levels

SEMS operates among five organizational levels: Field Response, Local Government, Operational Area, Region, and State. Each of these levels uses the functions, principles, and components of ICS, and the SEMS organizational model allows for a predetermined flow of resource requests and assistance though the various levels.

SEMS is a flexible framework that allows for a scaled response to emergencies. Level of EOC activation, which correspond with various SEMS levels, will be determined by the requirements of the emergency.

3.3.1.1 Field Response Level

At the Field Response level, emergency response personnel and resources carry out tactical decisions and activities under the command of an appropriate authority in direct response to an incident or threat. SEMS regulations require the use of ICS at the Field Response level of an incident. The Field Response level is described in the SEMS Guidelines.

At the SEMS Field Response level, Unified Command may be established for some multijurisdictional or multi-agency incidents. Unified Command may be used when more than one agency has some significant jurisdiction over that incident. Under Unified Command each agency with significant jurisdictional responsibility will assign an Incident Commander and appropriate resources to the incident.

3.3.1.2 Local Government Level

Local governments include the county and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. To be eligible for State funding of response-related personnel costs, local governments are required to use SEMS when their EOCs are activated or a local emergency is declared or proclaimed. Under SEMS, the local government emergency management organization and its relationship and connections to the Field Response level may vary depending on factors related to geographical size, population, function, or complexity. The Local Government level is described further in the SEMS Guidelines. Local governments must use SEMS to be eligible for State funding of their personnel related costs under State disaster assistance programs.

3.3.1.3 Operational Area Level

Under SEMS, the Operational Area means an intermediate level of the State's emergency services organization, which encompasses the County and all political subdivisions located within the County. The Operational Area manages and/or coordinates information, resources, and priorities among within the Operational Area and serves as the coordination and communication link between the Local Government level and the Regional level. The Trinity Operational Area functions as part of SEMS. Emergency operations and mutual aid activities are conducted and coordinated using ICS and MACS, as appropriate.

Trinity Operational Area responsibilities according to Trinity County Code 2.40 and California Government Code Section 8607 include:

- The preparation and execution of plans for the protection of persons and property within the County in the event of an emergency.

- The direction of the emergency management organization.

- The coordination of the emergency function of the County with all other public agencies, corporations, organizations, and affected private citizens.

- Acting as a policy-making body with representation from all participating jurisdictions and setting priorities agreed upon by all members.

- Providing a single point of contact for information on an emergency situation, as well as resource requirements and prioritizations.

- Acting as a single ordering point for resources, including fire and law enforcement resources through Operational Area Fire and Law Enforcement Mutual Aid Coordinators.

3.3.1.4 Regional Level

Because of its size and geography, California has been divided into six Mutual Aid Regions. The purpose of a Mutual Aid Region is to provide for the more effective application and coordination of mutual aid and other emergency-related activities. Cal OES provides administrative oversight over the mutual aid regions through three Administrative Regional Offices.

Under SEMS, the Regional level manages and coordinates information and resources among Operational Areas within the mutual aid region, and also between the Operational Areas and the State level. The Regional level also coordinates overall State agency support for emergency response activities within the Region. The Regional level is described further in the SEMS Guidelines.

The Trinity Operational Area is in OES Region III and requests mutual aid through this region. Region III is comprised of Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, and Yuba.

3.3.1.5 State Level

The State level of SEMS tasks and coordinates State resources in response to requests from the Regional EOCs and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The State level also serves as the coordination and communication link between the State and FEMA or other federal agencies involved in the implementation of the Federal Response Plan in California. The State level of SEMS operates the State Operations Center

at Cal OES Headquarters in Sacramento. The State level is described further in the SEMS Guidelines.

3.4 SEMS Minimum Activation Requirements

Table 3-1 Minimum Activation Requirements per SEMS Regulations					
Situations Identified in SEMS Regulations	SEMS Levels				
	Field Response	Local Government	Operational Area	Regional	State
Incident involving two or more emergency response agencies §2405 (a),(b)	Use ICS				
Local emergency declared or proclaimed* §2407 (a)(2)		Use SEMS			
Local government EOC activated §2407(a)(1)		Use SEMS			
Local government activates EOC and requests Operational Area EOC activation §2407(a)(1)		Use SEMS	Activate EOC	Activate EOC	Activate EOC
Two or more cities within an Operational Area declare or proclaim a local emergency §2409(f)(2)			Activate EOC	Activate EOC	Activate EOC
County and one or more cities declare or proclaim a local emergency §2409(f)(3)			Activate EOC	Activate EOC	Activate EOC
City, city and county, or county requests Governor's state of emergency proclamation §2409(f)(4)			Activate EOC	Activate EOC	Activate EOC
Governor proclaims a State of Emergency for county or two or more cities §2409(f)(5)			Activate EOC	Activate EOC	Activate EOC
Operational Area requests resources from outside its boundaries**§2409(f)(6)			Activate EOC	Activate EOC	Activate EOC
Operational Area receives resource requests from outside its boundaries**§2409(f)(7)			Activate EOC	Activate EOC	Activate EOC
An Operational Area EOC is activated §2411(a)				Activate EOC	Activate EOC
A regional EOC is activated §2413(a)(1)					Activate EOC
Governor proclaims a State of Emergency §2413(a)(2)					Activate EOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)					Activate EOC

Notes: This matrix comes directly from Exhibit A-1 of the SEMS Guidelines. This matrix highlights the flow-through nature of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC which, in turn, triggers activation of the state level EOC.

*The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be declared or proclaimed without the need for EOC activation.

** Does not apply to requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange of furnishing of certain types of facilities and services as provided for under the Master Mutual Aid Agreement.

§ Indicates sections in the California Code of Regulations, Title 19, Division 2, Chapter 1 (SEMS)

Situation is not applicable to the SEMS level.

3.5 Incident Management

When an emergency situation arises, and it is determined that the normal organization and functions of County government are insufficient to effectively meet response requirements, the Director of Emergency Services may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander. In addition, the Director of Emergency Services may partially or fully activate and staff the EOC based on an emergency's type, size, severity, and anticipated duration. An emergency declaration is not required in order to implement the EOP or activate the EOC. Upon identifying the need to activate the EOC, a call-out notification will be made depending upon the activation level (discussed in Section 5.5.1.1): the Incident Commander will notify law enforcement dispatch. Further notifications will be made to the following:

(1) Director of Emergency Services

(2) Deputy Director of Emergency Services

(3) Emergency Operations Manager

(4) Sheriff

The Deputy Director of Emergency Services or OES Manager will take appropriate and responsive actions that may range from monitoring the situation for possible escalation to directing a partial or full EOC activation. Once notified that the EOC has been activated and/or an emergency has been declared, all involved County emergency services will implement their respective plans and procedures and provide the Director of Emergency Services with the following information:

o   Operational status

o   Readiness and availability of resources

o   Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.)

o   Significant concerns and issues dealing with potential or actual loss of life or property

Refer to the immediate actions checklist for further information on initial actions to be taken by the Director of Emergency Services (or designee) upon implementation of all or part of this EOP.

3.5.1 Alert and Warning

Warnings, emergency information and notifications, or disaster reports received by County personnel will be relayed to the Director of Emergency Services or to the 9-1-1 Dispatch Center. County response personnel will communicate and receive notifications using traditional

communications technology, such as landline and cellular telephones, faxes, pagers, internet/email, and radio throughout the duration of response activities as long as these resources are available. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained by each agency. External partners will be notified and coordinated through the County EOC as appropriate.

See EF 2 – Communications, for more details.

3.5.2 Communications

The ability of responders from different agencies and disciplines to work together depends greatly on their ability to communicate with each other. Plain language is essential to first responder and public safety and will be used by all County personnel during emergencies. The use of common terminology enables emergency responders, EOC personnel, and County staff, as well as personnel from neighboring jurisdictions or State to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity.

Through the County, a public warning and broadcast system has been established for the County to provide emergency information and instructions during a pending or actual emergency incident or disaster. EF 2 – Communications provides detailed information regarding how these systems are accessed, managed, and operated throughout an emergency's duration.

3.5.2.1 Interoperability

Interoperability is the ability of public and private agencies, departments, and other organizations to operate and communicate effectively together through the use of systems, personnel, and equipment. In recognition that successful emergency management and incident response operations require the continuous flow of critical information among jurisdictions, disciplines, organizations, and agencies, interoperability plans or procedures should be developed that include training and exercises, SOPs, new technology, and considerations of individual agency governance, as well as consideration of use within a stressful and often chaotic context of a major response. Interoperable voice, data, or video-on-demand communications systems allow emergency management/response personnel to communicate within and across agencies and jurisdictions in real time, when needed, and when authorized.

3.5.3 Situational Awareness and Intelligence Gathering

Situational awareness and intelligence gathering are necessary to maintain a common operating picture among response agencies and is the basis for emergency alert and warning (when an incident alert is not received by an outside agency). Situational awareness is the ongoing process of collecting, analyzing, and sharing information across agencies and intergovernmental levels, and the private sector. Intelligence gathering is the collecting of security and operational information, such as collection of severe weather forecasts from the National Weather Service. Intelligence gathering may also be used to detect, prevent, apprehend, and prosecute criminals planning terrorist incidents.

On a day-to-day basis, and during Level 2 and 3 incidents when the EOC is not fully activated, the County, primary agencies, and supporting response agencies will:

- Be aware of their surroundings and identify and report potential threats and dangerous situations.

- Share and evaluate information from multiple sources.

- Integrate communications and reporting activities among responding agencies.

- Monitor threats and hazards.

- Share forecasting of incident severity and needs.

If activated, the EOC Planning/Intelligence Section Chief will lead situational awareness and intelligence gathering activities and functions, unless otherwise designated. If a criminal or terrorist incident is suspected, the Sheriff's Office will notify the California State Terrorism Threat Assessment Center (STTAC) through Cal OES. During a terrorist incident, the STTAC may support situational awareness and intelligence gathering functions.

