



City of Hemet

Emergency Operations Plan (EOP)

Part 1: Basic Plan

January 2013



LETTER OF PROMULGATION

To: Officials, Employees, and Citizens of the City of Hemet

The preservation of life, property and the environment is an inherent function of local, state, and federal government. The City of Hemet, California has prepared this Emergency Operations Plan to ensure the most effective allocation of resources for protection of people and property in time of an emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) (and, by extension, the National Incident Management System [NIMS] which is currently being integrated into SEMS in California by the Governor's Executive Order S-2-05).

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

This Emergency Operations Plan is an extension of the State Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

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

This letter promulgates the City of Hemet Emergency Operations Plan, constitutes the adoption of the City of Hemet Emergency Operations Plan, and the adoption of the Standardized Emergency Management System / National Incident Management System by the City of Hemet. This Emergency Operations Plan becomes effective on approval by the Hemet City Council.

Robert Youssef, Mayor

Date: _____

CONCURRENCE BY CITY OF HEMET DEPARTMENTS

The Mayor concurs with the City of Hemet Emergency Operations Plan (EOP).

Signed: _____
(Mayor)

The City Manager concurs with the City of Hemet Emergency Operations Plan (EOP).

Signed: _____
(City Manager)

The City Clerk concurs with the City of Hemet Emergency Operations Plan (EOP).

Signed: _____
(City Clerk)

The City Treasurer concurs with the City of Hemet Emergency Operations Plan (EOP).

Signed: _____
(City Treasurer)

The Chief of Police concurs with the City of Hemet Emergency Operations Plan (EOP).

Signed: _____
(Chief of Police)

The Fire Chief concurs with the City of Hemet Emergency Operations Plan (EOP).

Signed: _____
(Fire Chief)

The Planning Director concurs with the City of Hemet Emergency Operations Plan (EOP).

Signed: _____
(Planning Director)

The Finance Director concurs with the City of Hemet Emergency Operations Plan (EOP).

Signed: _____
(Finance Director)

The Public Works Director concurs with the City of Hemet Emergency Operations Plan (EOP).

Signed: _____
(Public Works Director)

EOP REVISION HISTORY

Revision Date	Section of Plan Revised	Revised by
January 2013	Added sections	B. Riley

EOP DISTRIBUTION LIST

Department/Agency	Number of Copies
Mayor	1
Members of City Council	1 (4)
City Manager	1
City Clerk	1
City Treasurer	1
Chief of Police	1
Fire Chief	1
Public Works Director	1
Finance Director	1
Planning Director	1
All City Departments	

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SECTION 1: INTRODUCTION

1.1 Objectives

This City of Hemet Emergency Operations Plan (EOP) addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting the City of Hemet. This EOP describes the operations of the City of Hemet Emergency Operations Center (EOC), which is the central management entity responsible for directing and coordinating the various City of Hemet Departments and other agencies in their emergency response activities.

This EOP is designed to establish the framework for implementation of the California Standardized Emergency Management System (SEMS) for the City of Hemet, which is located within the Riverside County Operational Area (OA) and Mutual Aid Region VI as defined by the Governor's Office of Emergency Services (State OES). By extension, the plan will also implement the National Incident Management System (NIMS) which is being integrated into SEMS at the Governor's directive (Executive Order S-2-05). The plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the City of Hemet and Riverside County, special districts, and state agencies, in emergency operations. This document is operational in design.

Departments within the City of Hemet that have roles and responsibilities identified by the plan need to develop and maintain their own department-specific detailed Standard Operating Procedures (SOPs), and emergency response checklists based on and consistent with the provisions of this plan.

Figure 1-1 presents the overall comprehensive emergency management planning system. It summarizes the relationship of this EOP with the various other emergency planning documents in use in the City of Hemet. This EOP defines the overall structure of emergency operations in Hemet and presents the big picture context within which the other emergency operations planning documents reside. The associated functional response plan annexes provide detailed plans for selected functions that may be performed for any type of disaster while the hazard-specific response plan annexes provided detailed plans associated with specific hazards.

Together, the documents identified in Figure 1-1 fully define emergency operations for the City. The focus of this EOP and the documents identified in Figure 1-1 is on those departments that are directly involved in the City of Hemet emergency response activities.

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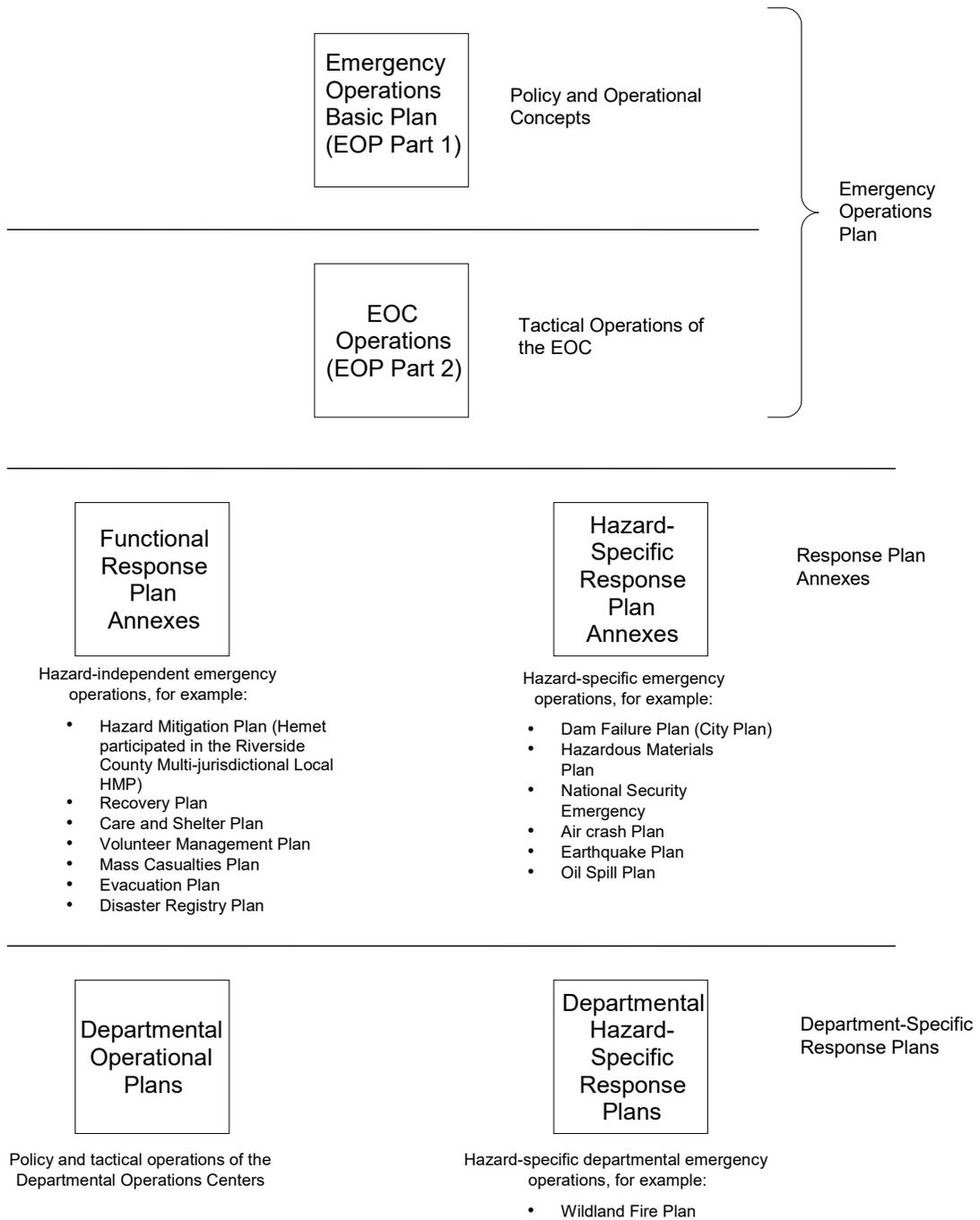


Figure 1-1: City of Hemet Emergency Management Planning System

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1.2 *Authorities*

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

Federal

- Federal Civil Defense Act of 1950 (Public Law 920, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Army Corps of Engineers Flood Fighting (Public Law 84-99)
- Federal Communications Commission (RACES)

State

- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Standardized Emergency Management Systems (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and California Government Code §8607 et seq.).
- Executive Order S-2-05 regarding integration of National Incident Management System (NIMS) into SEMS.
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, §§2720 – 2728 of the California Code of Regulations and California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5).
- California Department of Water Resources Flood Control (California Water Code § 128).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a STATE OF EMERGENCY.
- Orders and Regulations which may be Selectively Promulgated by the Governor to take effect upon the existence of a STATE OF WAR.

Local

- City of Hemet Emergency Services Ordinance No. 1076, adopted 9/24/84 by the Hemet City Council.
- Resolution, adopting the California Master Mutual Aid Agreement, adopted July, 1958.
- Resolution SLR-28, adopting Workmen's Compensation Benefits for Disaster Service Workers, adopted June 8, 1988.

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- Resolution 95-205, adopting the Standardized Emergency Management System (SEMS), August 15, 1995.
- Resolution 95-206, adopting the Operational Area Agreement, August 15, 1995.
- Resolution 4105, adopting the National Incident Management System, August 22, 2006.

1.3 Document Organization

This Emergency Operations Plan (EOP) is divided two major parts:

Part 1 – Basic Plan

The Basic Plan provides an overview of the Emergency Operations system at the policy and operations levels. The first five sections of the plan address policy-level issues and provide an overview of the organizational, legal, and management concepts that are in place for the City of Hemet. The primary audiences for these sections are City of Hemet Executives, City Emergency Services Management, City of Hemet Departmental Management, and anyone interested in getting the big picture on emergency operations in the City of Hemet. It is expected that these Chapters will change infrequently.

The following sections provide the policy framework which guides the organization of the City of Hemet emergency operational procedures.

- **Section 1: Introduction**
Section 1 provides the objectives of the plan as well as its legal authorities and document management procedures.
- **Section 2: Overview**
Section 2 provides an overview of emergency operations in the City of Hemet. This section describes the California Statewide Emergency Management System (SEMS) / National Incident Management System (NIMS) and the implementation of those standards within the City of Hemet. This section also discusses emergency management phases, organizational concepts, EOC activation protocols, and the procedures for issuing an emergency declaration.
- **Section 3: Continuity of Government**
Section 3 provides the procedures for ensuring continuity of Hemet City Government, including lines of succession and procedures for reconstituting the governing body.

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- Section 4: Mutual Aid System

Section 4 provides an overview of the mutual aid system in California and discusses the City of Hemet's role in that system.

- Section 5: Hazard Identification

Section 5 provides a summary of the hazards that are faced by the City of Hemet. This section refers to the Riverside County Multi-jurisdictional Local Hazard Mitigation Plan (LHMP) in which the City of Hemet participated as a submitting jurisdiction.

The next five Sections of the plan provide a discussion of the organization and operation of the EOC during preparation, response, recovery, and mitigation operations. The primary audiences for these sections consist of City of Hemet personnel who manage and staff the EOC. It is expected that these sections will change infrequently, primarily only when there are management changes in the overall structure of the EOC or significant changes in its operating procedures.

- Section 6: Preparedness Phase Operations

Section 6 discusses policies and procedures undertaken by the City of Hemet to increase its state of readiness. This section addresses both general preparations such as training and hazard mitigation, as well as special procedures when a heightened state of alert occurs.

- Section 7: Response Phase Operations

Section 7 discusses the operational policies and procedures that are used by the City of Hemet EOC during response operations. This section covers EOC activation policies and procedures and the Departmental Operations Center (DOC) approach, as well as procedures for action planning, alerting, emergency communications, requesting mutual aid, performing damage assessment, information management, and the management of public information.

- Section 8: Recovery Phase Operations

Section 8 discusses the operational policies and procedures that are used by the City of Hemet EOC during recovery operations. This section addresses damage recovery and safety assessments, as well as the procedures related to reimbursement processing.

- Section 9: Mitigation Phase Operations

Section 9 discusses the hazard mitigation program that the City has implemented. This section presents an overview of the processes in place and a summary of the Multi-jurisdictional Local Hazard Mitigation Plan prepared by Riverside County and approved by FEMA in May 2005 in which the City of Hemet participated as a submitting jurisdiction.

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- Section 10: Legal Citations

Section 10 provides the text of key legal references cited with this EOP.

Part 2 – Supporting Documents

Part 2 consists of detailed information that will be used by each staff member in the course of doing his or her job within the EOC. This material consists of checklists and other reference data to be used by each staff member. The objective of Part 2 is to provide a concise package of materials for each EOC staff member during an emergency.

The material in Part 2 must be kept up-to-date and is expected to change on a regular basis. At a minimum, after every EOC activation and exercise, it is expected that the materials will be updated to reflect lessons learned.

1.4 Document Management and Distribution

The City of Hemet Emergency Operations Plan (EOP) will be reviewed and revised if necessary by the City of Hemet Emergency Services on a regular basis (A revision every three years is recommended). In addition, the plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management operations change. Records of revisions to the EOP will be maintained by Emergency Services on the register in the prologue of this document.