3.5.4 Resource Management

When the EOC is activated, the Logistics and Planning/Intelligence Sections have primary responsibility for coordinating the resource management effort and have authority under emergency conditions to establish priorities for the assignment and use of all County resources. In a situation where resource allocations are in dispute, the Director of Emergency Services has the final allocation authority. County resources will be allocated according to the following guidelines:

- Deploy resources according to the following priorities:

    1. Protection of life

    2. Protection of responding resources

    3. Protection of public facilities

    4. Protection of private property

- Distribute resources so that the most benefit is provided for the amount of resources expended.

- Coordinate citizen appeals for assistance through the PIO at the EOC or Joint Information Center (JIC). Use local media to provide citizens with information about where to make these requests.

- Activate mutual aid agreements as necessary to supplement local resources.

- When all local resources are committed or expended, issue a request to the County for County, State, and federal resources through an emergency declaration.

3.5.4.1 Resource Typing

The County utilizes resource typing, which is a method for standardizing equipment requests and managing resources during an incident in accordance with NIMS. A resource typed list can increase the usefulness of the tools requested during an emergency and may reduce costs by eliminating orders for equipment that are inaccurate or inappropriate for the situation. County response personnel and support staff should be trained and exercised using resource typing lists to ensure familiarity with the standard terminology for commonly requested resources.

3.5.4.2 Credentialing of Personnel

At this time, the County has not implemented a formalized credentialing program. Should one be implemented, the program will be developed with technical assistance from Cal OES and will provide for documenting training and authenticating and verifying their qualifications. The purpose is to provide a standardized level of training to personnel who could then be called upon by Cal OES to travel to an operational area in need and fulfill the role at the deployed location. Credentialing allows not only for a greater pool of qualified personnel locally, but to be utilized in a State-wide mutual aid capacity.

3.5.5 Access and Functional Needs Populations

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation, or functional needs. Access and Functional Needs Populations (also referred to as vulnerable populations and special needs populations) are members of the community who experience physical, mental, or medical care needs and who may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

Examples of individuals who have access and functional needs include, but are not limited to:

- Individuals who are deaf or hard of hearing

- Individuals with limited English proficiency

- Children and the elderly

- Individuals without vehicles

- Individuals with special dietary needs

- Individuals who experience physical disabilities

Persons with access and functional needs within the County have the primary responsibility for minimizing the impact of disasters through personal preparedness activities. To the greatest extent possible, the County Director of Emergency Services will assist them in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services in an accessible manner.

3.5.6 Elderly and Children in Disasters

Planning and preparing for the unique needs of the elderly and children is of utmost concern to the County and, whenever possible, the County will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to elderly and children.

Individuals with children have the primary responsibility for minimizing the impact of disasters on themselves and their children through personal preparedness activities. To the greatest extent possible, HHS will assist in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services.

3.5.7 Animals in Disaster

While the protection of human life is paramount, the need to care for domestic livestock and/or companion animals plays into decisions made by people affected by disasters. Preparing for the care of animals during a disaster is the responsibility of owners. However, the County may coordinate with local animal owners, veterinarians, and animal advocacy groups and charities sponsored by private organizations to address animal-related issues that arise during an emergency. If local resources are insufficient to meet the needs of animals during a disaster, the County may request assistance through Cal OES.

3.5.8 Demobilization

As the emergency situation progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for emergency coordination to agencies involved with short- and long-term recovery operations.

The following issues will be considered when demobilizing:

- Identification of surplus resources and probable resource release times

- Demobilization priorities as established by the on-scene Incident Commander and/or EOC Director

- Released or demobilized response resources as approved by the on-scene Incident Commander and/or EOC Director

- Repair and maintenance of equipment, if necessary

The Director of Emergency Services, with advice from the EOC Director and/or on-scene Incident Commander, will determine when a State of Emergency no longer exists, emergency operations can be terminated, and normal County functions can be restored.

3.5.9 Transition to Recovery

Once the immediate response phase has been completed, the County will turn towards recovery to restore government function and community services. A transition from response to recovery may occur at different times in different areas of the County.

Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the County can concentrate on long-term recovery efforts, which focus on restoring the community to a "new normal" or improved state.

During the recovery period, the County will review and implement mitigation measures, collect lessons learned and share them within the emergency response community, and reassess this EOP, including annexes to identify deficiencies and take corrective actions. Resources to restore or upgrade damaged areas may be available if the County demonstrates that extra repairs will mitigate or lessen the chances of, or damages caused by, another similar disaster in the future.

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Basic Plan

4 Roles and Responsibilities

County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

Most County departments have emergency functions that are similar to their normal duties. Each department is responsible for developing and maintaining its own procedures for carrying out these functions during an emergency. Specific responsibilities are outlined below, as well as in individual annexes.

4.1 Emergency Management Organization

For the purposes of this plan, the County's emergency management structure will be referred to generally as the County Emergency Management Organization (EMO). Roles and responsibilities of individual staff and agencies are described throughout the plan to further clarify the County's emergency management structure.

The Director of Emergency Services may, depending on the size or type of incident, delegate the authority to lead response and recovery actions to other County staff. Additionally, some authority to act in the event of an emergency may already be delegated by ordinance or by practice. As a result, the organizational structure for County's emergency management program can vary depending upon the location, size, and impact of the incident. The EMO for the County can be divided into two general groups organized by function–the Executive Group and Emergency Response Agencies.

The Executive Group may include representation from each County department during an event. It is responsible for the activities conducted within its jurisdiction. The members of the group include both elected and appointed executives with legal responsibilities. Key general responsibilities for local elected and appointed officials include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.

- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.

- Supporting staff participation in local mitigation efforts within the jurisdiction, including the private sector, as appropriate.

- Understanding and implementing laws and regulations that support emergency management and response.

- Ensuring that local emergency plans take into account the needs of:

  o The jurisdiction, including persons, property, and structures

  o Vulnerable populations, including unaccompanied children and those with service animals

  o Individuals with household pets

  o Leading and encouraging all citizens (including vulnerable populations) to take preparedness actions.

  o Encouraging residents to participate in volunteer organizations and training courses.

4.1.1 Board of Supervisors

The ultimate responsibility for policy, budget, and political direction for the County government is borne by the Board of Supervisors. During emergencies, this responsibility includes encouraging citizen involvement and citizen assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for

visiting State and federal officials. Additionally, the Board of Supervisors will provide elected liaison with the community and other jurisdictions. In the event that declaration of emergency is needed, the Board of Supervisors will initiate and terminate the State of Emergency through a declaration.

General responsibilities of the Board of Supervisors include:

- Establishing emergency management authority by County resolution.

- Adopting an EOP and other emergency management–related resolutions.

- Declaring a State of Emergency and providing support to the on-scene Incident Commander in requesting assistance through the County.

- Acting as liaison to the community during activation of the EOC.

- Acting on emergency funding needs.

- Attending Public Information Officer (PIO) briefings.

4.1.2 County Administrative Officer

The County Administrative Officer is responsible for continuity of government, overall direction of County Administrative Office, emergency operations, and dissemination of public information, including the following tasks:

- Ensuring that all County Administrative Office departments develop, maintain, and exercise their respective service annexes to this plan.

- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.

- Implementing the policies and decisions of the governing body.

- Ensuring that plans are in place to protect and preserve County records.

4.1.3 Director of Emergency Services

The Director of Emergency Services or designee has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Director of Emergency Services works with the Executive Group to ensure that there are unified objectives with regard to the County's emergency plans and activities, including coordinating all aspects of the County's capabilities. The Director of Emergency Services coordinates all components of the local emergency management program, including assessing the availability and readiness of local

resources most likely required during an incident and identifying and correcting any shortfalls. In particular, the Director of Emergency Services is responsible for:

- Serving as staff advisor to the Board of Supervisors and County Administrative Officer for emergency matters.

- Coordinating the planning and general preparedness activities of the government and maintenance of this plan.

- Analyzing the emergency skills required and arranging the training necessary to provide those skills.

- Preparing and maintaining a resource inventory (including call-down lists).

- Ensuring the operational capability of the County EOC.

- Activating the County EOC.

- Keeping the governing body apprised of the County's preparedness status and anticipated needs.

- Serving as day-to-day liaison between the County and Cal OES.

- Maintaining liaison with organized emergency volunteer groups and private agencies.

The Director and Deputy Director of Emergency Services, as well as the Emergency Operations Manager serve as the primary emergency management leadership. The Director of Emergency Services may also be referred to as the Emergency Management Director.

4.1.4 Trinity County Disaster Council

The Director of Emergency Services is supported by the Emergency Management Council. This council is composed of the following members:

- Chairman of the Board of Supervisors - Chairman

- Director of Emergency Services - Vice Chairman

- County Administrative Officer

- Sheriff Office

- County Public Health Officer

- Trinity County Fire Chiefs' Association

- Director - Health and Human Services

- Director - Department of Transportation

- Water District

- Superintendent - County Board of Education

- Director - Environmental Health

- Trinity Hospital

- Behavior Health Services

- Trinity County Life Support

- United States Forestry Service

- American Red Cross

- Amateur Radio Emergency Services

- Southern Trinity Area Rescue

- Trinity Public Utilities District

- Marshall's Office

- Department of Water Resources

In addition to these members, other County departments and community organizations are utilized as resources and to provide subject-specific expertise.

4.1.5 Responsibilities of All Departments

County department, agency heads and their staff develop, plan, and train to learn internal policies and procedures for meeting response and recovery needs safely. They also make staff available to participate in interagency training and exercise to develop and maintain the necessary capabilities, as well as clearly reinforce preparedness expectations. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County Administrative Officer.

Individual departments are an integral part of the emergency organization. While some departments' staff comprises emergency response personnel, the majority of County departments focus on supporting emergency response personnel and/or the continuity of services they provide to the public.