Those agencies having assigned responsibilities under this plan are obligated to inform Emergency Services when organizational or operational changes occur or are imminent. Proposed changes will be submitted in writing to Emergency Services. Changes will be published and distributed to City departments.

1.5 Abbreviations and Acronyms

Appendix A provides a list of abbreviations and acronyms used in this document.

SECTION 2: OVERVIEW

2.1 Concept of Operations

This EOP addresses the entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters. A buildup or warning period will precede some emergencies, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the EOP, and efficient and coordinated mobilization and deployment of resources. All departments of the City must be prepared to promptly and effectively respond to any foreseeable emergency, taking all appropriate actions, including requesting and providing mutual aid.

2.2 Emergency Management Phases

Emergency management activities during peacetime and national security emergencies are associated with four federally-defined phases, namely:

- Preparedness
- Response
- Recovery
- Mitigation

The following sub-sections provide a definition and overview of each of these phases. Detailed operational procedures employed by the City of Hemet during each of these phases are discussed in the following Sections of this EOP:

- SECTION 6: Preparedness Phase Operations
- SECTION 7: Response Phase Operations
- SECTION 8: Recovery Phase Operations
- SECTION 9: Mitigation Phase Operations

2.2.1 Preparedness Phase

The Preparedness Phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises, and public education.

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During the Preparedness Phase, the City will place emphasis on the following activities:

- **Training** of full-time and auxiliary emergency management personnel.
- **Conducting exercises** to ensure that all EOC participants are prepared to respond effectively in the event of an activation of the EOC.
- **Emergency planning** to ensure that operating plans and their associated support documentation are current and accurate. City Emergency Services in cooperation with other City departments is responsible for ensuring that these planning documents are kept up-to-date.
- **Public awareness and education** to inform the public about City preparation and mitigation activities.
- **Resource management** to ensure the availability of sufficient resources to cope with emergencies. City Emergency Services is responsible for the coordination and maintenance of emergency communications systems, warning systems, and emergency equipment, and for ensuring that the Emergency Operations Center (EOC) is maintained in an operable condition.

Increased Readiness

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, the City of Hemet will initiate actions to prepare for the incident. This may involve setting up a Management Watch, alerting appropriate departments and agencies, and in some instances alerting the public.

Events that may trigger Preparedness Phase activities include:

- Issuance of a credible long-term earthquake prediction;
- Receipt of a flood advisory or other special weather statement;
- Receipt of a potential dam failure advisory;
- Initiation of rolling blackout or other power failures;
- An unusual pattern of disease reporting;
- Notification of actual or threatened cyber events;
- Conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity;
- A potential major hazardous materials incident;
- A rapidly deteriorating international situation that could lead to an attack upon the United States; and

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- Information or circumstances indicating the potential for acts of terrorism, violence, or civil disturbance.

If a threatening situation develops, the City Manager (Disaster Director) will be notified immediately. As necessary, the Emergency Operations Center (EOC) will be activated to the level recommended on the EOC Activation Guide, and the Emergency Management Organization may be convened to evaluate the situation and make recommendations to the Disaster Director. The elements of the Emergency Operations Center will be activated as required at the direction of the Disaster Director, and SEMS/NIMS will be used. Incident management will be established to direct field units. Operations will be coordinated in a centralized or decentralized mode, depending on the magnitude of the emergency situation. If the situation warrants, a “Local Emergency” may be proclaimed.

Other Preparedness Phase activities may include the following:

- Briefing of the Mayor and other key officials and/or employees of the City of Hemet;
- Reviewing and updating of the City EOP, SOPs, and associated supporting documentation;
- Increasing public information efforts and warnings to threatened elements of the population;
- Accelerated training of permanent and auxiliary emergency management staff;
- Inspecting critical facilities and equipment;
- Recruiting additional staff and Disaster Service Workers;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing personnel and pre-positioning resources and equipment;
- Contacting state and federal agencies that may be involved in field activities;
- Testing warning and communications systems; and
- Identifying the need for mutual aid and requesting such through appropriate channels (Section 4: Mutual Aid System).

2.2.2 Response Phase

The City of Hemet’s response to an emergency can be roughly divided between initial response and extended response. The terms “initial” and “extended” imply that these aspects of response are chronological in nature. This is true in some instances; however, depending on the nature of the incident, extended response

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activities can begin before initial response activities are completed, or the activities can happen simultaneously. The system is intended to be flexible so that emergency personnel can engage in the appropriate actions as dictated by an incident's characteristics.

Initial Response

The City of Hemet's initial response activities are primarily structured to minimize the effects of the emergency or disaster. This includes protection of property and human life.

Examples of initial response activities include:

- Disseminating warnings, emergency public information, and instructions to the citizens of Hemet;
- Coordinating evacuations and/or rescue operations;
- Coordinating the care of displaced persons and treating the injured;
- Clearing priority transportation routes;
- Repairing critical facilities and structures;
- Conducting initial damage assessments and surveys;
- Assessing the need for mutual aid assistance;
- Coordinating the restriction of traffic/people movement and unnecessary access to affected areas;
- Developing and implementing action plans; and
- Making all necessary notifications, including City Departments and personnel, the Riverside County Operational Area, and the State OES Southern Region.

Extended Response

The City of Hemet's extended response activities involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Examples of extended response activities include:

- Preparing detailed damage assessments;
- Coordinating the operation of mass care facilities;
- Coordinating coroner operations;

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- Procuring required resources to sustain operations;
- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Coordinating restoration of vital utility services;
- Tracking resource allocation;
- Conducting advanced planning activities;
- Documenting expenditures;
- Developing and implementing Action Plans for extended operations;
- Disseminating emergency public information;
- Declaring a local emergency; and
- Coordinating with state and federal agencies.

2.2.3 Recovery Phase

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities, such as water and power, to mitigation measures designed to prevent future occurrences of a given threat. Recovery activities may reflect the continuation of the response phase activities (e.g., restoration of utilities), or they may include new activities wholly enacted as a part of the recovery process after the disaster has abated (e.g., removal of debris after a flood).

Examples of recovery activities include:

- Coordinating restoration of utilities;
- Debris management;
- Providing long-term recovery housing to displaced victims;
- Applying for State and Federal assistance programs;
- Conducting hazard mitigation analyses;
- Identifying residual hazards;
- Determining and recovering costs associated with response and recovery; and
- Establishing emergency index codes for cost tracking purposes.

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2.2.4 Mitigation Phase

Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within the City of Hemet. Pre-disaster mitigation involves activities designed to reduce the damaging impact of a disaster should it occur at some future date.

Mitigation activities may include:

- Amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes;
- Initiating structural retrofitting measures;
- Assessing tax levies;
- Flood control projects; and
- Diminishing fuel in areas having a high potential for wild fires.

2.3 *Organizational Concepts*

This plan is in compliance with the Standardized Emergency Management System (SEMS) in accordance with the State of California Code 8607. This plan is also fully compliant with the National Incident Management System (NIMS), which was enacted by the US Department of Homeland Security on March 1, 2004.

2.3.1 Organizational Levels

SEMS is designed to be applicable to all organizational levels and functions. There are five designated levels in the SEMS organization. The levels are activated as necessary based on the characteristics of a given incident and resource availability.

Field Response

The field response level is the level at which emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. The Incident Command System (ICS) is used to control and coordinate field-level response activities. ICS provides a standard organizational structure to facilitate coordination of multiple response organizations at the field level. Departmental operational plans describe the specifics of the implementation of ICS in the various City departments.

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During a field response operation, the City EOC may or may not be activated, depending on the severity and type of incident. Generally, if day-to-day response activities can resolve an emergency situation, activation will remain at the field response level.

Local Government

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated or a local emergency is declared or proclaimed in order to be eligible for state funding of response-related personnel costs. Under SEMS, the local government emergency management organization and its relationship to the field response level may vary, depending upon factors related to geographical size, population, function, and complexity.

Operational Area

Under SEMS, the "Operational Area" refers to an intermediate level of the State's emergency services organization which encompasses the County and all political subdivisions located within the County, including special districts. The Operational Area manages and/or coordinates information, resources, and priorities among local governments within the Operational Area, and serves as the coordination and communication link between the local government level and the regional level. The decision on organization and structure within the Operational Area is made by the governing bodies of the County and the political subdivisions within the County.

Region

The State of California has created three Office of Emergency Services (OES) Administrative Regions. The City of Hemet in Riverside County is part of the Southern Region. The State has been further divided into six Mutual Aid Regions. The purpose of a Mutual Aid Region is to provide for the effective application and coordination of mutual aid and other emergency related activities. The Regional level manages and coordinates information and resources among Operational Areas within a designated Mutual Aid Region and 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 City of Hemet in Riverside County is part of Mutual Aid Region VI.

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State

The State level manages State resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the Mutual Aid Regions and between the Regional level and State level, and serves as the coordination and communication link with the federal disaster response system

2.3.2 City of Hemet EOC Interfaces

Figure 2-1 provides a diagram indicating the organizations that the City of Hemet's EOC interfaces with during an activation period. As indicated in the Figure, during an activation period, the relevant responding City Departments will activate Departmental Operations Centers (DOCs). These DOCs will then communicate with the EOC either via established emergency communications systems or by assigning a liaison officer to the EOC. In normal response operations, the EOC does not communicate directly with field response units. Instead, these field units establish communications with their respective DOCs.

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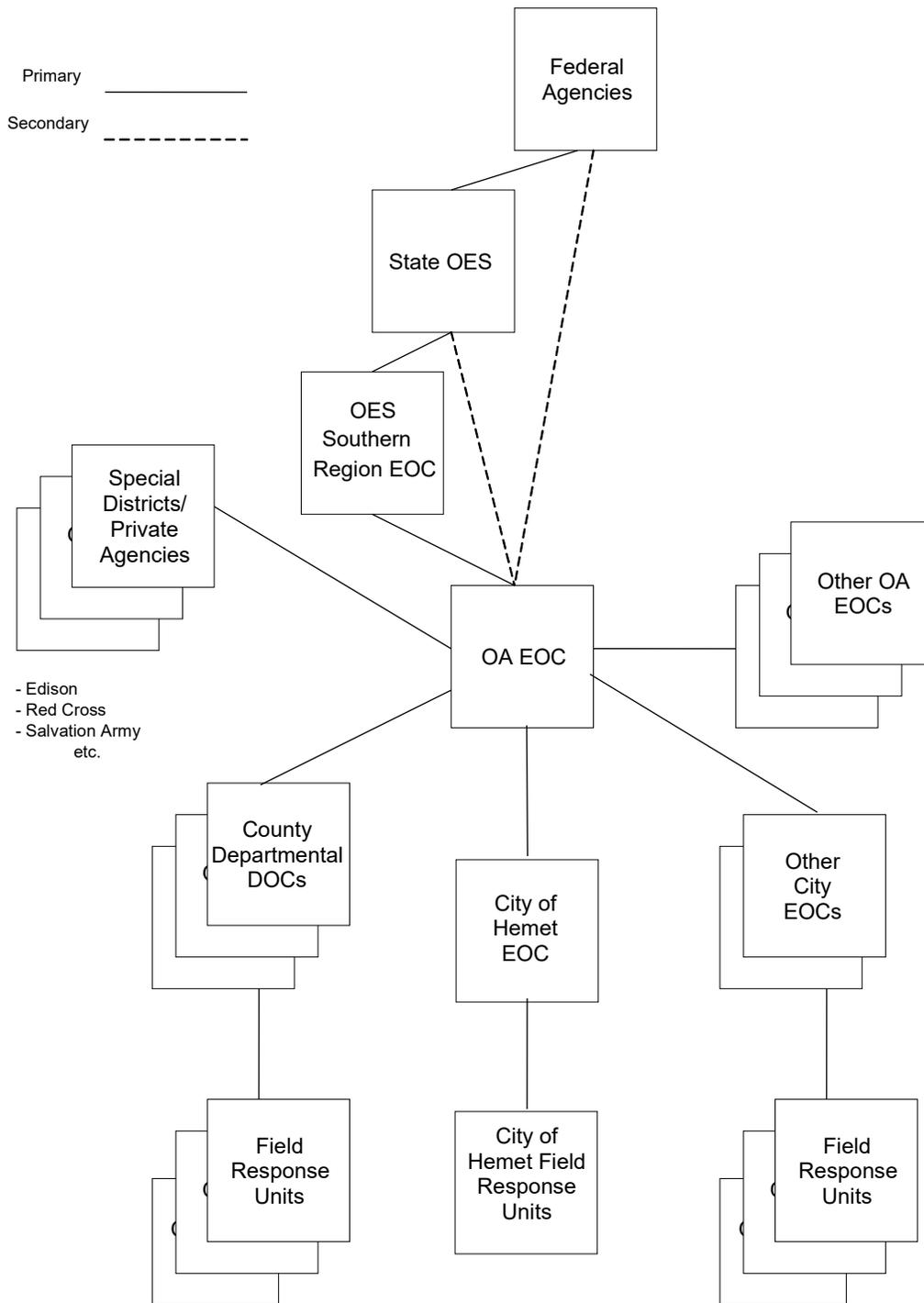


Figure 2-1: City of Hemet EOC Interfaces

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2.3.3 Functional Sections

The following is an overview of the five functional organization sections of SEMS. Adopting this functional management design enables responders to consistently organize their activities in a way that meets all event needs.