All County departments are responsible for:

- Supporting EOC operations to ensure that the County is providing for the safety and protection of the citizens it serves.

- Establishing in writing an ongoing line of succession and/or delegation of authority for each department

- Developing alert and notification procedures for department personnel.

- Developing guidelines to implement assigned duties specified by this plan.

- Tracking incident-related costs incurred by the department, in coordination with the EOC Finance Section if activated, and submitting expenditure reports in accordance with financial management practices. Incident-related costs may occur during response or recovery phases and may include personnel overtime, equipment used/expended, and contracts initiated.

- Ensuring that vehicles and other equipment are equipped and ready, in accordance with SOPs.

- Notifying the Director of Emergency Services of resource shortfalls.

- Developing Continuity of Operations Plans (COOPs) that identify essential functions and develop procedures for maintaining and/or reestablishing services provided to the public and other County departments.

- Assigning personnel to the EOC, as charged by this plan.

- Developing and implementing procedures for protecting vital records, materials, and facilities.

- Promoting family preparedness among employees.

- Ensuring that staff complete required training (including required NIMS and ICS training).

- Dedicating staff time for participation in training exercises.

- Preparing and maintaining supporting standardized operating procedures (including incorporation of NIMS components, principles, and policies).

4.2 Responsibilities by Function

This group includes services required for an effective emergency management program, of which response is a key element. These agencies include: Health and Human Services (HHS), Behavioral Health Services, fire districts, law enforcement, emergency medical services, environmental health, Department of Transportation, Auditor Office, and special districts.

Departments or agencies assigned as primary may only be responsible for coordinating with other primary or supporting agencies to ensure continuity.

- **Primary Agency(s)**

  o Identify lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function, and will coordinate with supporting agencies.

- **Supporting Agency(s)**

  o Identify agencies with substantial support roles during major incidents.

4.2.1 (EF – 1) Transportation

Primary Agency: Department of Transportation

Supporting Agencies: Sheriff's Office, Office of Education, School Districts, HHS, Trinity County Life Support, Southern Trinity Area Rescue, California Department of Transportation, California Highway Patrol

Transportation-related responsibilities include:

- Monitoring and reporting the status of and any damage to the County's transportation system and infrastructure.

- Identifying temporary alternative transportation solutions that can be implemented by others when County systems or infrastructure are damaged, unavailable, or overwhelmed.

- Coordinating the restoration and recovery of County transportation systems and infrastructure.

- Coordinating support of emergency operations activities among transportation stakeholders within the County's authorities and resource limitations.

4.2.2 (EF – 2) Communications

Primary Agency: Sheriff's Dispatch Office, County OES

Supporting Agencies: Information Technology Department, Amateur Radio Emergency Services, California Department of Forestry and Fire Protection (CalFIRE) Emergency Coordination Centers

Alert and Warning

Responsibilities related to alert and warning include:

- Monitoring emergency communications networks.

- Disseminating emergency alerts, as requested by the on-scene Incident Commander, EOC Director, or PIO.

- Receiving and disseminating warning information to the public and key County Officials.

- Activating the reverse 911 system, CodeRED, or Integrated Public Alert Warning System (IPAWS)

- Utilizing social media effectively through programs such as Facebook, the OES website, and Trinity Alerts

Communication-related responsibilities include:

- Establishing and maintaining emergency communications systems.

- Coordinating the use of all public and private communication systems necessary during emergencies.

- Managing and coordinating all emergency communication within the EOC, once activated.

- Managing and coordinating all emergency notifications to departments and officials (e.g., during transition to continuity facilities or succession notification).

4.2.3 (EF – 3) Construction and Engineering

Primary Agency: Department of Transportation

Supporting Agencies: Special Districts

Responsibilities related to public works and engineering include:

- Conducting pre-incident and post-incident assessments of public works and infrastructure.

- Executing emergency contract support for life-saving and life-sustaining services.

- Coordinating repair of damaged public infrastructure and critical facilities.

- Coordinating repair and restoration of the County's critical infrastructure.

- Coordinating disaster debris management activities.

4.2.4 (EF – 4) Fire and Rescue

Primary Agency: Trinity County Fire Districts

Supporting Agencies: Sheriff's Office, California Highway Patrol**,** CalFIRE, Trinity County Life Support, Southern Trinity Area Rescue, Hoopa Balance, Shasta Cascade Hazardous Materials Response Team (SCHMRT).

Fire departments include:

- Weaverville Fire Department
- Lewiston Fire Department
- Trinity Center Fire Department
- Hayfork Fire Department
- Coffee Creek Fire Department
- Douglas City Fire Department
- Junction City Fire Department
- Downriver Fire Department
- Hawkins Bar Fire Department
- Salyer Fire Department
- Hyampom Fire Department
- Southern Trinity Fire Department
- Zenia-Kettenpom Fire Department
- CalFIRE Stations
- United States Forest Service – Shasta-Trinity National Forest, Six River National Forest

Responsibilities related to fire service include:

- Providing fire prevention, fire suppression, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.

- Providing hazardous materials spills emergency response and coordination through the Shasta Cascade Hazardous Materials Response Team (SCHMRT)
- Performing rescues as needed.

Wildland fire responsibility is divided into two areas: Federal Responsibility Areas (FRA) encompassing all federal lands; and State Responsibility Areas (SRAs) encompassing all private lands. The County has been further divided into Direct Protection Areas. This shifts some protection of private lands to the United States Forest Service (USFS) Mendocino, Shasta Trinity and Six Rivers National Forests and shifts some federal lands onto California Department of Forestry and Fire Protection (CAL FIRE) Humboldt and Shasta Trinity Units.

4.2.5 (EF – 5) Management

Primary Agency: County OES

Supporting Agencies: Health and Human Services, Information Technology, Sheriff's Office
Emergency Operations Center

The Director of Emergency Services is responsible for maintaining the readiness of the EOC, identifying support staff, and ensuring that they are adequately trained to perform their position duties. County departments will be requested to designate personnel who can be made available to be trained by the County OES and to work in the EOC during an emergency. Other departments may be requested to provide assistance in an emergency.

The following tasks are necessary for the County to activate and utilize its EOC to support and coordinate response operations during an emergency:

- Providing coordination of resources and emergency communications at the request of the on-scene Incident Commander.

- Maintaining contact with neighboring jurisdictions.

- Maintaining the EOC in an operating mode, as required by the incident, or ensuring that the EOC space can be converted into an operating condition.

- Requesting department representatives to report to the EOC and developing procedures for crisis training.

- Ensuring that EOC personnel operate in accordance with ICS.

- Ensuring accurate record keeping.

- Developing and identifying duties of staff, use of displays and message forms, and procedures for EOC activation.

Additional information technology resources that may be utilized are the CalEOC incident management software.

See Chapter 5 – Command and Control for more details.

4.2.6 (EF – 6) Care and Shelter

Primary Agency: Health and Human Services (HHS), Public Health

Supporting Agencies: American Red Cross/HHS are responsible for ensuring that the mass care needs of the affected population are met, including sheltering, feeding, providing first aid, and reuniting families. Relevant operations are detailed in EF 6 – Care and Shelter and EF 11 – Food and Agriculture and additional details may be found in the County Care and Shelter Plan. Responsibilities related to mass care, emergency assistance, housing, and human services include:

- Maintaining and implementing procedures for care and shelter of displaced citizens.

- Maintaining and implementing procedures for the care and shelter of animals in an emergency would be the responsibility of the Trinity County Sheriff's Office.

- Coordinating support with other County departments, relief agencies, and volunteer groups.

- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.

- Providing emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.

- Coordinating with faith-based organizations and other volunteer agencies.

- Identifying emergency feeding sites (coordinating with the Red Cross).

- Identifying sources of clothing for disaster victims (may coordinate with the Red Cross or other disaster relief organizations).

- Securing sources of emergency food supplies with the Red Cross.

- Coordinating operation of shelter facilities operated by the County, local volunteers, or organized disaster relief agencies such as the Red Cross.

- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.

See County Care and Shelter Plan for more details.

4.2.7 (EF – 7) Resources

Primary Agency: County OES – in coordination with individual agencies

Supporting Agencies: Department of Health and Human Services, Auditor-Controller's Office, Sheriff Office, American Red Cross.

Responsibilities related to logistics management and resource support include:

- Establishing procedures for employing temporary personnel for disaster operations.

- Establishing and maintaining a staffing reserve, in cooperation with law enforcement.

- Coordinating deployment of reserve personnel to County departments requiring augmentation.

- Establishing emergency purchasing procedures and/or a disaster contingency fund.

- Maintaining records of emergency-related expenditures for purchases and personnel.

Volunteer organizations such as the American Red Cross may be utilized to coordinate donation management. The County follows FEMA resource typing guidelines.

4.2.8 (EF – 8) Public Health and Medical

Primary Agency: HHS, Public Health, Behavioral Health Services Department, Environmental Health Division, Sheriff's Office/Coroner

Supporting Agencies: Area Hospitals (Trinity Hospital, Mercy Medical Center Redding, Shasta Regional Medical Center), Trinity County Life Support, Local Fire Departments, PHI Air Medical, REACH Air Medical Services

The Public Health Officer for the County is responsible for coordinating the public health and welfare services required to cope with the control of communicable and non-communicable diseases associated with major emergencies, disasters, and/or widespread outbreaks. Such outbreaks may be caused by bioterrorism, epidemic or pandemic diseases, novel and highly fatal infectious agents, or biological or chemical toxin incidents. The Public Health Officer or designee also serves as the public health representative for the County Emergency Management Organization.

Responsibilities related to public health include:

- Coordinating adequate provision of public health, medical, and behavioral health services, including making provisions for populations with functional needs.

- Coordinating public health surveillance.

- Coordinating medical mutual aid activities in coordination with the Regional Disaster Medical and Health Specialist (RDMHS).

- Coordinating medical countermeasure receipt, distribution and dispensing in support of treatment or mass prophylaxis (oral or vaccination), if needed.

- Coordinating isolation and/or quarantine actions, as needed

- Coordinating dissemination of public health information.

- Serve as the Medical Health Operational Area Coordinator (MHOAC)

EMS-related responsibilities include:

- Providing and/or coordinating emergency medical care and transport.

- Coordinating EMS resources.

- Requesting additional EMS assets as necessary.

4.2.9 (EF – 9) Search and Rescue

Primary Agency: County Sheriff's Office

Supporting Agencies: Fire Districts, Mutual Aid Partners

Responsibilities related to search and rescue include:

- Wildland Search and Rescue

- Snow operations and rescue

- Whitewater rescue

- Low and high-angle rope rescue

- SCUBA/dive team

4.2.10 (EF – 10) Hazardous Materials Response

Primary Agency: Fire Departments, Shasta Cascade Hazardous Materials Response Team (SCHMRT) (Type 2), Environmental Health Division

Supporting Agencies: HHS (Public Health Division), Trinity County Narcotics Task Force (Drug Lab Team), CalFIRE, National Guard 9th Civil Support Team, FEMA Region 9 Decontamination Team

Responsibilities related to oil and hazardous materials include:

- Conducting oil and hazardous materials response (chemical, biological, etc.).

- Providing remote consultation, as needed.

- Assessing the potential health effects of a hazardous materials release.

- Identifying the needs for hazardous materials incident support from regional and State agencies.

- Recommending protective actions related to hazardous materials.

- Conducting environmental short- and long-term cleanup.

In the County, the primary chemical concerns are chlorine and ammonia stored at fixed sites. High risk transportation routes for hazardous materials include SR 299, Highway 3 and Highway 36.

4.2.11 (EF – 11) Food and Agriculture

Primary Agency: Environmental Health Division; Agriculture Department/Division of Weights and Measures

Supporting Agencies: Sheriff's Office/Animal Control

Responsibilities related to agriculture and natural resources include:

- Providing nutrition assistance.

- Conducting animal and plant disease and pest response.

- Monitoring food safety and security.

- Providing natural and cultural resources and historic properties protection and restoration.

- Coordinating with pet-owners in protecting the safety and well-being of household pets.

- Coordinating with livestock producers and pet-owners in protecting the safety and well-being of livestock and household pets.

- During an agriculture-related disaster, the Agricultural Commissioner is responsible for assessing damage and creating reports based on the damage.

4.2.11.1 (EF – 11 continued) Regulatory Testing of Weighing and Measuring Devices

Primary Agency: Agriculture Department/Division of Weights and Measures

Supporting Agencies:

Responsibilities related to agriculture and natural resources include:

- Division of Weights and Measures maintains certified standards that are traceable to the National Institute of Standards and Technology, for testing and certifying for accuracy pumps, scales, petroleum dispensers, etc.

4.2.12 (EF – 12) Utilities

Primary Agency: Trinity County Department of Transportation, Trinity Public Utilities District, Pacific Gas and Electric Company, and Trinity County Water Districts.

Supporting Agencies: County OES

Responsibilities related to energy and utilities include:

- Coordinating with local utilities to restore and repair damaged infrastructure and accompanying systems.

- Coordinating with local utilities to reduce the risk of physical or cyberattack on lifeline utility systems.

- Coordinating temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished.

Critical facilities may include primary and alternate EOCs, hospitals/ critical care facilities, designated shelters, government offices/facilities, water/sewage systems, and other essential community services.

4.2.13 (EF – 13) Law Enforcement

Primary Agency: Sheriff's Office

Supporting Agencies: California Highway Patrol, Marshall's Office, local fire departments/districts, mutual aid partners

In the event of terrorist activity, the Federal Bureau of Investigation will be the lead agency for any response. The Federal Drug Enforcement Agency may also be involved in a supporting role.

Responsibilities related to law enforcement include:

- Protecting life and property and preserving order.

- Providing law enforcement and criminal investigation.

- Providing traffic control, crowd control, and site security.

- Isolating damaged areas.

- Providing damage reconnaissance and reporting.

- Conducting search and rescue operations (particularly lost person search and rescue), including all necessary training for Search and Rescue responders.

- Coordinating and planning evacuation procedures and operations.

4.2.14 (EF – 14) Recovery

Primary Agency: County OES, Health and Human Services, Environmental Health Division

Supporting Agencies: Department of Transportation, Building and Planning Department, Auditor-Controller's Office, Treasurer's Office, and the Assessor-Recorder's Office

Recovery-related responsibilities include:

- Directing emergency recovery in times of disaster by providing leadership in coordinating private and governmental-sector emergency recovery efforts.

- Participating with State partners to conduct damage assessments; identifying and facilitating availability and use of recovery funding.

- Accessing recovery and mitigation grant and insurance programs; providing outreach, public education, and community involvement in recovery planning.

- Coordinating logistics management and resource support, providing assistance as needed.
- Locating, purchasing, and coordinating delivery of resources necessary during or after an incident in the County.

- Ensuring accurate documentation of the recovery effort to secure federal reimbursement of funds.

4.2.15 (EF – 15) Public Information

Primary Agency: County OES, Sheriff's Office, Fire Districts

Supporting Agencies: Health and Human Services, Individual County departments may also be tasked with providing public information specific to their agency's functions and the emergency.

Responsibilities related to external affairs include:

- Conducting ongoing hazard awareness and public education programs.

- Compiling and preparing emergency information for the public in case of emergency.

- Coordinating with other agencies to ensure consistency of education and emergency information.

- Arranging for media representatives to receive regular briefings on the County's status during extended emergency situations.

- Securing printed and photographic documentation of the disaster situation.

- Handling unscheduled inquiries from the media and the public.

- Being aware of non-English-speaking and/or bilingual population centers within the County and preparing training and news releases accordingly.

- Monitoring the media and correcting misinformation.

- Overseeing and providing information to call-takers who receive requests for assistance from the public.

4.2.16 (EF – 16) Evacuation

Primary Agency: Sheriff's Office, County OES

Supporting Agencies: Health and Human Services, Department of Transportation

Responsibilities related to evacuation and population protection include:

- Defining responsibilities of County departments and private-sector groups.

- Identifying high-hazard areas and corresponding numbers of potential evacuees.

- Coordinating evacuation planning, including:

  - Movement control

  - Health and medical requirements

  - Transportation needs

  - Emergency Public Information materials

  - Shelter and reception location

  - Conducting evacuation alerts to the public through the CodeRed system, and door-to-door notifications.

  - Developing procedures for sheltering in place.

  - Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.

  - Providing guidance on commuting arrangements for essential workers during the evacuation period.

  - Assisting with control and safety measures in the evacuated area and reassigning personnel during the evacuation period.

  - Conducting evacuation in accordance with County policy.
    -- If an evacuation is instituted, notifying the Red Cross (1-888-680-1455).

4.2.17 (EF – 17) Volunteers and Donation Management

Primary Agency: County OES

Supporting Agencies: Red Cross, Salvation Army

The Director of Emergency Services will coordinate and manage volunteer services and donated goods through the County EOC, with support from the Red Cross and other volunteer organizations. Procedures for accessing and managing these services during an emergency will follow SEMS/NIMS/ICS standards. Elements of the County's volunteer and donations management program may include:

- Activation of a Volunteer and Donations Management coordinator within the County's emergency management organization to address volunteer and donations management, including coordination with neighboring jurisdictions and the State's donation management system.

- Implementation of a system for tracking and utilizing volunteers and donations (including cash contributions).

- Coordination with State and local volunteer agencies and Volunteer Organizations Active in Disaster groups.

- Establishment of facilities such as a warehouse and volunteer reception center.

- Methods and sites for collection, sorting, managing, and distributing in-kind contributions, including methods for disposing of or refusing goods that are not acceptable.

- Communications support such as coordination of a call center and public information.

- Procedures to verify and/or vet voluntary organizations and/or organizations operating relief funds.

4.2.18 (EF – 18) Information Technology

This role is under development at Trinity County, with the County IT department taking lead.

4.3 Local Response Partners

The County's emergency organization is supported by a number of outside organizations, service organizations, and the private sector.

4.3.1 Private Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private-sector responsibilities include:

- Planning for the protection of employees, infrastructure, and facilities.

- Planning for the protection of information and the continuity of business operations.

- Planning for, responding to, and recovering from incidents that impact private-sector infrastructure and facilities.

- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how private-sector organizations can help.

- Developing and exercising emergency plans before an incident occurs.

- Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.

- Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

4.3.2 Nongovernmental and Faith-Based Organizations

Nongovernmental and faith-based organizations play enormously important roles before, during, and after an incident. In the County, nongovernmental/faith-based organizations such as the Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. Nongovernmental and faith-based organizations also collaborate with responders, governments at all levels, and other agencies and organizations. The roles of nongovernmental and faith-based organizations in an emergency may include:

- Training and managing volunteer resources.

- Identifying shelter locations and needed supplies.

- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food shelter, and assistance with post-emergency cleanup.

- Identifying those whose needs have not been met and helping to coordinate assistance.

4.3.3 Individuals and Households

Although not formally a part of the County's emergency operations, individuals and households can play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes.

- Preparing emergency supply kits and household emergency plans that consider all members of the household, including children and pets.

- Monitoring emergency communications carefully.

- Volunteering with established organizations.

- Enrolling in emergency response training courses.

- Encouraging children to participate in preparedness activities.

4.4 Operational Area Response Partners

The California Emergency Services Act designates each county as an Operational Area to coordinate emergency activities and resources of the cities, tribal partners, and special districts located within the County boundaries. In Trinity County, the County OES is the lead agency for the Operational Area, and the County Director of Emergency Services serves as the Operational Area Coordinator.