SEMS has five essential functions adapted from ICS. These components, while originally designed to give direction and control only to field level responders, are also applicable at local government, operational area, regional, and state levels. They are:

- Command (field level) or Management (EOC level)
- Operations
- Planning & Intelligence
- Logistics
- Finance & Administration

The system allows jurisdictions to accommodate their existing staffing patterns because it is a flexible management tool and can be molded to suit the jurisdiction's situation, not the reverse. Within the five basic functions, there are functional positions that have application to all SEMS levels. The duties and responsibilities for these functions are depicted in position checklists, which are provided for each SEMS function. A description of these positions and their checklists can be found in Part 2 of this plan.

Figure 2-2 below shows the basic functional organization outline for SEMS.

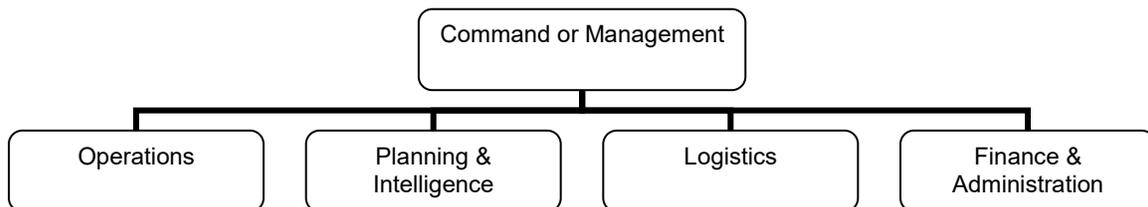


Figure 2-2: SEMS Functional Organization Outline

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Command (Field Level)

Command is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

Management (EOC Level)

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Operations

Operations is responsible for the coordinated tactical response operations directly applicable to or in support of the mission(s) in accordance with the Action Plan. Operations coordinates support for local government's emergency response, inter-jurisdictional response, and citywide activities.

Planning & Intelligence

Planning & Intelligence is responsible for collecting, evaluating, and disseminating information, developing the EOC Action Plan in coordination with other functions, and maintaining documentation.

Logistics

Logistics is responsible for providing facilities, services, personnel, and equipment, and tracking the status of resources and materials in support of the response to the incident. Logistics also provides the necessary communications for effective response coordination.

Finance & Administration

Finance & Administration is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by other functions.

2.3.4 Policy Group

The Policy Group assists the Disaster Director with the overall goals and objectives that would benefit the City during a disaster. Types of assistance include:

- Determining specific policy issues such as:
 - City of Hemet employee recall;
 - Curfew and evacuation orders;

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- Price gouging issues;
- Shelter activation; and
- Activation of mutual aid agreements.
- Preparing orders and directives to be presented to the Mayor and Hemet City Council for ratification.

Members of the Policy Group include the City Manager (who by City of Hemet Ordinance 1076 acts as Disaster Director), the Mayor, the City Clerk, the City Treasurer, the Fire Chief, the Chief of Police, the Public Works Director, the Finance Director, and the Planning Director.

2.4 EOC Activation Protocols

2.4.1 SEMS Activation Requirements

Figure 2-3 presents the minimum statewide requirements for the activation of the various Emergency Operations Centers as defined by SEMS.

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Situations Listed in Regulations	SEMS LEVELS				
	FIELD RESPONSE	LOCAL GOVERNMENT	OPERATIONAL AREA	REGIONAL	STATE
Multiple emergency response agencies	USE ICS				
Local Government EOC activated		USE SEMS	ACTIVATE if OA activated	ACTIVATE if OA activated	ACTIVATE if OA activated
Local Emergency declared or proclaimed		USE SEMS	ACTIVATE EOC	ACTIVATE EOC	
O P E R A T I O N A L W I T H I N A R E A	Two or more cities declare or proclaim a Local Emergency		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
	County and one or more cities declare or proclaim a local emergency		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
	City, city and county, or county requests Governor's State of Emergency proclamation		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
	Governor proclaims a State of Emergency for county or two or more cities		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
	Operational Area requests resources from outside its boundaries *		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
	Operational Area receives resource requests from outside its boundaries *		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
	An Operational Area EOC is Activated			ACTIVATE EOC	ACTIVATE EOC
	A Regional EOC is activated				ACTIVATE EOC
	Governor proclaims a State of Emergency				ACTIVATE EOC
	Governor proclaims an earthquake or volcanic prediction				ACTIVATE EOC

Figure 2-3: SEMS Activation Requirements

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2.4.2 Local Activation Authorities

Other than the above listed circumstances, the activation of the City of Hemet's EOC must be authorized. The Hemet EOC is activated by the City Manager or his/her designee. The following City of Hemet personnel are authorized to request the activation of the City's EOC:

- Senior Assistant City Manager
- Fire Chief
- Police Chief
- Public Works Director

2.4.3 EOC Activation Levels

The City of Hemet has developed criteria that identify the events/situations that may require EOC activation. The City has established three levels of activation. For each level, a recommended minimum staffing guide has been developed. The activation and staffing guide is depicted in the following figure. The levels of activation and staffing levels may be adjusted by the Disaster Director at his or her discretion based on the current threat or situation.

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Event/Situation	Activation Level	Minimum Staffing
<ul style="list-style-type: none"> • Severe Weather Advisory • Small incidents involving two or more City Departments • Flood Watch • Resource request from outside the City 	One	<ul style="list-style-type: none"> • Disaster Director • Planning & Intelligence Chief • Logistics Chief • Representatives of corresponding City departments • Representatives of appropriate staff volunteers
<ul style="list-style-type: none"> • Moderate Earthquake • Major wildland fire affecting developed area • Major wind or rain storm • Two or more large incidents involving two or more City Departments • Flood Warning 	Two	<ul style="list-style-type: none"> • Disaster Director • All Section Chiefs • Branches and Units as appropriate for the situation • Agency representatives as appropriate
<ul style="list-style-type: none"> • Major Countywide or Regional emergency • Multiple departments with heavy resource involvement • Major earthquake damage 	Three	<ul style="list-style-type: none"> • All EOC positions

Figure 2-4: EOC Activation Levels

2.5 State of Emergency Declarations

There are three types of proclamations of emergency in the State of California: local emergency, state of emergency, and state of war emergency. The following sections discuss each of these proclamations.

2.5.1 Local Emergency

A Local Emergency may be proclaimed by the City Council or by the City Manager as specified by ordinance adopted by the City Council. A Local Emergency proclaimed by the City Manager must be ratified by the City Council within 7 days.

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The City Council must review, at least every 21 days, the continuing existence of the emergency situation. The City Council must terminate the emergency declaration at the earliest possible date that conditions warrant.

The Declaration of a Local Emergency provides certain legal immunities for emergency actions taken by City of Hemet employees. This provides protection for the City and the employees.

The proclamation of a Local Emergency provides the City Council with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency and/or request a Presidential declaration.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request State agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.

2.5.2 State of Emergency

A State of Emergency may be proclaimed by the Governor when:

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

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Whenever the Governor proclaims a State of Emergency:

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

2.5.3 State of War Emergency

A Declaration of a State of War Emergency is proclaimed by the Governor whenever this State or nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the Federal government indicating that such an enemy attack is probable or imminent.

The threat of war or enemy-caused disaster would require a number of preparedness actions in addition to those measures recommended for handling peacetime emergencies. These actions will be undertaken by the State automatically upon the existence of a State of War Emergency, or on order of the Governor or the Director of the Office of Emergency Services upon activation of a national defense emergency plan. Specifically, the Governor may:

- Take any of the actions described under the conditions of a State of Emergency and will direct the mobilization of the State of War Emergency management organization;
- Promulgate orders, rules and regulations necessary to protect life, property and the environment;

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- Direct all State agencies to use their personnel, equipment, and facilities to prevent or alleviate actual or threatened damage due to the emergency; and/or
- Temporarily suspend any officer or employee of the State for willful neglect to obey any order or regulation issued by the Governor. The Governor may then designate the person who shall carry on the rights, obligations, and duties of the office or position for the duration of the suspension.

In addition, the Director of the California Office of Emergency Services:

- Establishes the State War Emergency Organization and completes the transition to wartime emergency status in accordance with the Emergency Resources Management Plan;
- Mobilizes the staff of primary and alternate State Emergency Operations Centers (EOCs);
- Directs the mobilization of the State's mutual aid regional emergency staff and of the Regional EOCs;
- Maintains liaison with appropriate Federal agencies and with the American Red Cross;
- Receives and allocates resources provided by the Federal government or other states; and
- Forms a policy group, from the California Emergency Organization, known as the Resource Priorities Board.

The Governor must call a meeting of the Emergency Council not later than the seventh day whenever it appears that a State of War Emergency will continue for more than seven days.

SECTION 3: CONTINUITY OF GOVERNMENT

3.1 Introduction

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels is responsible for providing continuity of effective leadership and authority. To this end, it is particularly essential that the City of Hemet continue to function as a government entity. The California Government Code and the Constitution of California provide the authority for state and local governments to reconstitute themselves in the event incumbent officials and other personnel are unable to serve.

3.2 Lines of Succession

Section 8638, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code requires the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads.

3.2.1 Reconstitution of the Governing Body

Section 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order, and furnishing local service.

The alternate seat of government to serve as temporary government offices for performing day-to-day functions for the City of Hemet are as follows:

First Alternate – Hemet City Library, 313 East Latham Avenue.

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Second Alternate – James Simpson memorial Center, 305 East Devonshire Avenue.

Third Alternate – Hemet City Corporation Yard, 3777 Industrial Avenue.

3.3 *Retention of Vital Records*

Vital City records are recorded on microfiche and stored in a document storage area separate from City Hall and the City Clerk's office.

SECTION 4: MUTUAL AID SYSTEM

4.1 Mutual Aid Overview

Incidents frequently require responses that exceed the resource capabilities of the affected response agencies and jurisdictions. When this occurs, mutual aid is provided by other agencies, local governments, and the State. Mutual aid is voluntary aid and assistance by the provision of services and facilities, including fire, police, medical and health, communications, transportation, utilities, and other assistance.

The foundation of California's emergency planning and response capability is a statewide mutual aid system, which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. The California Master Mutual Aid Agreement created a formal process, in which each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

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

- California Fire and Rescue Emergency Plan.
- California Law Enforcement Mutual Aid Plan.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-707).

To facilitate the coordination and flow of mutual aid, the State has been divided into six Mutual Aid Regions and three Administrative Regions as shown in

. The City of Hemet in Riverside County is located in Mutual Aid Region VI. Region VI and Region I combine to form an Administrative Region known as the "Southern Region."

This section provides an overview of California's mutual aid system and the City of Hemet role in that system.

4.2 Mutual Aid Coordination

Multi-agency, inter-agency, and discipline-specific mutual aid system coordination is used by the City of Hemet and other member jurisdictions of the Riverside County Operational Area for coordinating mutual aid. Mutual aid coordination includes sharing of critical resources and prioritization of incidents.

To facilitate mutual aid, mutual aid systems work through designated mutual aid coordinators at the Operational Area, Regional, and State levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and to pass on unfilled requests to the next level.

Mutual aid coordinators may function from an EOC, their normal departmental location, or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location.

When an operational area EOC is activated, Operational Area mutual aid system representatives should be at the Operational Area EOC to facilitate coordination and information flow.

When an OES Regional EOC is activated, Regional mutual aid coordinators should have representatives in the Regional EOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the Regional EOC to assist OES Regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.

When the State Operations Center (SOC) is activated, State agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups, or units) or serve as an agency representative depending on how the EOC is organized and the extent to which it is activated.



Figure 4-1: California Mutual Aid Regions

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Figure 4-2 depicts the flow of requests and responses through the mutual aid system.