The County OES is responsible for developing a Countywide emergency management program that, through cooperative planning efforts with the incorporated communities of the County, will provide a coordinated response to a major emergency or disaster. If local supplies are limited, requests will be advanced to the SEMS Regional level to access resources outside of the Operational Area.

4.5 Regional Response Partners

The County falls within the Inland Region of Cal OES, and in Mutual Aid Region III. The Regional EOC is located in Sacramento. There are 31 counties and three Mutual Aid Regions within the Inland Region. Within the Regions, there are 123 incorporated cities. Cal OES Administrative

Regions are responsible for coordinating information and resources within the Region and between the SEMS State and Regional levels to ensure effective and efficient support to local response.

4.6 State Response Partners

Under the direction and control of department heads, agencies of State government represent the State emergency operations organization. Responsibility for conducting EFs is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation. Some State agencies may call upon their federal counterparts to provide additional support and resources following established procedures and policies for each agency.

4.7 Federal Response Partners

Federal response partners are typically requested by the State Operations Center in the event that State resources become limited or specialized services are needed. In most instances, federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the federal level follow the California State Emergency Plan and, if necessary, the National Response Framework.

See the National Response Framework for details on the federal government's emergency management organization and detailed roles and responsibilities for federal departments.

Basic Plan

5   Command and Control

The ultimate responsibility for command and control of County departments and resources lie with the County Administrative Officer; however, the Director of Emergency Services will maintain direction and control of the County EMO, unless otherwise delegated. County emergency operations, both on-scene and in the County EOC, will be conducted in a manner consistent with SEMS, including use of ICS.

During a County-declared disaster, control is not relinquished to State authority but remains at the local level for the duration of the event. Consistent with California Government Code §8559 and §8605, the County of Trinity is designated at the Operation Area for Trinity County, and the county-wide coordinator, the Director of Emergency Services, is the Operational Area Coordinator. In accordance with California Government Code §8607, the Trinity Operational Area functions as a part of SEMS. Emergency operations and mutual aid activities are conducted and coordinated using ICS and the Multi-Agency Coordination System, as appropriate.

5.1 On-Scene Incident Management

Initial response to an incident will be managed by the responding agency (i.e., Department of Transportation, Sheriff's Office, and/or Fire Department), who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing or directing such

duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene Incident Commander may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. Upon establishment of ICS, the on-scene Incident Commander will notify the Director of Emergency Services and request activation of the County EOC, as appropriate. The on-scene Incident Commander may also establish an on-scene Unified Command structure with County and State leads.

5.2 Support to On-Scene Operations

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the County may activate the EOC and assign an EOC Director. The EOC Director support on-scene operations and coordinates County resources. The request will be submitted to the Director of Emergency Services, who will determine whether to activate the County EOC and will assume, or designate, the role of EOC Director. In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the County EOC for resource coordination, communications, and public information support.

In a more complex incident, the Incident Commander may relocate to the County EOC to serve as part of the Unified Command or Multi-Agency Coordination Group, ensuring proper coordination of resources across agencies. Outside assistance from neighboring jurisdictions or from private contractors will be requested and used as an adjunct to existing County services, and then only when a situation threatens to expand beyond the County's response capabilities.

Upon activation of the County EOC, the EOC Director is empowered to assume executive control over all departments, divisions, and offices of the County during a State of Emergency. If appropriate, the on-scene Incident Commander or EOC Director may request that the Sheriff declare a State of Emergency.

5.3 Operational Area

The Trinity Operational Area's responsibilities include:

- Acting as a policy-making body with representation from all participating jurisdictions and setting priorities agreed upon by all members.

- Providing a single point of contact for information on an emergency situation, as well as resource requirements and prioritization.

- Acting as a single ordering point for resources, including fire and law enforcement resources through Operational Area Fire and Law Enforcement Mutual Aid Coordinators.

5.4 Emergency Operations Center

The EOC supports incident response activities, including tracking, management, and allocation of appropriate resources and personnel, and may also serve as a Multi-Agency Coordination Center, if needed. The EOC will be activated upon notification of a possible or actual emergency. During large-scale emergencies, the EOC may become the County seat of government for the duration of the crisis. The EOC does not provide tactical direction to the various incidents which are being conducted in the field using the Incident Command System. Field Incident Commanders have clear authority to command and tactically direct the resources under their control.

5.4.1 Emergency Operations Center Activation

The Trinity Operational Area EOC will be activated when an emergency situation occurs that exceeds local and/or in-field capabilities to adequately respond to and mitigate an incident(s). The Operational Area EOC will be activated when:

- The County proclaims a local emergency.

- The county requests a Governor's declaration of a State of Emergency.

- The Governor proclaims a State of Emergency for the County.

- Activation is recommended by County OES personnel.

During emergency operations, and upon activation of the EOC, EOC staff will assemble and exercise direction and control, as outlined below.

- The EOC will be activated by the Director of Emergency Services, who may assume or designate the role of EOC Director. While the on-scene Incident Commander retains tactical control of the incident, the EOC Director assumes responsibility for coordinating and prioritizing County resources in support of emergency operations.

- The EOC Director will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.

- The Emergency operations will be conducted by County departments, augmented as required by trained reserves, forces supplied through mutual aid agreements, private contractors and volunteer groups. County, State, and federal support will be requested if the situation dictates.

- Communications equipment in the EOC will be used to receive information, disseminate instructions and notifications, and coordinate emergency operations support.

- The on-scene Incident Commander will establish an on-scene command post and coordinate resource requests with the EOC if outside of mutual aid channels.

- Department heads and organization leaders are responsible for assigned emergency functions, as outlined in the EFs.

- The EOC will operate on a 24-hour, continuous basis if needed.

The Director of Emergency Services will immediately notify the County Administrative Office upon activation of the Operational Area EOC. Periodic updates will be issued to the County for the duration of the EOC activation.

5.4.1.1 Emergency Operations Center Activation Levels

The scope of an emergency, rather than the type, will largely determine whether the EOC will be activated, and to what level. When an emergency occurs in or affects the County, the EOC will operate at one of the following activation levels:

- **Level 3 (lowest level) – Monitoring.**

  o Level 3 may be requested by on-scene command, or initiated by Trinity Operational Area OES during emergencies with escalation potential.

  o EOC staffing for a Level 3 emergency will normally be limited to Operational Area OES personnel.

- **Level 2 – Partial EOC activation with partial staff.**

  o Level 2 requires limited staffing by key agencies involved or affected by an emergency confined to a specific area of the County, which stresses local resources and is expanding.

  o Level 2 activation may be ordered by the OES Director or the County Administrative Officer.

- **Level 1 (highest level) – Full EOC activation with full staff.**

  o Level 1 is a full-scale activation that requires full EOC staffing as outlined in this plan to address an expanding emergency which has the potential to or already has overwhelmed county resources.

  o Level 1 activation may be ordered by the OES Director or the County Administrative Officer.

5.4.2 Emergency Operations Center Location

The **primary location** for the EOC is: 61 Airport Road, Weaverville, CA 96093

Figure 5-1. *Primary EOC Location*

If necessary, the alternate EOC location is the Trinity County Veteran's Hall, 101 Memorial Drive, Weaverville, CA 96093

Figure 5-2. *Alternate EOC Location*

The location of the EOC can change, as required by the needs of the incident. Coordination and control for County emergency resources will take place from the EOC as long as environmental and incident conditions allow. However, if conditions require relocation of the EOC, the EOC Director will designate an alternate facility.

5.4.3 Emergency Operations Center Staffing

Depending on the incident type, County departments will provide staff to the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the on-scene Incident Commander or EOC Director may change to meet the needs of the incident. In the event that local staffing resources are not adequate to maintain the County EOC, the County may request support from the State.

County departments involved in emergency response and personnel assigned to Command and General Staff (if previously designated) are required to report to the EOC upon activation. Personnel assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions. Due to limited personnel and resources available in the County, it is imperative that all primary and alternate EOC staff be trained on ICS functions outside their areas of expertise. Regularly exercising ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC operation efficiency.

- EOC staffing requirements for a Level 3 (monitoring) and/or Level 2 (partial) activation will be based upon the scope and nature of the emergency, as well as current requirements.

- The OES Coordinator will ensure that the appropriate functions of the emergency management organization are notified for Level 1 and 2 EOC activations.

- Staffing requirements for Level 1 (full) activations will require the entire emergency management organization, including all sections.

- Extended EOC operations may require the use of multiple shifts and position alternates; the Director of Emergency Services in conjunction with the County Administrative Officer will make this determination as the situation dictates.

5.4.4 Access and Security

During an emergency, access to the County EOC will be limited to designated emergency operations personnel due to the large volume of incoming and outgoing sensitive information. Authorized personnel in the EOC include EOC staff, county or city officials, and those with legitimate business in the EOC. The EOC Director or Security Officer (if designated) may allow access on an individual, case-by-case basis. Appropriate security measures will be in place to identify personnel who are authorized to be present. All authorized EOC staff, visitors, and the media will be issued identification cards for EOC access. These identification cards will identify the bearers as visitors or members of the emergency management team.

5.4.5 Incident Management Software

The County utilizes Cal EOC incident management software to help gather, analyze, and disseminate information in the County EOC. The County Director of Emergency Services is responsible for training EOC staff on the use of software, and a User's Manual is maintained in the County EOC.

5.4.6 Deactivation

Each incident will be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. This decision is made by the on-scene Incident Commander, EOC Director, and Director of Emergency Services. During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the EOC during the day with limited staffing to facilitate dissemination of public and local government disaster relief information. This alternative should be weighed against the option of immediately requiring the County Administrative Officer and staff to manage recovery operations as part of their daily responsibilities.

The Director of Emergency Services has the final approval authority for activation and closure of the EOC. Once the decision has been made to limit hours/staff or close the EOC, notification must be disseminated to the same agencies that were notified it was activated. If necessary, the EOC may also be re-opened (see activation procedures in Section 5.4.1) and emergency operations re-initiated at any time. As with initial activation, re-activation of the EOC occurs at the direction of the Director of Emergency Services.

5.5 Department Operations Centers

In some circumstances, a particular County department may have primary responsibility for coordinating the County's response to an emergency without full activation of the County EOC. In that case, the department would establish a Department Operations Center (DOC) to support operations.

These departments may include:

- Local Fire Department/Districts – Fire emergencies

- Sheriff's Office – Incidents with security impacts

- Department of Transportation – Infrastructure impacts (roads, culverts)

- Health and Human Services – Social Services (Benefit issuance, protective services case management)

- Health and Human Services – Public health emergencies (pandemic, communicable disease)

Upon activation of a DOC, notification will be made to the County Administrative Office and County OES Director, who could activate the EOC to consolidate coordination efforts. In that case, the DOC would function as an Incident Command Post.

5.6 Incident Command System

ICS is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The County will utilize ICS to manage resources and activities during an emergency response, in order to communicate with other responding agencies using common terminology and operating procedures (Figure 5-3).

The County ICS structure can be expanded or contracted, depending on the incident's changing conditions. During a large-scale (Level 1) incident, it can be staffed and operated by qualified personnel from any emergency service agency, including personnel from a variety of disciplines.

The County ICS structure can also be utilized for lower level emergencies such as a minor incident involving a single emergency response agency (Level 3). The County has established an EMO, supporting EOC activation and ICS operational procedures, and position checklists. These checklists are appended to this Basic Plan (Appendix C); however, this document does not perform the full function of an EOC manual.

Figure 5-3 Example of a Scalable Command Structure for the County
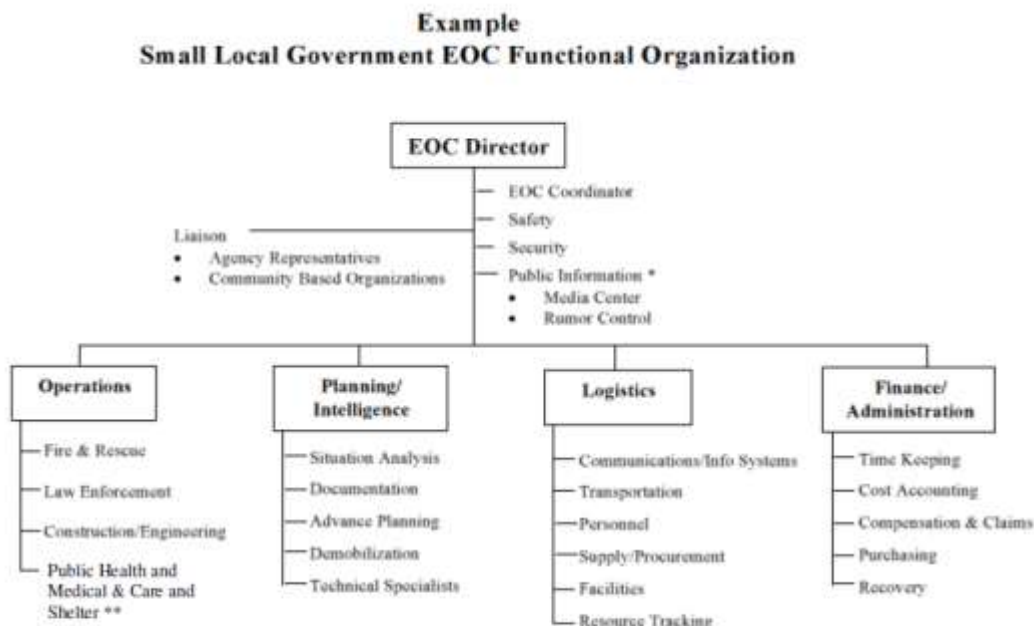
**Example
Small Local Government EOC Functional Organization**

5.6.1 Emergency Operations Center Director

During proclaimed disasters, the Emergency Services Manager assumes the role of EOC Director. The EOC Director is responsible for EOC operations when it is activated and has overall responsibility for coordinating resources in support of emergency operations. In general, the EOC Director is responsible for:

- Maintaining EOC operations in accordance with the principles of ICS and NIMS.

- Approving and supporting implementation of an Incident Action Plan (IAP).

- Coordinating activities in support of emergency operations.

- Approving release of information through the PIO.

- Performing the duties of the following Command Staff if no one is assigned to the position:

  o Safety Officer

  o Public Information Officer

  o Liaison Officer

  o Security Officer

At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the EOC Director may change to meet the needs of the incident.

5.6.2 Emergency Operations Center Command Staff

5.6.2.1 Safety Officer

The Safety Officer is responsible for the safety of emergency response personnel, EOC Command and General Staff, and their operations. The Safety Officer's responsibilities include:

- Identifying the initial hazards, determining personal protective equipment requirements, and defining decontamination areas.

- Implementing site and access control measures.

- Monitoring and assessing the health and safety of response personnel and support staff.

- Preparing and implementing a site Health and Safety Plan and updating the EOC Director, on-scene Incident Command, and Operations Chiefs as necessary regarding safety issues or concerns.
- Exercising emergency authority to prevent or stop unsafe acts.

5.6.2.2 Public Information Officer

The PIO will coordinate and manage the County's public information network, including local, regional, and State agencies, tribal entities, political officials and other emergency management stakeholders. The PIO's duties include:

- Developing and coordinating release of information to incident personnel, media, and the general public.

- Coordinating information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, participating in a JIC.

- Implementing information clearance processes with the EOC Director.

- Conducting and/or managing media briefings and implementing media-monitoring activities.

5.6.2.3 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services such as the Red Cross. Responsibilities typically associated with a liaison role include:

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders.

- Coordinating information and incident updates among interagency contacts, including the public information network.

- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the EOC Director, government officials, and stakeholders.

5.6.2.4 Security Officer

The security officer position at the EOC is responsible for control of access to the EOC and general security at the facility. Security officer duties include:

- Maintaining the check-in and checkout rosters.

- Providing 24-hour security at the EOC.

- Addressing situations resulting from inappropriate personnel or personnel actions at the EOC.

5.6.3 Emergency Operations Center General Staff

5.6.3.1 Operations Section

The Operations Section Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations Section is organized into functional units representing agencies involved in tactical operations. The following agencies and organizations are typically included in the Operations Section:

- **Fire** – emergencies dealing with fire, earthquake with rescue, or hazardous materials.

- **Law Enforcement** – incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations.

- **Public Health Officials** – contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health.

- **Public Works** – incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse.

Private entities, companies, and nongovernmental organizations may also support the Operations Section. Examples of support these organizations may provide include:

- Grass roots social media support for situational awareness, as well as identifying and connecting resources to citizens in need.

- Non-hazardous debris clearance collection and disposal

The Operations Chief is responsible for:

- Developing and coordinating tactical operations to carry out the IAP.

- Managing field response activities

- Directing implementation of unit operational plans

- Requesting resources as needed

- Managing and incorporating community partners and stakeholders (private entities, companies, and nongovernmental organizations) into response operations.

5.6.3.2 Planning/Intelligence Section

The Planning/Intelligence Section is responsible for forecasting the needs of the response as well as implementing appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning/Intelligence Chief is responsible for:

- Collecting and evaluating information, and distributing incident information through status summaries.

- Maintaining resource status.

- Preparing and disseminating the IAP, including developing alternatives for tactical operations

- Conducting planning meetings.

5.6.3.3 Logistics Section

The Logistics Section is typically supported by the units responsible for supplies, food, communications, medical services, facilities, and ground support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support. The Logistics Chief is responsible for:

- Managing various resources to meet the needs of incident personnel, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.

- Coordinating with the Planning/Intelligence Section to estimate future support and resource requirements.

- Assisting with development and preparation of the IAP.

5.6.3.4 Finance/Administration Section

The Finance/Administration Section is activated for large-scale or incidents that require emergency funding or use of specialized services and equipment that are not within the County's resources. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time. Conversely, during some incidents, responding agencies may not require outside assistance, or relatively minor finance or administrative operations are otherwise required. In these instances, the Finance/Administration section can be staffed by a technical specialist in the Planning/Intelligence Section. The Finance and Administration Chief is responsible for:

- Monitoring costs related to the incident.

- Maintaining accounting, procurement, and personnel time records.
- Conducting cost analyses.

5.6.4 Unified Command

Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction to an incident through a common set of incident objectives and strategies and a single IAP. Each participating agency maintains its individual authority, responsibility, and accountability.

Table 5-1 presents a comparison of a single Incident Commander and Unified Commander.

Table 5-1	Comparison of Single Incident Commander and Unified Commander
Single Incident Commander	**Unified Command**
The Incident Commander is solely responsible (within the confines of his or her authority) for establishing incident objectives and strategies. The Incident Commander is directly responsible for ensuring that all functional areas activities are directed toward accomplishment of the strategy.	The individuals designated by their jurisdictional and organizational authorities (or by departments within a single jurisdiction) must jointly determine objectives, strategies, plans, resource allocations, and priorities and work together to execute integrated incident operations and maximize the use of assigned resources.

Source: ICS-300: Intermediate ICS for Expanding Incident Student Manual.

A Policy/Management Group will serve in an advisory function within Unified Command in the Operational Area EOC. This group is composed of the following:

- Board of Supervisors

- County Administrative Officer

- Disaster Council

- County OES personnel

- County Counsel

- Liaison Officer

- Public Information Officer

- Safety Officer

- Special districts representatives if participating in a Unified Command

- Representatives from State or federal agencies involved in the response

5.6.5 Area Command

An Area Command is a management structure established to oversee the organization of multiple incidents handled by separate ICS organizations, or very large incidents that involves multiple ICS organizations. Area Command is activated only if necessary, depending on the complexity of the incident and span of-control, and does not have operational responsibilities. If activated, the Area Command:

- Sets overall incident-related priorities:

  o De-conflicts incident management objectives with other ICS organizations and established policies.

  o Allocates critical resources according to incident-related priorities.

  o Identifies critical resource needs and reports them to the EOCs.