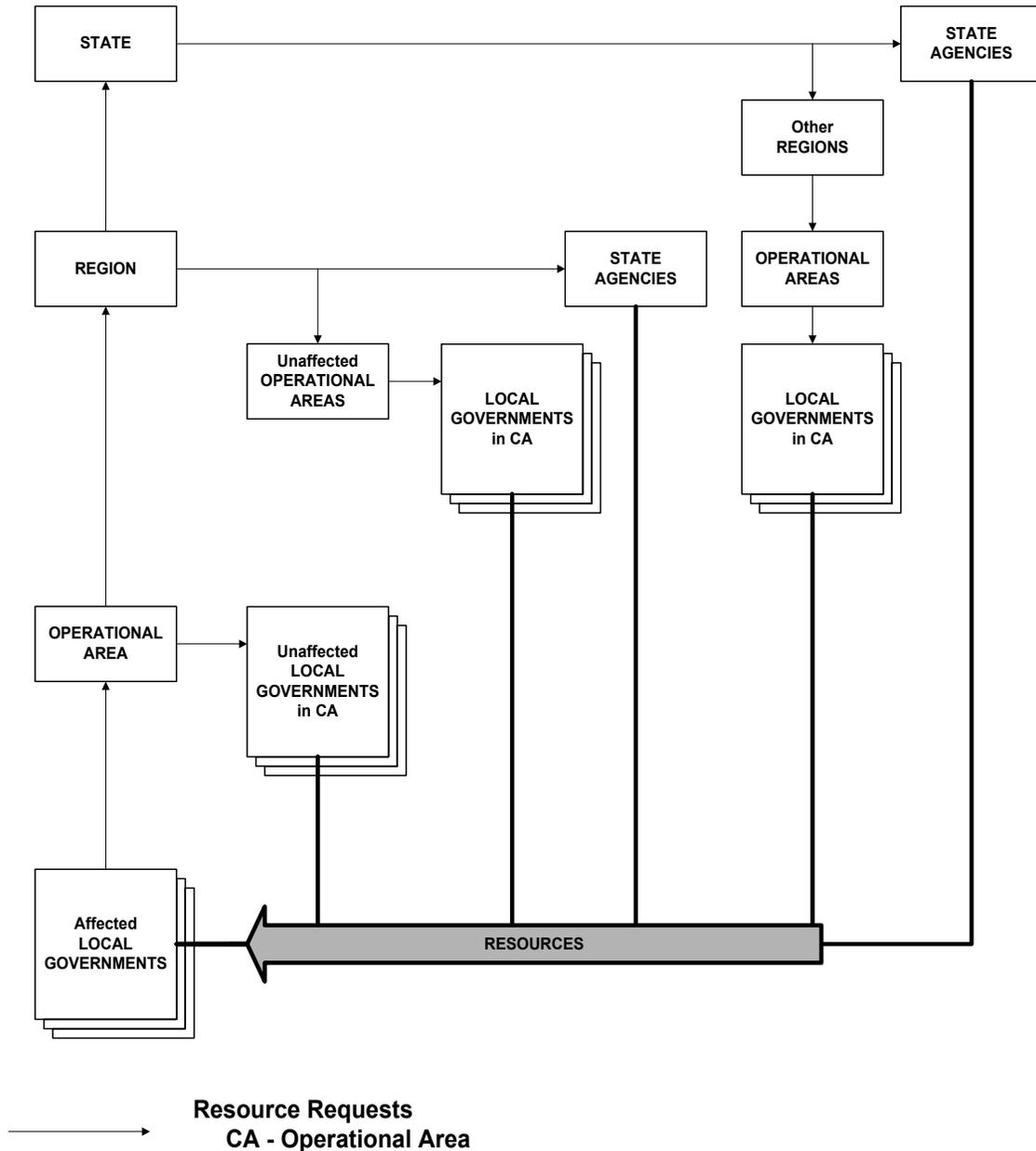


Figure 4-2: Mutual Aid Flow of Requests and Resources

4.2.1 Discipline-Specific Mutual Aid Coordination

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law enforcement, and emergency managers. The adoption of SEMS has not altered existing mutual aid systems.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue, and Law Enforcement Mutual Aid Coordinators have been selected and function at the Operational Area, Regional, and State levels.

Regional Disaster Medical Health Coordinators have been identified for each Mutual Aid Region to coordinate medical mutual aid during disasters. During a disaster, the Riverside County Operational Area Mutual Aid Coordinators may be assigned to the Riverside County EOC.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, Operational Area, Regional, and State levels. The Discipline-Specific Mutual Aid System is illustrated in Figure 4-3.

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Discipline-specific Mutual Aid Systems

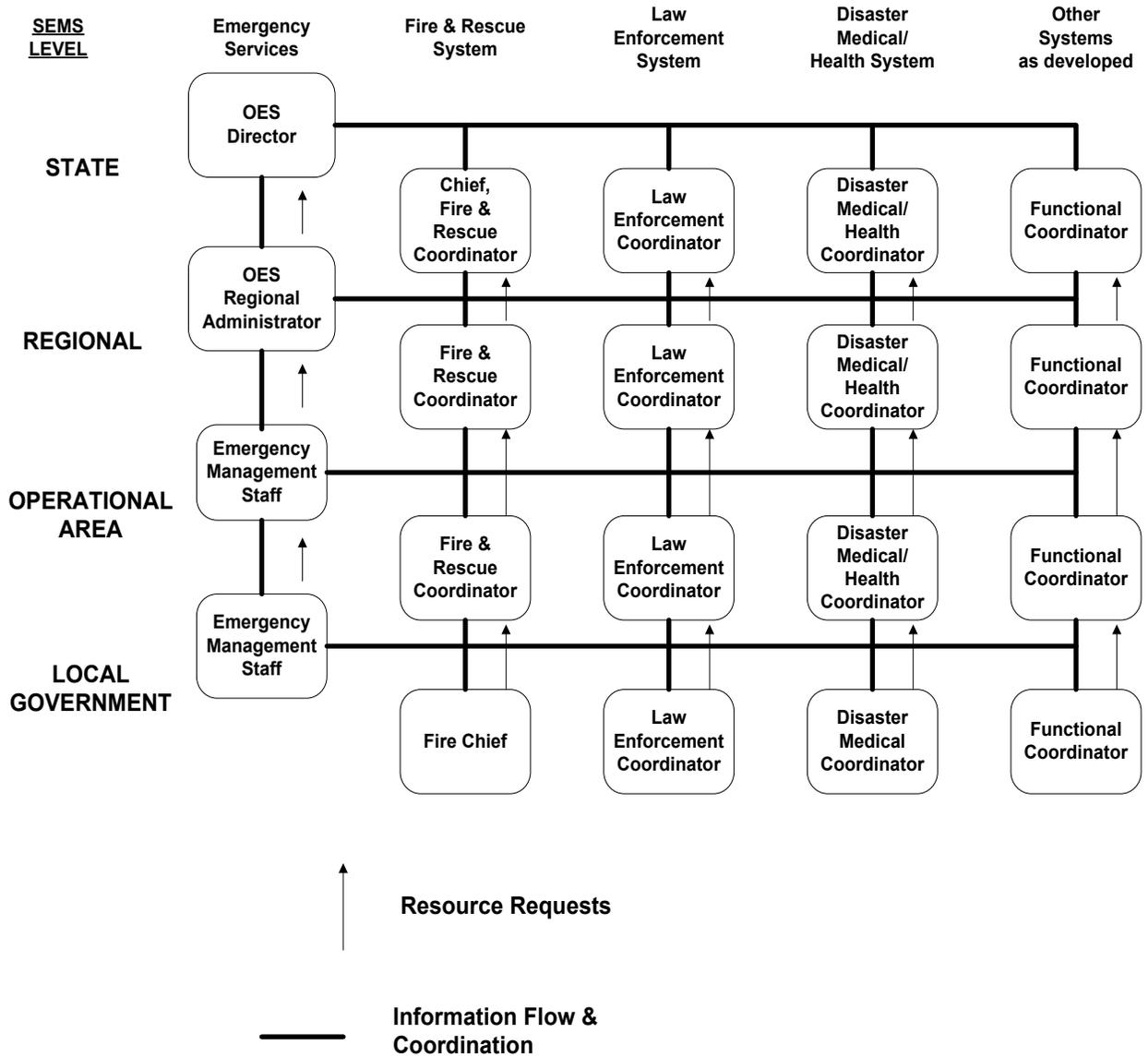


Figure 4-3: Discipline-Specific Mutual Aid Systems

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4.2.2 Coordinating With Volunteers

Volunteer and private agencies are part of the City of Hemet's mutual aid system. The American Red Cross and Salvation Army are essential elements of response to meet the care and shelter needs of disaster victims. Private sector medical / health resources are also an essential part of medical response. Volunteer and private agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industries and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies. For example, public and private water utilities are currently developing a mutual aid system. Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs.

SECTION 5: HAZARD IDENTIFICATION

The City of Hemet participated as a “submitting jurisdiction” in the Riverside County Multi-Jurisdictional Local Hazard Mitigation Plan (LHMP) that was approved by FEMA and State OES in May 2005. The County’s LHMP provides a detailed identification and analysis of the hazards faced by Riverside County. This section presents a high-level overview of the hazard identification presented in that document.

Riverside County is the fourth largest county in the state, stretching nearly 200 miles across and comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County shares borders with densely populated Los Angeles, Orange, San Diego, and San Bernardino Counties, extending from within 14 miles of the Pacific Ocean to the Colorado River. It is also located in the southeastern portion of the Governor’s Office of Emergency Services Southern Region.

The approved Riverside County Multi-Jurisdictional LHMP identifies and analyzes an extensive list of the hazards faced by the County. It assigns each hazard a severity rating, indicating the amount of damage that would be done to the County and its population should the hazard occur, and a probability rating, indicating the likelihood that the hazard may occur within the County. Both ratings are on a scale of 0-4, with 4 being the most severe or the most likely to occur. Figure 5-1 summarizes the hazards identified and the ratings assigned by the LHMP.

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Hazard	Severity	Probability
Wildfire	3	4
Flooding	3	3
Earthquakes	4	3
Extreme Weather	3	3
Landslides	2	3
Insect Infestation	3	4
Dam Failure	3	2
Hazardous Materials Incidents	3	3
Transportation Emergencies	2	4
Pipeline/Aqueduct Incidents	2	3
Blackout	3	4
Toxic Pollution	3	4
Nuclear Incidents	4	2
Civil Unrest	2	2
Jails and Prisons Incidents	1	2
Terrorism	4	2

Figure 5-1: Riverside County Hazard Assessment

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The following is City of Hemet-specific information extracted from the County's Multi-jurisdictional LHMP.

Specific Hazards Summary				
Jurisdiction	Hazard Type	Hazard Name	In Jurisdiction?	Adjacent to Jurisdiction?
HEMET	Dam	Diamond Valley Lake	Yes	Yes
HEMET	Fault	San Jacinto Fault Zone	Yes	Yes
HEMET	Flood Channel	Salt Creek	Yes	Yes
HEMET	Lake	Diamond Valley Lake	Yes	Yes
HEMET	Railroad Track	Santa Fe Railroad	Yes	Yes
HEMET	River	San Jacinto River	No	Yes

RIVERSIDE COUNTY LOCAL JURISDICTION HAZARD ASSESSMENT WORKSHEET

HAZARD	COUNTY		CITY OF HEMET		
	SEVERITY 0 - 4	PROBABILITY 0 - 4	SEVERITY 0 - 4	PROBABILITY 0 - 4	RANKING 1 - 19
EARTHQUAKE	4	3	4	3	1
WILDLAND FIRE	3	4	2	2	3
FLOOD	3	3	2	2	8
OTHER NATURAL HAZARDS					
DROUGHT	3	3	3	3	10
LANDSLIDES	2	3	2	1	16
INSECT INFESTATION	3	4	2	2	15
EXTREME SUMMER/WINTER WEATHER	2	4	2	3	7
SEVERE WIND EVENT	3	3	3	3	4
AGRICULTURAL					
DISEASE/CONTAMINATION	3	4	2	2	17
TERRORISM	4	2	3	2	18
OTHER MAN-MADE					
PIPELINE	2	3	2	1	13
AQUEDUCT	2	3	3	2	11
TRANSPORTATION	2	4	2	2	9
BLACKOUTS	3	4	3	3	5
HAZMAT ACCIDENTS	3	3	3	3	2
NUCLEAR ACCIDENT	4	2	3	2	12
TERRORISM	4	2	3	2	6
CIVIL UNREST	2	2	2	1	14
JAIL/PRISON EVENT	1	2	1	1	19

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Does the City of Hemet have:

AIRPORT IN JURISDICTION	YES
AIRPORT NEXT TO JURISDICTION	NO
DAIRY INDUSTRY	NO
POULTRY INDUSTRY	NO
CROPS/ORCHARDS	YES
DAMS IN JURISDICTION	YES
DAMS NEXT TO JURISDICTION	YES
LAKE/RESERVOIR IN JURISDICTION	YES
LAKE/RESERVOIR NEAR JURISDICTION	YES
JURISDICTION IN FLOOD PLAIN	YES
CONTROLLED FLOOD CONTROL CHANNEL	YES
UNCONTROLLED FLOOD CONTROL CHANNEL	NO
EARTHQUAKE FAULTS IN JURISDICTION	YES
EARTHQUAKE FAULTS NEXT TO JURISDICTION	YES
MOBILE HOME PARKS	YES
NON-REINFORCED FREEWAY BRIDGES	NO
NON-REINFORCED BRIDGES	NO
BRIDGES IN FLOOD PLAIN	NO
BRIDGES OVER OR ACROSS RIVER/STREAM	NO
ROADWAY CROSSING RIVER/STREAM	NO
NON REINFORCED BUILDINGS	YES
FREEWAY/MAJOR HIGHWAY IN JURISDICTION	YES
FREEWAY/MAJOR HIGHWAY NEXT TO JURISDICTION	NO
FOREST AREA IN JURISDICTION	NO
FOREST AREA NEXT TO JURISDICTION	YES
WITHIN THE 50 MILES SAN ONOFRE EVACUATION ZONE	NO
MAJOR GAS/OIL PIPELINES IN JURISDICTION	NO
MAJOR GAS/OIL PIPELINES NEXT TO JURISDICTION	NO
RAILROAD TRACKS IN JURISDICTION	YES
RAILROAD TRACKS NEXT TO JURISDICTION	NO
HAZARDOUS WASTE FACILITIES IN JURISDICTION	NO
HAZARDOUS WASTE FACILITIES NEXT TO JURISDICTION	NO
HAZARDOUS STORAGE FACILITIES IN JURISDICTION	NO
HAZARDOUS STORAGE FACILITIES NEXT TO JURISDICTION	NO

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Does the City of Hemet own or operate a facility:

IN A FLOOD PLAIN	YES
NEAR FLOOD PLAIN	YES
NEAR RAILROAD TRACKS	YES
NEAR A DAM	YES
UPSTREAM FROM A DAM	NO
DOWNSTREAM FROM A DAM	YES
DOWNSTREAM OF A LAKE	YES
DOWNSTREAM FROM A RESERVOIR	NO
NEAR A CONTROLLED FLOOD CONTROL CHANNEL	YES
NEAR UNCONTROLLED FLOOD CONTROL CHANNEL	NO
ON AN EARTHQUAKE FAULT	YES
NEAR AN EARTHQUAKE FAULT	YES
WITHIN THE 50 MILE SAN ONOFRE EVACUATION ZONE	NO
IN A FOREST AREA	NO
NEAR A FOREST AREA	NO
NEAR A MAJOR HIGHWAY	YES
A HAZARDOUS WASTE FACILITY	NO
NEAR A HAZARDOUS WASTE FACILITY	NO
A HAZARDOUS STORAGE FACILITY	NO
NEAR A HAZARDOUS STORAGE FACILITY	NO
NON REINFORCED BUILDINGS	YES
A MAJOR GAS/OIL PIPELINE	NO
NEAR A MAJOR GAS/OIL PIPELINE	NO

SECTION 6: PREPAREDNESS PHASE OPERATIONS

The Preparedness Phase involves activities that are undertaken in advance of an emergency or disaster. Preparedness Phase activities generally fall into the categories of improving readiness and increasing capabilities. Pre-hazard mitigation activities, which are discussed in Section 9, also occur during the preparedness phase.

6.1 Preparedness Phase Management Approach

Preparedness Phase activities take place under the normal City of Hemet organizational and management structures. City of Hemet Emergency Services is the lead agency and is responsible for coordinating the Preparedness Phase activities of the various City departments. Individual departments are responsible for maintaining departmental plans and generally improving their daily operations to improve their readiness to respond.

6.2 Training and Exercises

Emergency response exercises allow emergency response personnel to become fully familiar with the procedures, facilities, and systems used during an actual emergency. The EOP and the overall City of Hemet capability to respond will be tested using a combination of the following exercise types:

- *Tabletop Exercise.* A Tabletop Exercise is an activity in which elected/appointed officials and key staff with emergency management responsibilities are gathered together informally, usually in a conference room, to discuss various simulated emergency situations. An exercise is designed to elicit constructive discussion by the participants without time constraints as they examine and then attempt to resolve problems based on the existing EOP and to test Departmental Plans and procedures. The purpose of the exercise is for participants to evaluate plans and procedures, and to resolve questions of coordination and assignment of responsibilities throughout the exercise in a non-threatening format and under minimum stress. Tabletop Exercises are an effective method of determining if sufficiently robust policies and procedures exist to handle specific situations which may arise during an event.
- *Functional Exercise.* A Functional Exercise is an activity designed to test or evaluate the capability of one or multiple functions, or activities within a function. A Functional Exercise is more complex than a Tabletop Exercise in that activities are usually under some type of time constraint with the evaluation/critique coming at the end of the exercise. A Functional Exercise typically takes place in the EOC in conjunction with selected

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DOCs and may include the State OES Southern Region, Federal Government agencies, the Riverside County Operational Area EOC, and/or neighboring Operational Areas' EOCs.

- *Full-Scale Exercise.* A Full-Scale Exercise involves an actual deployment of personnel and equipment throughout a geographic area. It will typically involve the activation of the EOC and multiple DOCs, and the establishment of field command posts. This type of exercise includes mobilization of personnel and resources; the actual movement of emergency personnel and resources; and the actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

It is the policy of City of Hemet Emergency Services to conduct a Full-Scale Exercise at least once each year and to conduct periodic Tabletop or Functional Exercises. An actual EOC activation may take the place of a scheduled exercise.

In addition to exercises, classroom training is an essential component of preparedness and response. The City of Hemet Emergency Services Coordinator is responsible for the training and exercise programs. The Emergency Services training program includes the following objectives:

- Orientation on the concepts and procedures presented in the EOP;
- Orientation on plan annexes;
- Familiarization of those assigned to the EOC with the function, equipment, and logistics of the EOC facility; and
- Orientation on the organizational concepts associated with SEMS and NIMS.
- Required Training
 - All public employees who may be tasked, directed or called upon to respond to an emergency, at all levels of government and all phases of emergency management.
 - ICS 100 and IS 700 or SEMS/ICS/NIMS (A Combined Course)
 - Personnel who respond to an incident to assist or support the organization but do not normally supervise others.
 - ICS 100, ICS 200 and IS 700
 - Personnel who supervise a branch, division, group or unit in the field or EOC.

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- SEMS Introduction; SEMS EOC; ICS 100; ICS 200; ICS 300; NIMS (IS 700); NRP (IS 800)

6.3 Public Awareness and Education

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and the knowledge of what individuals and groups should do to increase their chances of survival and recovery. The City of Hemet Emergency Services will make emergency preparedness information from local, state, and federal sources available to the citizens of Hemet.

6.4 Increased Readiness

In order to establish a smooth transition from normal operations to a declared local emergency and to react to localized distress situations of lesser magnitude than a declared emergency, a "Management Watch" may be established.

Duties of the Management Watch Team will be to collect and analyze information relative to the situation, direct response to the degree allowable, and refer other matters to the appropriate level for executive decision. Specific activities that may be undertaken at the discretion of the Disaster Director include the following:

- Recall Emergency Services staff to the office, as necessary for the situation;
- Make necessary preparations to activate the City EOC;
- Establish communications with key City officials as necessary to assess the situation;
- Establish communications with the Riverside County OA EOC and any applicable Special Districts;
- Ensure a communications check is performed on all City communications systems;
- Coordinate emergency public information with the City PIO; and
- Anticipate EOC logistical needs (food, lodging, re-supply, etc.).

6.4.1 Management Watch Activation

The City of Hemet Emergency Services will maintain surveillance of current events and recommend to the Disaster Director that Management Watch be initiated whenever:

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- Forecast/existing weather or other natural phenomenon is of such intensity to indicate a need for added precaution or extra protective measures; and/or
- An incident in progress is causing distress or damages of a serious nature but not of a magnitude requiring an emergency declaration.

The Disaster Director will direct initiation of Management Watch.

6.4.2 Management Watch Personnel

Management Watch will consist of a team of responsible individuals from the following departments/districts (unless specifically excused by the Disaster Director), with the authority to collect and display status information related to that agency's area of interest and to assure positive action toward protection of life and property:

- Fire Department;
- Police Department
- Public Works Department
- Planning Department; and
- Other departments as directed by the Disaster Director.

6.4.3 Management Watch Termination

Termination of Management Watch may occur whenever:

- The distress situation subsides, and the Disaster Director directs a return to regular operations, or
- The distress situation intensifies to the degree that a local emergency is declared. Management Watch will then phase-out as the EOC Staff assumes control responsibility.

SECTION 7: RESPONSE PHASE OPERATIONS

The Response Phase is entered upon formal activation of the City EOC. Section 7.1 below describes in general terms the organization of the EOC and the procedures that will be used to manage operations within the EOC. The remaining sub-sections of Section 7 (7.2 – 7.10) present a general overview of the various Operational Branches of the EOC. Part 2 of this EOP provides more detail about the operations of the EOC.

7.1 *Response Phase Management Approach*

Upon activation of the EOC, all of the City's response activities are managed through the SEMS organizational section defined in this section of the EOP.

7.1.1 EOC Activation Policies

The City's partial or total response to natural disasters or technological incidents will be dictated by the type and magnitude of the emergency. Generally, response to a major peacetime emergency situation will progress from local to County to State to Federal involvement.

Activation Policy

The City of Hemet EOC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the City of Hemet EOC should be activated and SEMS used, per the SEMS Regulations (California Code of Regulations, Title 19, Section 2409 f):

- The City of Hemet has declared a local emergency;
- The City of Hemet has requested a Governor's Proclamation of a State of Emergency, as defined in California's Emergency Services Act, 8558(b);
or
- A State of Emergency is proclaimed by the Governor for the City of Hemet.

Other than the above listed circumstances, the activation of the City of Hemet EOC must be authorized. The following City personnel (and/or their designees) are authorized to request the activation of the City's EOC:

- City Manager;
- City Police Chief;
- City Fire Chief; and

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- Public Works Director

The City of Hemet has developed criteria that identify the events/situations that may require EOC activation. The City has established three levels of activation. For each level, a recommended minimum staffing guide has been developed. The activation and staffing guide is depicted in the following figure.

Event/Situation	Activation Level	Minimum Staffing
<ul style="list-style-type: none"> • Severe Weather Advisory • Small incidents involving two or more City Departments • Flood Watch • Resource request from outside the City 	One	<ul style="list-style-type: none"> • Disaster Director • Planning & Intelligence Chief • Logistics Chief • Representatives of corresponding City departments • Representatives of appropriate staff volunteers
<ul style="list-style-type: none"> • Moderate Earthquake • Major wildland fire affecting developed area • Major wind or rain storm • Two or more large incidents involving two or more City Departments • Flood Warning 	Two	<ul style="list-style-type: none"> • Disaster Director • All Section Chiefs • Branches and Units as appropriate for the situation • Agency representatives as appropriate
<ul style="list-style-type: none"> • Major Countywide or Regional emergency • Multiple departments with heavy resource involvement • Major earthquake damage 	Three	<ul style="list-style-type: none"> • All EOC positions

Figure 7-1: EOC Activation Levels

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7.1.2 EOC Coordination

Coordination with the Riverside County OA

Direct coordination and communications with the Riverside County OA EOC are essential. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination will eventually occur along functional lines.

Whenever feasible, a City representative should be at the Riverside County EOC. The City representative can help ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

Coordination with Departmental Operations Centers (DOC)

The appropriate City EOC Section/Branch/Unit will coordinate with DOCs to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. The DOCs will assist the City EOC in supporting field operations.

The department/field response system in Hemet has a direct communications and reporting relationship with either their Department Operation Center (DOC) or the City EOC. In many cases, the DOC is also the dispatch center. The Incident Commander will coordinate directly with the DOC, if it is activated.

During disaster situations with multiple incidents occurring simultaneously within Hemet, the City EOC will be activated. Incident Commanders and the appropriate ICS structure will be established for each incident location. Each Incident Commander will communicate and report to the Operations Chief throughout the incident.

Special District and Private Agency Involvement

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments.

The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be as part

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of the Unified Command or as an Agency Representative who coordinates with a City of Hemet Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. Telephone companies, electric companies, water and sanitation districts, and other private and volunteer agencies could be cooperating agencies, depending on the type of incident.

7.1.3 EOC Organization Structure

Figure 7-2 presents the EOC organizational structure. The remaining sub-sections of this section provide an overview of the operations of the key EOC Branches. Detailed descriptions of each EOC Branch and position, along with checklists and SOPs defining their operations, are contained in Part 2 of this plan.