- Conducts oversight:

  o Ensures proper management and effective communications and provides for personnel accountability and a safe operating environment.

  o Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

5.6.6 Multi-Agency Coordination

In the event that the County is coordinating a response with other jurisdictions or agencies with authority over the incident, it may choose to implement a Multi-Agency Coordination Group (MAC Group). Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds are brought together to form MAC Groups. Other names for MAC Groups include "multiagency committees" and "emergency management committees." A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Basic Plan

6 Plan Development, Maintenance and Implementation

6.1 Plan Review and Maintenance

The EOP will be re-promulgated when a new senior elected or appointed official takes office, or a minimum of every five years, to comply with State requirements. If awarded monies through the Emergency Management Performance Grant, this EOP will be reviewed every two years throughout the period of performance of the award. This review will be coordinated by the County Director of Emergency Services and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. This review will:

- Verify contact information.

- Review the status of resources noted in the plan.

- Evaluate the procedures outlined in the plan to ensure their continued viability.

Recommended changes should be forwarded to:
Director of the Trinity County Office of Emergency Services
Trinity County Health and Human Services
PO Box 399
Weaverville, CA 96093

6.2 Training Program

To assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency, each agency and department is responsible for ensuring that critical staff are identified and trained at a level that enables effective execution of existing response plans, procedures, and policies.

The Director of Emergency Services coordinates training for County personnel and encourages them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County (see minimum training requirements in Table 6-1). The Director of Emergency Services maintains records and lists of training received by County personnel.

Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and Command and General Staff, as well as:

- EMS personnel

- Firefighters

- Law enforcement personnel

- Public works/utility personnel

- Skilled support personnel

- Other emergency management response personnel

- Support/volunteer personnel at all levels

Table 6-1 Minimum Training Requirements

Emergency Personnel	Training Required
Direct role in emergency management or emergency response	ICS 100, IS 700
First-line supervisors, mid-level management	ICS 100, ICS 200, IS 700, IS 800
Supervisory role in expanding incidents or Command and General Staff (EOC positions)	ICS 100, ICS 200, ICS 300, ICS 400, ICS 700, ICS 800
Public Information Officers	IS 702
Resource Management	IS 703
Communication or incident information systems	IS 701
Development of mutual aid agreements or mutual aid operational plans	IS 706
Planning	IS 800

6.3 Exercise Program

The County will conduct exercises throughout the year to test and evaluate this EOP. The County will coordinate with agencies, organizations (nonprofit, for profit, and volunteer), neighboring jurisdictions, and State and federal government to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises at a minimum rate of 3 per year.

As appropriate, the County will use Homeland Security Exercise and Evaluation Program procedures and tools to develop, conduct, and evaluate these exercises. Information about this program can be found at http://hseep.dhs.gov.

The Director of Emergency Services will work with County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

6.4 Event Critique and After-Action Reporting

In order to document and track lessons learned from exercises, the Director of Emergency Services will conduct a review, or "hot wash," with exercise participants after each exercise. The Director of Emergency Services will also coordinate an AAR, which will describe the objectives of the exercise, document the results of the evaluation, and improve the County's readiness.

Reviews and AARs will also be facilitated after an actual disaster. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs.

The Director of Emergency Services will ensure that equipment, training, and planning shortfalls identified following an incident are addressed.

6.5 Community Outreach and Preparedness Education

The County will educate the public about threats, disasters, and what to do when an emergency occurs. The County maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the County's overall readiness.

Information about the County's public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the County's website at http://www.trinitycounty.org.

6.6 Funding and Sustainment

It is a priority of the County to respond to and recover from disasters. The Director of Emergency Services will work with the County Administrative Officer, Board of Supervisors, Disaster Council and community stakeholders to:

- Identify funding sources for emergency management programs, personnel, and equipment.

- Ensure that the Board of Supervisors is informed of progress toward building emergency response and recovery capabilities and is aware of gaps to be addressed.

- Leverage partnerships with local, regional, and State partners to maximize use of scarce resources.

A Sample Disaster Declaration Forms

DECLARATION OF A LOCAL EMERGENCY BY
DIRECTOR OF EMERGENCY SERVICES

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.40.070 of the Trinity County Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmed every 60 days until such local emergency is terminated; and

WHEREAS, the Director of Emergency Services of the County of Trinity does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this county, caused by (List Causes), commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Trinity is not in session (and cannot immediately be called into session);

That the aforesaid conditions of extreme peril warrant and necessitate the declaration of the existence of a local emergency;

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Trinity Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors.

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Director of the Governor's Office of Emergency Services.

_____

(NAME)   Date

Director of Emergency Services

DECLARATION OF A LOCAL HEALTH EMERGENCY BY
COUNTY HEALTH OFFICER

WHEREAS, Section 101080, Health and Safety Code of the State of California empowers a local health official to proclaim the existence or threatened existence of a local health emergency when this county or any area thereof is affected or likely to be affected by an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent, and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmed every 30 days until such local emergency is terminated; and

WHEREAS, the Health Officer of the County of Trinity does hereby find:

An imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent exists within this county caused by (List Causes) commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Trinity is not in session (and cannot immediately be called into session);

That the aforesaid threats of an introduced a contagion, disease, agent, or toxin warrant and necessitate the declaration of the existence of a local emergency;

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local health emergency now exists (is now threatened to exist) throughout this county; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local health emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Trinity Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors.

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Director of the Governor's Office of Emergency Services.

_____

(NAME)   Date

Health Officer, County of Trinity

DECLARATION OF A LOCAL EMERGENCY BY DIRECTOR OF EMERGENCY SERVICES AND REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.40.070, of the Trinity County Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmed every 60 days until such local emergency is terminated; and

WHEREAS, the Director of Emergency Services of the County of Trinity does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the county, caused by (List Causes), commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Trinity is not in session (and cannot immediately be called into session); and,

That the aforesaid conditions of extreme peril warrant and necessitate the declaration of the existence of a local emergency; and,

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; and,

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Trinity Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors; and,

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the County of Trinity to be in a state of emergency; and,

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Director of the Governor's Office of Emergency Services.

_____

(NAME)   Date

Director of Emergency Services

DECLARATION OF A LOCAL EMERGENCY BY DIRECTOR OF EMERGENCY SERVICES AND REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY AND TO REQUEST A PRESIDENTIAL DECLARATION

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.40.070 of the Trinity County Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmed every 60 days until such local emergency is terminated; and

WHEREAS, the Director of Emergency Services of the County of Trinity does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this county, caused by (List Causes), commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Trinity is not in session (and cannot immediately be called into session);

That the aforesaid conditions of extreme peril warrant and necessitate the declaration of the existence of a local emergency;

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

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Trinity Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors.

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the County of Trinity to be in a state of emergency; and further that the Governor request a Presidential Declaration.

IT IS FURTHER ORDERED that a copy of this declaration be forwarded to the Director of the Governor's Office of Emergency Services.

_____

(NAME)   Date

Director of Emergency Services

RESOLUTION PROCLAIMING A LOCAL EMERGENCY

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.40.070 of the Trinity County Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmed every 60 days until such local emergency is terminated; and

WHEREAS, the Board of Supervisors of the County of Trinity does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this county, caused by (List Causes), commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Trinity is not in session (and cannot immediately be called into session);

That the aforesaid conditions of extreme peril warrant and necessitate the declaration of the existence of a local emergency;

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Trinity, IT IS HEREBY PROCLAIMED that a local emergency now exists (is now threatened to exist) throughout this county; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Board of Supervisors of the County of Trinity, that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Trinity Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Board of Supervisors of the County of Trinity that a copy of this declaration be forwarded to the Director of the Governor's Office of Emergency Services.

_____   _____

_____   _____

_____   _____
(Name)   Date

RESOLUTION PROCLAIMING A LOCAL EMERGENCY AND
REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.40.070 of the Trinity County Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmed every 60 days until such local emergency is terminated; and

WHEREAS, the Board of Supervisors of the County of Trinity does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the county, caused by (List Causes), commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Trinity is not in session (and cannot immediately be called into session); and,

That the aforesaid conditions of extreme peril warrant and necessitate the declaration of the existence of a local emergency; and,

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Trinity, that a local emergency now exists (is now threatened to exist) throughout this county; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Trinity, that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Trinity Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Trinity, that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the County of Trinity to be in a state of emergency; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Trinity, that a copy of this declaration be forwarded to the Director of the Governor's Office of Emergency Services.

_____   _____

_____   _____

_____   _____

(Name)   Date

RESOLUTION PROCLAIMING A LOCAL EMERGENCY AND REQUEST OF THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY AND TO REQUEST A PRESIDENTIAL DECLARATION

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.40.070 of the Trinity County Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmed every 60 days until such local emergency is terminated; and

WHEREAS, the Board of Supervisors of the County of Trinity does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within this county, caused by (List Causes), commencing on or about (Day, Date); and,

That the Board of Supervisors of the County of Trinity is not in session (and cannot immediately be called into session);

That the aforesaid conditions of extreme peril warrant and necessitate the declaration of the existence of a local emergency;

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Trinity, that a local emergency now exists (is now threatened to exist) throughout this county; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Trinity, that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of the county shall be those prescribed by state law, and by ordinance and resolutions of this county approved by the Board of Supervisors, and by the *Trinity Operational Area Emergency Operations Plan*, as approved by the Board of Supervisors.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Trinity, that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim the County of Trinity to be in a state of emergency; and further that the Governor request a Presidential Declaration.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Trinity, that a copy of this declaration be forwarded to the Director of the Governor's Office of Emergency Services.