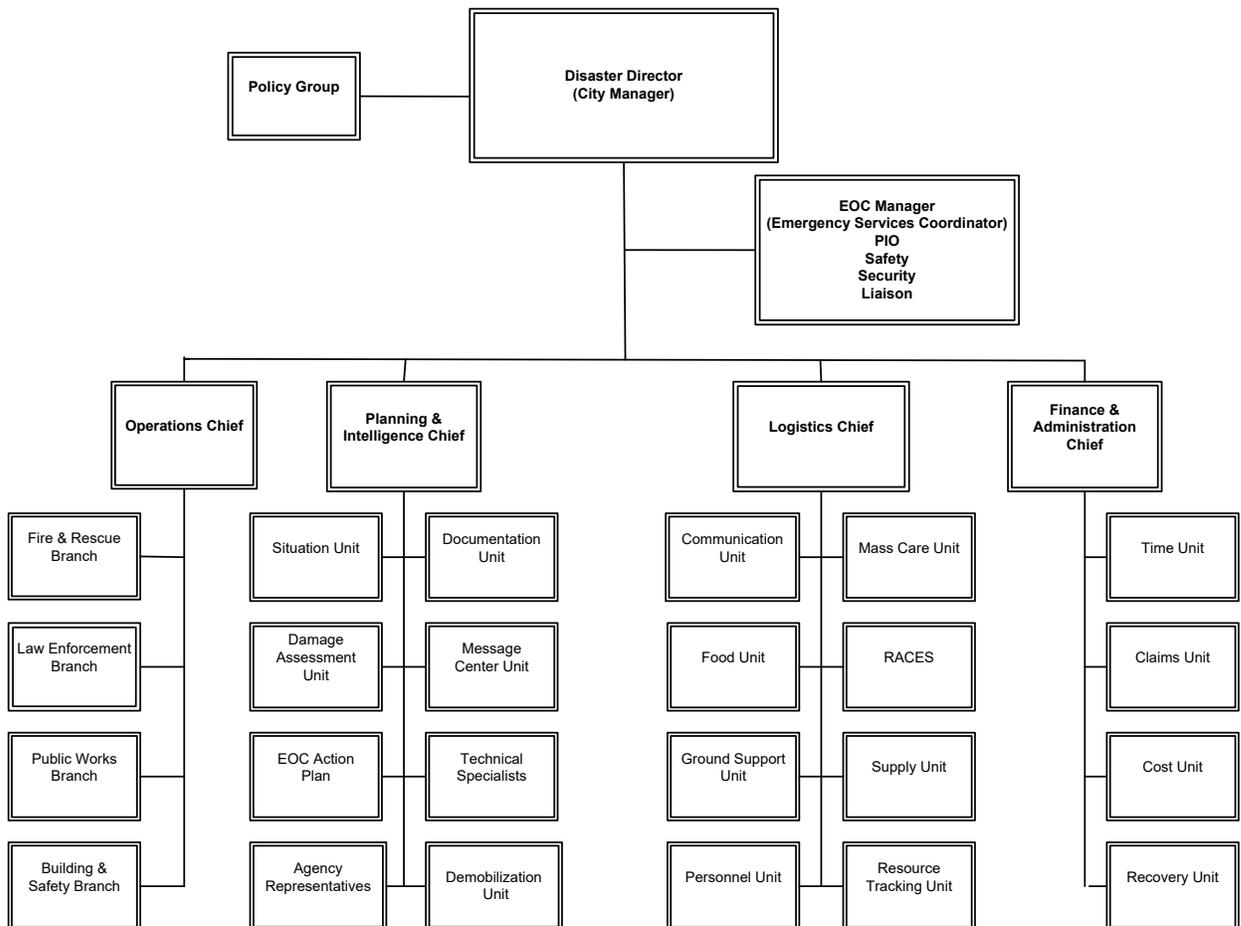


Figure 7-2: EOC Detailed Organization Chart

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7.1.4 Action Planning

The Planning & Intelligence Section is responsible for facilitating the Action Planning Meeting and completing and distributing the Incident Action Plan. Action Plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable timeframe is then established for accomplishing those actions.

Action Plans are an essential part of SEMS at all levels. Action planning is an effective management tool involving two essential characteristics:

- A process to identify objectives, priorities, and assignments related to emergency response or recovery actions; and
- Plans which document the priorities, objectives, tasks, and personnel assignments associated with meeting the objectives.

The action planning process should involve the Disaster Director and all Section Chiefs, along with other EOC staff, as needed, such as special districts and department representatives.

Action Plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions.

There are three kinds of Action Plans: field-level Incident Action Plans (IAPs), EOC-level Action Plans, and After-Action Plans. EOC Action Plans (known as Action Plans) should focus on jurisdictional related issues. The format and content for Action Plans at the Incident level and at EOC levels will vary. The process for developing Action Plans is quite similar for all SEMS levels. The After-Action Plan is written after an emergency to provide documentation, response analysis, and information for recovery and mitigation.

It is important that all incidents have some form of Action Plan. The plan developed around some duration of time called an Operational Period will state the objectives to be achieved and describe the strategy, tactics, resources, and support required to achieve the objectives within the timeframe. Generally, the length of the Operational Period is determined by the length of time needed to achieve the objectives. The Planning & Intelligence Section can create Action Plans for each work shift, a 24-hour period, or whatever makes sense for a given event.

Small incidents with only a few assigned resources may have a very simple plan which may not be written. As incidents become larger, or require multi-agency involvement, the Action Plan should be written. In general, whenever the EOC is

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activated, there should be a written Action Plan. There are four main elements that should be included in an Action Plan:

- *Statement of Objectives* – Statement of what is expected to be achieved. Objectives must be measurable.
- *Organization* – Description of elements of EOC organization that will be in place for the next Operational Period.
- *Tactics and Assignments* – Description of tactics and control operations, including what resources will be assigned.
- *Supporting Material* – May include a map of the incident, a communications plan, medical plan, a traffic plan, weather data, special precautions, and a safety message.

7.1.5 Status Reporting

Following the initial area reconnaissance, a series of reports will be required in order to provide detailed information to the various levels of government. The City of Hemet has developed the following standardized forms for reporting disaster intelligence and for making resource requests. The forms identify the area covered by reporting and include all observed damage. Where no damage is observed, negative reports will be submitted.

City of Hemet Status Reporting Forms

The following forms are used within the City of Hemet to communicate status between the EOC and the agencies that are involved in responding to an incident.

Flash Reports (RIVCO Form #10)

The first series of reports to be submitted from the City of Hemet to the Operational Area (Riverside County EOC) will be Flash Reports. These reports can be verbal or can be faxed, but should be submitted as quickly as possible following a disaster. The information contained in these reports will be compiled by the Operational Area EOC and forwarded to the Regional EOC.

Situation Reports (RIVCO Form #11)

A more refined and detailed Situation Report will be prepared and submitted by the City of Hemet to the Operational Area EOC within two hours of the occurrence of the disaster, if possible, or as requested. This report will further define the affected areas, note the activation of local EOCs, note any local emergency declaration, estimate the number of casualties, and provide other essential information.

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Preliminary Damage Assessment Report (RIVCO Form #12)

This report is used to compile initial damage dollar estimates for Private Sector homes and businesses; Public Sector infrastructure, utilities, debris clearance, emergency protective measures, etc.; and Federal Program damage (Federal Highways, U.S. Army Corps of Engineers, Soil Conservation Services) etc.

Logistics Request Form

This report form should be used to request resources not available locally in the City of Hemet. This form may also be used to track requests or to request support from the Operational Area.

Message Form

This report form is a transmittal information sheet that allows information to be passed among the EOC, internal departments, and the Riverside OA.

7.1.6 Information and Resource Management

The City of Hemet coordinates emergency activities within the OA by augmenting (not replacing) any member jurisdiction's emergency operations.

Critical information and resource requests from jurisdictions with the OA will be provided electronically using the Response Information Management System (RIMS) and the Riverside County Information Display System. Transmission of information to the State's Region VI Emergency Operations Center will be accomplished electronically using RIMS.

7.1.7 Response Information Management System (RIMS)

The purpose of the Response Information Management System (RIMS) is to improve the ability of the City to respond to major disasters. The system increases the level of service and efficiency by improving the ability to:

- Respond to, manage and coordinate requests for resources; and
- Collect, process, and disseminate information during and after a disaster

The computer in the Planning and Intelligence Section of the City's EOC can access RIMS. The following reports or requests will be provided to the Governor's Office of Emergency Services via RIMS during and after the emergency or disaster:

- Situation Status Reports;

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- Mutual Aid Requests;
- Local Declarations, Gubernatorial, and Presidential Declaration requests;
- After-Action Reports; and
- Resource Requests.

7.1.8 After-Action Reporting and Analysis

SEMS regulations require any city or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report to State OES within 90 days of the close of the incident period. It is the policy of the City of Hemet Emergency Services to prepare an After-Action Report after every EOC activation.

The After-Action Report provides, at a minimum, the following:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs; and
- Recovery activities to-date.

The After-Action Report serves as a source for documenting City emergency response activities and identifying areas of concern and successes. It also is utilized to develop a work plan for implementing improvements.

An After-Action Report is a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

An After-Action Report includes an overview of the incident, including enclosures and also addresses specific areas of the response, if necessary. It is coordinated with hazard mitigation efforts, which may be included in the “recovery actions to-date” portion of the report.

The City of Hemet Emergency Services will be responsible for the completion and distribution of the City After-Action Report, including sending it to the Southern Region of State OES within the required 90-day period.

The After-Action Report’s primary audience is City of Hemet employees, including management. After-Action Reports should be written in simple

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language, well-structured, brief, and geared to the primary audience. Data for the After-Action Report is collected from a questionnaire, other documents developed during the disaster response, and interviews of emergency responders.

7.2 Communications and Warning

The City of Hemet uses a wide variety of systems to communicate with Government agencies within and outside the City and directly with the population of the City. The following sections provide brief descriptions of each of the systems and discussions of their functions.

7.2.1 Warning Systems

The City of Hemet has available several systems for providing disaster information to the public. The following paragraphs provide a brief overview of these systems.

Emergency Digital Information System (EDIS)

EDIS is a system developed and operated by State OES. It provides a means for authorized agencies to deliver emergency public information and advisories directly to the news media.

EDIS messages are transmitted from State OES via the Operational Area Satellite Information System (OASIS) satellite dish located at the County EOC. EDIS messages are received in Sacramento and transmitted from Mount Diablo to radio receivers in newsrooms, as well as to other governmental agencies by Internet and the OASIS satellite systems.

Emergency Alert System (EAS)/Weather Alert

EAS (formerly EBS) is a network of public broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency. The system is devised to provide the President and Federal government with a means of emergency communications with the general public. It may be used on a voluntary basis during day-to-day situations posing a threat to safety of life and property.

The EAS is used for warnings of an immediate action, such as child abductions, tornadoes, flash floods, evacuations of areas due to an incident (such as hazardous spill), or other events requiring immediate action.

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National Warning System (NAWAS)

The National Warning System (NAWAS) is the civil defense system used to disseminate warnings from the National Warning Center to warning points in each state. NAWAS is a land-line network for transmitting and receiving emergency information to Federal, State, and local agencies that have NAWAS drops. It was designed specifically for warning in the event of national emergencies. It is currently used for transmitting and receiving emergency information such as severe weather alerts.

The primary State Warning Point is at the Office of Emergency Services in Sacramento. The Alternate State Warning Point is at the California Highway Patrol Headquarters in Sacramento.

7.2.2 County/OA Systems

The communications system installed at the County EOC support the field activities of the Riverside County Emergency Management Organization. Other communications systems provide radio links to the county's cities and unincorporated areas, or to State and Federal authorities.

Western County Disaster Net

The Riverside OA EOC staff uses this low-band radio to communicate with other staff members as well as with city EOCs located in Western Riverside County. The capability exists to link the Western County Disaster Net with the Coachella Valley Disaster Net.

Coachella Valley Disaster Net

EOC staff in the Coachella Valley use this VHF radio system to communicate internally and with city EOCs in the Coachella Valley. The capability exists to link the Western County Disaster Net with the Coachella Valley Disaster Net.

Satellite Telephones

The County EOC uses permanent and portable devices utilizing satellite technology to communicate with various cities and agencies who belong to the emergency managers talk group.

Satellite phones utilize a high-powered satellite, positioned in geostationary orbit, 22,300 miles in the sky, as a repeater. These phones are not limited by terrain features and distances. The satellite phone provides a vital communications link from any location.

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Radio Amateur Civil Emergency Service (RACES)

The primary mission of the Radio Amateur Civil Emergency Services (RACES) during an emergency and/or disaster is to provide communication services that include the use of portable stations, either as back-up to established communications or as a fill-in where communications do not normally exist.

RACES may be activated at the request of any governmental agency in the event of an emergency or disaster, with coordination by Riverside County OES. An example of a governmental agency may include any city, County agency, or special district (e.g. water district, school district, community services district) within Riverside County.

RACES works with and provides communications services for non-governmental organizations such as the American Red Cross, Riverside County Volunteer Organizations Active in Disaster (RCVOAD), and other local groups. RACES is available to be of service in various capacities in time of emergency or disaster.

RACES in Riverside County may encompass ARES members (American Radio Relay League Amateur Radio Emergency Services). Riverside County RACES is the communications arm of the Riverside County Fire Department/CDF, Office of Emergency Services, and the Emergency Command Center. Riverside County RACES consists of registered volunteers licensed by the FCC in the Amateur Radio Service.

Riverside County RACES operates on radio amateur frequencies by authority of the FCC in support of emergency communications. RACES can augment existing systems, substitute for damaged or inoperable systems, and establish communications links with otherwise inaccessible areas. Riverside County OES supports a countywide RACES system. Special consideration is given to using RACES to support disaster medical care and emergency public information operations.

7.2.3 State Communications Systems

The following systems provide County OES and other departments with the ability to communicate with State agencies and with other OAs involved in response activities.

Operational Area Satellite Information System (OASIS)

OASIS is a statewide communications system linking all 58 California counties with each other and with the State Warning Control Center in Sacramento. It transmits voice communications as well as data. In a disaster, OASIS provides a

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primary, as well as a back-up, means for the EOC to report damage and request assistance from State OES.

Because it is a satellite system, OASIS provides a relatively "fail-safe" means by which the County can transmit disaster situation reports to State OES and request assistance. OASIS also serves as the input system for the Emergency Digital Information System (EDIS) and provides the EOC with a means of connecting with the internet.

California Law Enforcement Radio System (CLERS)

CLERS serves all OES facilities and interconnects law enforcement agencies of all counties and numerous cities. This system is microwave-interconnected to provide statewide coverage. CLERS is the State's radio backup to the National Warning System.

California Law Enforcement Telecommunications System (CLETS)

CLETS is the telecommunications system that links all law-enforcement agencies in the State of California. Its normal function is to transmit Department of Motor Vehicle information from Sacramento to local agencies and handle queries from police officers concerning stolen cars, ownership information, and Vehicle Identification Numbers. CLETS has 900 terminals in California and serves all cities and counties.

CLETS provides California law enforcement agencies with the capability of obtaining information directly from Federal, State, and local computerized information files. In addition, the system provides fast and efficient point-to-point delivery of messages between agencies.

State OES Fire Network

The State OES Fire Network serves all OES facilities and fire support equipment. Radio equipment on this network is located with fire service agencies in 52 counties. The network employs mountaintop mobile relays and interconnects to the State Microwave System to provide statewide coverage.

Fire White

Fire White (existing radio system Control 7) is a mutual aid radio channel, which allows the Incident Commander of responding jurisdictions to communicate with the local fire department.

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7.3 Emergency Public Information

The City of Hemet EOC has a designated Public Information Officer (PIO). During all emergency operations, the City of Hemet PIO, will serve as the dissemination point for all media releases. Other departments wishing to release information to the public must coordinate through the EOC Manager or City PIO.

The duties of the Public Information Officer are to:

- Rapidly provide the general public with information about the emergency and instructions about what they should and should not do;
- Provide confirmed information about the emergency, its consequences, and relief and rehabilitation measures to the public and local, State, national, and international news organizations; and
- Establish a Joint Information Center near the EOC for use by representatives of the print and electronic media.

The primary role of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A secondary function is to provide the public (through the media) with accurate and complete information regarding incident cause, size, and status; resources committed; and potential short or long-term impacts, if known.

7.3.1 Public Information Office Policies

During emergencies, the following policies and procedures are used to organize and manage public information for the City of Hemet:

- The Mayor and City Council provide policy guidance for dissemination of emergency public information;
- Life-safety information and instructions to the public has first priority for release;
- The Emergency Alert System (EAS) is activated as the principal means to disseminate emergency and priority emergency instructions to the public;
- The Emergency Digital Information System (EDIS) is used as the primary distribution method of EAS alerting, warning, and life-safety information; it is also used for dissemination of life-safety information of a lower priority;

7.4 Law Enforcement Branch Operations

A Law Enforcement Branch will be established in the EOC for the purpose of providing liaison and communications functions. Hemet Police Department coordinates tactical law enforcement operations. The Hemet Police Department

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will also support the Situation Unit of the Planning & Intelligence Section of the EOC by providing intelligence and situation assessments received from field units.

The responsibilities of this Branch include the following:

- Alert and notify the public of the impending or existing emergency in the City.
- Coordinate law enforcement operations during the disaster;
- Coordinate site security at incidents; and
- Coordinate Law Enforcement Mutual Aid requests from emergency response agencies within the City.

7.5 Fire & Rescue Branch Operations

Tactical firefighting and rescue operations are coordinated by the City of Hemet Fire Department. A Fire and Rescue Branch will be established in the EOC for the purpose of providing liaison and communications functions. It will be led and staffed by Hemet Fire Department personnel. The Hemet Fire Department will also support the Situation Unit of the Planning & Intelligence Section of the EOC by providing intelligence and situation assessments received from field units.

7.6 Public Works Branch Operations

The Public Works Branch of the EOC is responsible for ensuring all buildings and critical facilities are functional.

This Branch is responsible for:

- Coordinating with structural engineers for building assessments;
- Ensuring unsafe areas and structures are clearly marked and the public informed;
- Supervising any construction and/or engineering project to repair damaged buildings, streets, and critical facilities; and
- Developing short, mid, and long-term reconstruction priorities and plans.

7.6.1 Damage Assessment

When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity, and extent of the situation and to report the information through established channels. The information is used to assess the extent of the disaster/ event and determine the appropriate level of response for the City.

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Information needed to determine the operational problems and immediate needs of the community is critical. The specific information on dollar amounts of the damage and the economic consequences of the disaster are also important, but must not be collected until the operational problems and immediate needs are collected and analyzed.

Teams of personnel will be dispatched as soon as possible to assess the nature, severity, and extent of the situation. The teams may include personnel from:

- City of Hemet Public Works;
- City of Hemet Police;
- City of Hemet Building and Safety;
- American Red Cross Damage Assessment Teams.

Assessment teams will accomplish the assessments by conducting ground surveys, which will require the observation and reporting of damage, casualties, and status of affected areas. The survey should also include the inspection of and reporting on facilities essential to public welfare, safety, and sheltering.

Damage assessment is generally performed in three phases:

- *Windshield Survey* – a brief survey of all areas;
- *Rapid Damage Assessment* of City buildings and other structures; and
- *Detailed Engineering Evaluation* of certain buildings and structures; the Detailed Engineering Evaluation is used as the basis for repairs or replacement of structures; this information is useful to prepare documentation of eligible repair costs on State/Federal Damage Survey Reports.

7.6.2 Safety Assessment

Once activated, the Building and Safety Branch will initiate a safety assessment and perform the following operations:

- Begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage assessments;
- Coordinate safety inspections with the other Operation Branches (Law Enforcement, Fire & Rescue), searching for life and /or property-threatening situations; and
- Manage and coordinate teams of qualified inspectors who are either local inspectors or inspectors obtained through the mutual aid system. These teams will include civil and structural engineers who will inspect both public and private property.

SECTION 8: RECOVERY PHASE OPERATIONS

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. A disaster may strike quickly, leaving the need for recovery operations in its wake, or it can be a prolonged event requiring recovery activities to begin while the response phase is still in full activation. Severe windstorms, fires, and floods are examples of disasters that can be ongoing, presenting recovery challenges during and after an event. A major earthquake is an example of a disaster event that strikes and is over quickly, leaving severe damage in its wake.

Recovery actions occur in three general phases. The actions in each phase and the timing vary according to the nature and the severity of the disaster. The first phase overlaps with emergency response and consists of immediate actions taken to reduce life-safety hazards and make short-term repairs to critical lifelines. The second phase provides for ongoing social needs before permanent rebuilding is complete. This phase may continue for weeks or perhaps months. The third phase includes planning for and implementing the rebuilding of damaged buildings, the rebuilding of other facilities and infrastructure, and the resumption of normal social and economic life in the community. It may include a reconsideration of pre-disaster conditions ("hazard mitigation"). This third phase continues for several years.

The Recovery Plan describes in detail the following:

- Recovery organization and diagram (similar to an org chart showing reporting levels)

- Damage assessment organization

- Disaster Assistance Programs including:

 - Public Assistance Grants – Public Assistance (PA) Grant Program is to provide assistance to States, local governments, and certain Non-Profit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee

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(usually the State) determines how the non-Federal share (up to 25%) is split with the sub-grantees (eligible applicants).

Individual Assistance Grants – Disaster assistance is money or direct assistance to individuals, families and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. The purpose is to help with critical expenses that cannot be covered in other ways. This assistance is not intended to restore individual's damaged property to its condition before the disaster.

Hazard Mitigation Grant Program – Provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. HMGP is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Figure 8-1 summarizes recovery phase objectives by timeframe from the incident.

Figure 8-2 summarizes the different Disaster Assistance programs and type of assistance provided.

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1. Initial Response 1 – 7 days	<ul style="list-style-type: none">● Debris removal and clean-up● Emergency, short-term repair of lifeline utilities● Emergency, short-term repair of transportation systems and provision of interim transit services● Building safety inspections● Coordination of State/Federal damage assessments● Re-occupancy of buildings
2. Mid-Term Planning 7 – 30 days	<ul style="list-style-type: none">● Provision of interim housing● Restoration of lifeline utilities (power, water, sewers)● Restoration of social and health services● Restoration of normal City services● Establishment of new ordinances governing location and nature of rebuilding● Examination of building standards● Economic recovery measures, including interim sites for business restoration
3. Long-Term Reconstruction Several Years	<ul style="list-style-type: none">● Rebuilding● Restoration of transportation systems● Hazard Mitigation● Reconstruction of permanent housing● Reconstruction of commercial facilities● Development and implementation of long-term economic recovery targeting impacted and critical industries

Figure 8-1: Recovery Objectives by Timeframe

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Program and Type of Assistance	Local	State	Federal	Program Implementation Criteria
FMAG: fire suppression	No	No	Yes	The uncontrolled fire must threaten such destruction as would constitute a major disaster.
State PA – Director's Concurrence: restoration of public infrastructure only	Yes	No	No	The event must be beyond the control /capabilities of the local jurisdiction.
State PA – Governor's Proclamation: response and restoration costs	Yes	Yes	No	The event must be beyond the control/ capabilities of the local jurisdiction.
Federal PA – Major Disaster: response and restoration costs.	Yes	Yes	Yes	The state must request within 30 days of occurrence: demonstrate actions are beyond state's capability and damages must meet the per capita threshold and/or the criteria defined in federal regulations.
Federal PA – Emergency: response costs only	Yes	Yes	Yes	The state must request within 5 days after the need becomes apparent; must demonstrate that effective response is beyond the state's capability and that federal assistance is necessary to save lives and protect health, safety, and property.
Federal IHP: grants to individuals for necessary expenses or serious needs	Yes	Yes	Yes	May be implemented upon a Presidential declaration. There is no set threshold: however, FEMA considers such criteria as concentration of damages, trauma, special populations, etc.
SSGP: supplemental grants beyond IHP	Yes	Yes	Yes	Administered by DSS and only implemented when Federal IHP is activated.
SBA EIDL: working capital loans for small businesses	No	No	No	May be independently implemented when at least 5 small businesses have suffered economic injury and other assistance is not otherwise available; may be implemented under a USDA designation; and may be implemented under SBA physical declarations.
SBA Physical Disaster Loan Program: real and personal property loans	No	No	Yes	May be independently implemented when at least 25 homes and /or 3 businesses have suffered 40% uninsured losses; may also be implemented upon a Presidential declaration.
USDA Disaster Designation: crop production loss loans	No	No	Yes	May be made available to farmers / ranchers who suffered at least 30% crop production loss or physical loss to livestock , real estate or chattel property. USDA can implement program when requested by OES on behalf of agricultural commissioner or government authority.
Crisis Counseling Programs: referral services and short-term counseling.	Yes	Yes	Yes	Funded by FEMA and administered by DMH to provide short or long-term (up to 9 months) benefits.
Disaster Unemployment Assistance: weekly benefits.	Yes	Yes	Yes	May be implemented by the Department of Labor upon a Presidential declaration to provide up to 26 weeks of unemployment benefits.

Figure 8-2: Program Types and Implementation

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8.1 Recovery Phase Management Approach

The first phase, and likely much of the second, occurs while the emergency command organization is in place. Many second and third phase activities fall within the ongoing responsibilities of individual City departments. For example, departments have primary responsibility for planning and implementing the recovery of their own functions and facilities.

Many long-term recovery tasks require the cooperation of many public and private agencies. They extend beyond the time that Incident Command is employed and require activities beyond the scope of this EOP. Therefore, the City will institute a long-term planning and implementation management structure to coordinate these activities to ensure the necessary coordination between City, County, State, and Federal agencies. This structure is referred to as the "Recovery Management Organization" and is managed by a Recovery Management Task Force.

The Recovery Management Task Force is responsible for long-term recovery operations for the City. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the City and their designated representatives. On a regularly scheduled basis, the Recovery Management Task Force will convene meetings. These meetings may include other key staff and individuals, as well as representatives from affected jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. All City departments may need to take responsibility for certain functions throughout the recovery process. Recognizing that it is important to assess and take steps to reduce the impact of future events, every member of a recovery operations organization should be responsible for documenting and reporting possible mitigation actions.

The Recovery Management Task Force is composed of individuals from the following departments and organizations:

- City Council
- City Manager
- Department Heads
- City Attorney
- City Clerk
- City Treasurer
- Disaster Planning Commission
- American Red Cross

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- Hemet / San Jacinto Valley Chamber of Commerce
- Community Groups
- Others as designated

8.1 Roles of Other Agencies

8.1.1 Federal Government

The FEMA Regional Director is responsible for hazard recovery and mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall:

- Provide for a Joint Federal/State/Local Hazard Mitigation Team to survey the disaster affected area as soon as possible following a major disaster or emergency declaration by the President and to accomplish hazard mitigation planning in accordance with Federal/State Agreement;
- Appoint a Hazard Mitigation Coordinator (HMC) to:
 - Serve on the Federal/State Hazard Mitigation Team, and
 - Confer with local, State and Federal officials concerning these hazards and hazard mitigation measures;
- Ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished;
- Provide technical advice and assistance;
- Encourage State and local governments to adopt safe land use practices and construction standards;
- Ensure that FEMA and other Federal efforts are supplemental to local and State efforts;
- Encourage initiative by State and local governments;
- Take actions required by FEMA Floodplain Management Regulations (as applicable for flood disasters).