_____   _____

_____   _____

_____   _____
(Name)   Date

RESOLUTION REAFFIRMING THE EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY THE BOARD OF SUPERVISORS)

WHEREAS, a local emergency exists in the County of Trinity in accordance with the declaration by the Board of Supervisors on the (Date) as a result of conditions of extreme peril to the safety of persons and property have arisen within the county caused by (List Causes), commencing on or about (Day, Date), at which time the Board of Supervisors of was not in session; and,

That the aforesaid conditions of extreme peril warrant and necessitate the declaration of the existence of a local emergency; and,

WHEREAS, it has been found that local resources are still unable to cope with the effects of said emergency;

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of the County of Trinity, that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Trinity, State of California.

_____   _____

_____   _____

_____   _____
(Name)   Date

RESOLUTION REAFFIRMING THE EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY THE DIRECTOR OF EMERGENCY SERVICES)

WHEREAS, Section 8630 of the Government Code of the State of California and Section 2.40.070 of the Trinity County Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when this county is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmed every 60 days until such local emergency is terminated; and

WHEREAS, a local emergency exists in the County of Trinity in accordance with the declaration by the Board of Supervisors on the (Date) as a result of conditions of extreme peril to the safety of persons and property have arisen within the county caused by (List Causes), commencing on or about (Day, Date), at which time the Board of Supervisors of was not in session; and,

That the aforesaid conditions of extreme peril warrant and necessitate the declaration of the existence of a local emergency; and,

WHEREAS, it has been found that local resources are still unable to cope with the effects of said emergency;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Trinity, that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Trinity, State of California.

_____   _____

_____   _____

_____   _____
(Name)   Date

RESOLUTION REAFFIRMING THE EXISTENCE OF LOCAL HEALTH EMERGENCY
(AS PROCLAIMED BY THE COUNTY HEALTH OFFICER)

WHEREAS, Section 101080, Health and Safety Code of the State of California empowers a local health official to proclaim the existence or threatened existence of a local health emergency when this county or any area thereof is affected or likely to be affected by an imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent, and the Board of Supervisors is not in session, subject to ratification by the Board of Supervisors within seven days and reaffirmation every 30 days thereafter until such local emergency is terminated; and

WHEREAS, a local health emergency exists in the County of Trinity in accordance with the declaration by the Board of Supervisors on the (Date) as a result of an imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent within this county caused by (List Causes), commencing on or about (Day, Date); and,

That the aforesaid threats of an introduced contagion, disease, agent, or toxin warrant and necessitate the declaration of the existence of a local health emergency;

WHEREAS, it has been found that local resources are still unable to cope with the effects of said health emergency;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Trinity, that said local health emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Trinity, State of California.

_____   _____

_____   _____

_____   _____
(Name)   Date

**RESOLUTION TERMINATING EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY THE DIRECTOR OF EMERGENCY SERVICES)**

WHEREAS, a local emergency exists in the County of Trinity in accordance with the declaration by the Director of Emergency Services on the (Date) and its ratification by the Board of Supervisors on (List Dates) as a result of conditions of extreme peril to the safety of persons and by property by (List Causes); and,

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of normal protective services, personnel, equipment, and facilities of and within the County of Trinity;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Trinity, State of California, does hereby proclaim the termination of said local emergency.

_____   _____

_____   _____

_____   _____
(Name)   Date

RESOLUTION TERMINATING EXISTENCE OF LOCAL HEALTH EMERGENCY
(AS PROCLAIMED BY THE COUNTY HEALTH OFFICER)

WHEREAS, a local emergency exists in the County of Trinity in accordance with the declaration by the Trinity County Health Officer on the (Date) and its ratification by the Board of Supervisors on (List Dates) as a result of imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent arising within this County caused by (List Causes); and,

WHEREAS, the situation resulting from said threat of an introduced contagion, disease, agent, or toxin is now deemed to be within the control of normal protective services, personnel, equipment, and facilities of and within the County of Trinity;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Trinity, State of California, does hereby proclaim the termination of said local health emergency.

_____   _____

_____   _____

_____   _____

(Name)   Date

RESOLUTION TERMINATING EXISTENCE OF LOCAL EMERGENCY
(AS PROCLAIMED BY BOARD OF SUPERVISORS)

WHEREAS, a local emergency exists in the County of Trinity in accordance with the declaration by the Board of Supervisors on the (Date) as a result of conditions of extreme peril to the safety of persons and by property by (List Causes); and,

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of normal protective services, personnel, equipment, and facilities of and within the County of Trinity;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Trinity, State of California, does hereby proclaim the termination of said local emergency.

_____   _____

_____   _____

_____   _____
(Name)   Date

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B Incident Command System Forms

Index of Incident Command System (ICS) Forms
(available on EOC server)

| ICS Form #	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205a	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organizational Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-in List
ICS Form 213	General Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle/Equipment Inventory
ICS Form 219	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 225	Incident Personnel Performance Rating

C   Emergency Operations Center Position Checklists

EOC Position Checklists
(available on EOC server)

1. Air Operations Branch Director
2. Communication Unit Leader
3. Compensation/Claims Unit Leader
4. Cost Unit Leader
5. Demobilization Unit Leader
6. Division-Group Supervisor
7. Documentation Unit Leader
8. Facilities Unit Leader
9. Finance/Administration Section Chief
10. Food Unit Leader
11. Ground Support Unit Leader
12. EOC Director
13. Liaison Officer
14. Logistics Section Chief
15. Medical Unit Leader
16. Operations Branch Director
17. Operations Section Chief
18. Planning/Intelligence Section Chief
19. Procurement Unit Leader
20. Public Information Officer
21. Resources Unit Leader
22. Safety Officer
23. Service Branch Director
24. Situation Unit Leader
25. Staging Area Manager
26. Strike Team-Task Force Leader
27. Supply Unit Leader
28. Support Branch Director
29. Technical Specialist
30. Time Unit Leader

Figure C-1. *EOC Position Organizational Chart*
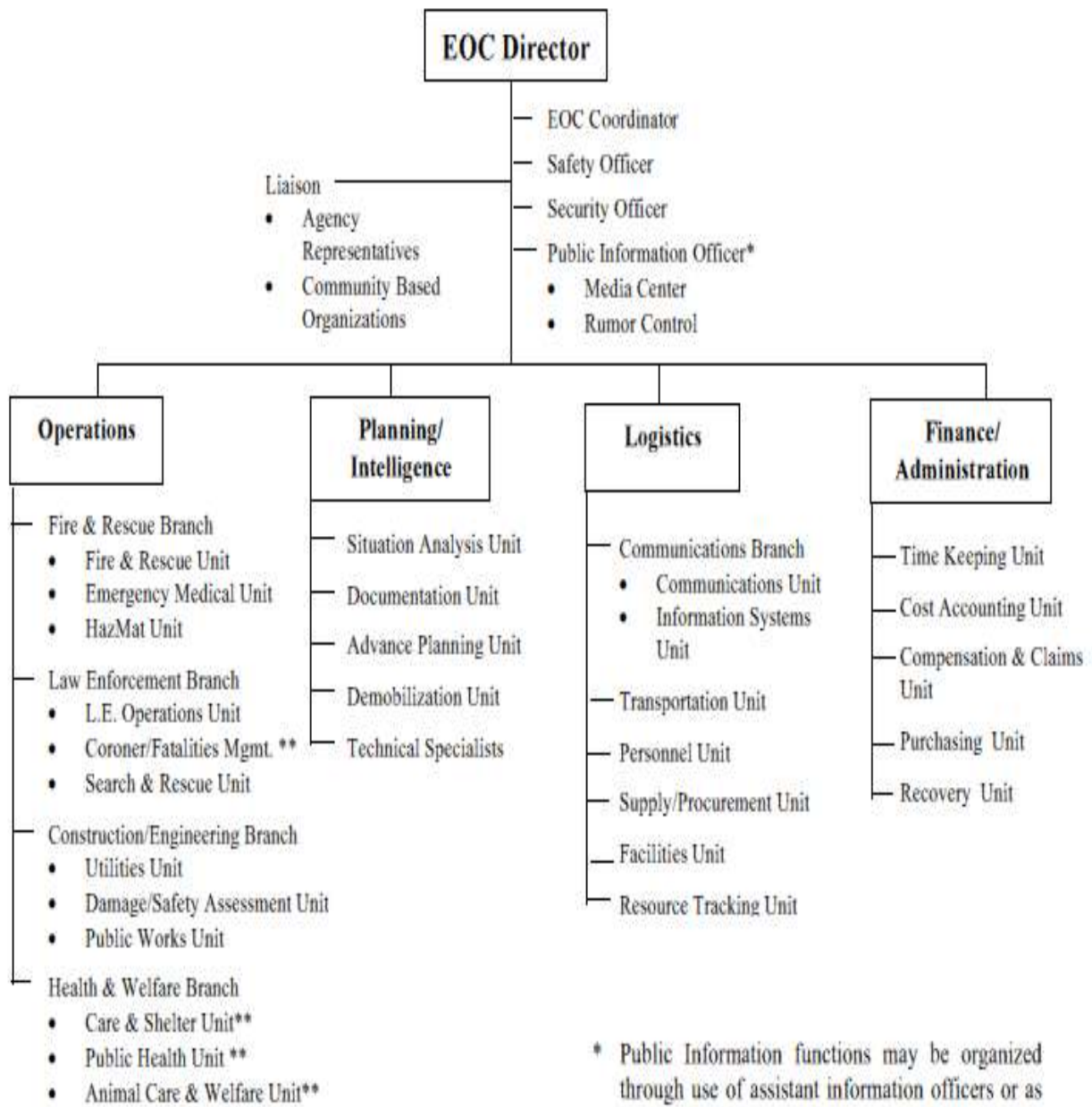
* Public Information functions may be organized through use of assistant information officers or as units if necessary.
** Normally coordinated by county, but a local coordinator may be designated if needed.

D Incident Annexes