Depending on the type of emergency, other Federal agencies may be involved in the recovery operations.

8.1.2 State Office of Emergency Services

A representative of State OES will be appointed by the Governor to act in the capacity of the Governor's Authorized Representative (GAR), who will be responsible for State performance of hazard mitigation activities under the

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Federal/State Agreement. The GAR, in coordination with the FEMA Regional Director, shall:

- Appoint a State Hazard Mitigation Coordinator (SHMC) to serve on the Federal/State Hazard Mitigation Team, and
- Arrange for State and local participation in Federal-State survey and hazard mitigation planning in disaster affected areas.

8.2 Damage Assessment

Under the Riverside County EOC's Standard Operating Procedures, an Initial Damage Estimate is developed during the emergency response phase to support a request from the City of Hemet for gubernatorial proclamation and for the State to request a presidential declaration.

This is followed by a detailed assessment of damage during the recovery phase. This detailed assessment provides the basis for determining the type and amount of State and/or Federal financial assistance available for recovery.

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

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

8.2.1 Federal Documentation Requirements

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

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

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

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

As noted previously, documentation is key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue throughout the operation of the EOC as the disaster unfolds.

This information is useful to prepare documentation of eligible repair costs on State/Federal Damage Survey Reports and the Initial Damage Estimate prepared by the Riverside County Operational Area.

SECTION 9: MITIGATION PHASE OPERATIONS

As noted in Section 5 of this EOP, the City of Hemet participated as a “submitting jurisdiction” in the Riverside County Multi-Jurisdictional Local Hazard Mitigation Plan (LHMP) that was approved by FEMA and State OES in May 2005. The County’s LHMP provides a detailed identification and analysis of the hazards faced by Riverside County. Section 5 of this EOP provides a summary of information specific to the City of Hemet that is contained in the LHMP.

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural or man-made hazards. Section 409 of Public Law 93 288 requires that the State or local government recipients of Federal aid evaluate the natural hazards of the area in which the aid is to be used and take action to mitigate them, including safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. After disaster strikes, mitigation opportunities exist only during recovery and even those opportunities can be limited by the absence of advanced planning. Nevertheless, the immediate post-disaster period does present special opportunities for mitigation. Section 409 deals with the opportunities presented in a current disaster to mitigate potential hardship and loss resulting from future disasters. Thus, hazard mitigation is a continuing year-round effort and activity in which all local communities and State agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters. Hazard mitigation activities can be divided into the following categories:

- Prevention;
- Property protection;
- Public education and awareness;
- Natural resource protection;
- Emergency services; and
- Structural projects.

9.1 Mitigation Phase Management Approach

Mitigation activities in the City of Hemet are coordinated by City Emergency Services and implemented under the normal City management structure.

A representative from State OES is appointed by the Governor and is responsible for State performance of hazard mitigation activities.

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9.2 Short-Term Mitigation

The objectives of short-term mitigation activities are the identification of hazards following an emergency or major disaster, and accomplishment of appropriate hazard mitigation measures. The FEMA Regional Director and California OES shall ensure compliance with these objectives as a condition for Federal loans or grants.

9.2.1 Surveys

Local, State, and Federal preliminary damage assessments may identify major hazards and opportunities for hazard mitigation activities prior to a declaration of an emergency. Damage Survey Reports (DSR) shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The Federal/State Hazard Mitigation Team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, DSRs, and all other readily available pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard, the team shall include appropriate recommendations of hazard mitigation measures in its final report.

9.2.2 Mapping

The Federal/State Hazard Mitigation Team shall verify the impact of the major disaster on disaster frequencies computed prior to the major disaster and shall consider the advisability of redefining boundaries of high-hazard areas as a result of their findings. The team shall make recommendations to the FEMA Regional Director and the GAR on any needs for new mapping or re-mapping of high hazard areas.

9.3 Long-Term Mitigation

The following measures are part of the long-term mitigation plan. Specific mitigation measures and projects are identified in the Riverside County Multi-Jurisdictional LHMP.

9.3.1 Prevention

Prevention measures are implemented to keep a hazard risk from increasing and to ensure that new development does not increase hazard losses. Prevention projects are designed to guide development away from hazardous areas through

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the use of planning and zoning, land development regulations, and open space preservation.

Following a major disaster or emergency declaration, the City has the responsibility for adopting or updating, as necessary, appropriate construction standards and enforcing them. The City may request State or Federal technical advice or assistance in taking these actions.

Prevention measures may also include infrastructure upgrades and maintenance, such as improved storm water management or other Public Works projects.

9.3.2 Property Protection

A second category of mitigation measures is property protection. This consists of projects to directly protect people and projects at risk. This may include modifications to existing structures to increase their hazard resistance or may involve relocating and/or rebuilding existing structures. Property protection measures may be implemented by private property owners or on a cost-sharing basis.

9.3.3 Public Education and Awareness

Public education and awareness is another category of hazard mitigation projects. This consists of informing the public about the existence of local hazards and advising them on how they can take steps to reduce damages and injuries. Public information projects may be directed towards local residents, businesses, or visitors.

9.3.4 Natural Resource Protection

Natural resource protection mitigation projects are designed to reduce hazard effects and improve the quality of the environment and wildlife habitats. Examples of natural resource protection projects include erosion and sediment control and wetlands protection.

9.3.5 Emergency Services

Mitigation projects may also be developed to protect the City infrastructure that is required as part of the overall emergency response capability. This may include protection and hardening of critical facilities such as the EOC and other key response facilities. It may also include protecting and upgrading the warning and communications capabilities of the City.

9.3.6 Structural Projects

The final category of mitigation measures consists of structural projects that directly protect people and property. These involve the construction or improvement of man-made structures that are designed to directly control hazards such as reservoirs, levees and seawalls, diversions, channel modifications, and storm sewers.

SECTION 10: LEGAL CITATIONS

The following sections contain excerpts from various City, County, and State codes that are referenced in Part 1 of this EOP

10.1 States of Emergency

10.1.1 California Government Code, Section 8630 – 8634

Local Emergency:

8630. (a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

8631. In periods of local emergency, political subdivisions have full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements therefore.

8632. State agencies may provide mutual aid, including personnel, equipment and other available resources, to assist political subdivisions during a local emergency or in accordance with mutual aid agreements or at the direction of the Governor.

8633. In the absence of a state of war emergency or state of emergency, the cost of extraordinary services incurred by political subdivisions in executing mutual aid agreements shall constitute a legal charge against the state when

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approved by the Governor in accordance with orders and regulations promulgated as prescribed in Section 8567.

8634. During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

The authorization granted by this chapter to impose a curfew shall not be construed as restricting in any manner the existing authority of counties and cities and any city and county to impose pursuant to the police power a curfew for any other lawful purpose.

10.1.2 California Government Code, Section 8625 – 8629

State of Emergency:

8625. The Governor is hereby empowered to proclaim a state of emergency in an area affected or likely to be affected thereby when:

(a) He finds that circumstances described in subdivision (b) of Section 8558 exist; and either

(b) He is requested to do so (1) in the case of a city by the mayor or chief executive, (2) in the case of a county by the chairman of the board of supervisors or the county administrative officer; or

(c) He finds that local authority is inadequate to cope with the emergency.

8626. Such proclamation shall be in writing and shall take effect immediately upon its issuance. As soon thereafter as possible such proclamation shall be filed in the office of the Secretary of State.

The Governor shall cause widespread publicity and notice to be given such proclamation.

8627. During a state of emergency the Governor shall, to the extent he deems necessary, have complete authority over all agencies of the state government and the right to exercise within the area designated all police power vested in the state by the Constitution and laws of the State of California in order to effectuate the purposes of this chapter. In exercise thereof, he shall promulgate, issue and

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enforce such orders and regulations, as he deems necessary, in accordance with the provisions of Section 8567.

8627.5. (a) The Governor may make, amend, or rescind orders and regulations during a state of emergency that temporarily suspend any state, county, city, or special district statute, ordinance, regulation, or rule imposing non-safety related restrictions on the delivery of food products, pharmaceuticals, and other emergency necessities distributed through retail or institutional channels, including, but not limited to, hospitals, jails, restaurants, and schools. The Governor shall cause widespread publicity and notice to be given to all of these orders and regulations, or amendments and rescissions thereof.

(b) The orders and regulations shall be in writing and take effect immediately on issuance. The temporary suspension of any statute, ordinance, regulation, or rule shall remain in effect until the order or regulation is rescinded by the Governor, the Governor proclaims the termination of the state of emergency, or for a period of 60 days, whichever occurs first.

8628. During a state of emergency the Governor may direct all agencies of the state government to utilize and employ state 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 he may direct such agencies to provide supplemental services and equipment to political subdivisions to restore any services which must be restored in order to provide for the health and safety of the citizens of the affected area. Any agency so directed by the Governor may expend any of the moneys which have been appropriated to it in performing such activities, irrespective of the particular purpose for which the money was appropriated.

8629. The Governor shall proclaim the termination of a state of emergency at the earliest possible date that conditions warrant. All of the powers granted the Governor by this chapter with respect to a state of emergency shall terminate when the state of emergency has been terminated by proclamation of the Governor or by concurrent resolution of the Legislature declaring it at an end.

10.1.3 California Government Code, Section 8620 – 8624

State of War Emergency:

8620. During a state of war emergency the Governor shall have complete authority over all agencies of the state government and the right to exercise within the area or regions designated all police power vested in the state by the Constitution and laws of the State of California in order to effectuate the purposes of this chapter. In exercise thereof he shall promulgate, issue, and

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enforce such orders and regulations, as he deems necessary for the protection of life and property, in accordance with the provisions of Section 8567.

8621. During a state of war emergency every department, commission, agency, board, officer, and employee of the state government and of every political subdivision, county, city and county, or city, public district, and public corporation of or in the state is required to comply with the lawful orders and regulations of the Governor made or given within the limits of his authority as provided for herein.

Every such officer or employee who refuses or willfully neglects to obey any such order or regulation of the Governor, or who willfully resists, delays, or obstructs the Governor in the discharge of any of his functions hereunder, is guilty of a misdemeanor. In the event that any such officer or employee shall refuse or willfully neglect to obey any such order or regulation, the Governor may by his order temporarily suspend him from the performance of any and all the rights, obligations, and duties of his office or position for the remainder of the period of the state of war emergency, and the Governor may thereupon designate the person who shall carry on the rights, obligations, and duties of the office or position for the duration of such suspension.

8622. During a state of war emergency, the Governor, any state agency, or any agency acting under the authority of this chapter may exercise outside the territorial limits of this state any of the powers conferred upon him or it by or pursuant to this chapter.

8623. During a state of war emergency, any person holding a license, certificate, or other permit issued by any state evidencing the meeting of the qualifications of such state for professional, mechanical, or other skills, may render aid involving such skill to meet the emergency as fully as if such license, certificate, or other permit had been issued in this state if a substantially similar license, certificate, or other permit is issued in this state to applicants possessing the same professional, mechanical, or other skills.

8624. (a) Whenever it appears that a state of war emergency will continue for more than seven days, the Governor shall call a meeting of the Emergency Council not later than the seventh day.

(b) All of the powers granted the Governor by this chapter with respect to a state of war emergency shall terminate when:

(1) The state of war emergency has been terminated by proclamation of the Governor or by concurrent resolution of the Legislature declaring it at an end; or

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(2) The Governor has failed to call a meeting of the Emergency Council within the period prescribed in subdivision (a) of this section; or

(3) The Governor has not within 30 days after the beginning of such state of war emergency issued a call for a special session of the Legislature for the purpose of legislating on subjects relating to such state of war emergency, except when the Legislature is already convened with power to legislate on such subjects.

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APPENDIX A

ABBREVIATIONS AND ACRONYMS

ACS	Auxiliary Communications Services
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
DOC	Departmental Operations Center
DSR	Damage Survey Report
EAS	Emergency Alert System
EMS	Emergency Medical Services
EDIS	Emergency Digital Information System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ETA	Estimated Time of Arrival
FCC	Federal Communications Commission
GAR	Governor's Authorized Representative
HMC	Hazard Mitigation Coordinator
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
ICS	Incident Command System
IDE	Initial Damage Estimate
IMS	Incident Management System
JIC	Joint Information Center
LHMP	Local Hazard Mitigation Plan
NAWAS	National Warning System
NCIC	National Crime Information Center
NDAA	Natural Disaster Assistance Act
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
P.L.	Public Law
PIO	Public Information Officer
RDMHC	Regional Disaster Medical Health Coordinator

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REOC	Region Emergency Operations Center
RIMS	Response Information Management System
SEMS	Standardized Emergency Management System
SHMC	State Hazard Mitigation Coordinator
SOP	Standard Operating Procedures
WMD	Weapons of Mass Destruction