



This document outlines the planning and organizational responsibilities of the Oil and Hazardous Materials (ESF #10) coordinating agencies for the Yolo Operational Area

Yolo Operational Area Oil & Hazardous Materials Response Executive Summary

Emergency Support Function
#10 - Annex to local
Emergency Operations Plans

Version 2.0

Revised: September 2015

PARTICIPATING AGENCIES



HANDLING INSTRUCTIONS

1. The title of this document is the *Yolo County Operational Area Oil and Hazardous Materials Response (ESF #10) Annex Executive Summary*
2. The information gathered herein is to be used for training and reference purposes within the Yolo Operational Area. Reproduction of this document, in whole or in part, without prior approval from the Yolo County Office of Emergency Services is prohibited.
3. Point of Contact:

Yolo County Office of Emergency Services

DANA M. CAREY

OES Coordinator
625 Court Street, Room 202
Woodland, CA 95695
Office: 530-666-8150
Direct: 530-406-4933
dana.carey@yolocounty.org

This page intentionally blank

CONTENTS

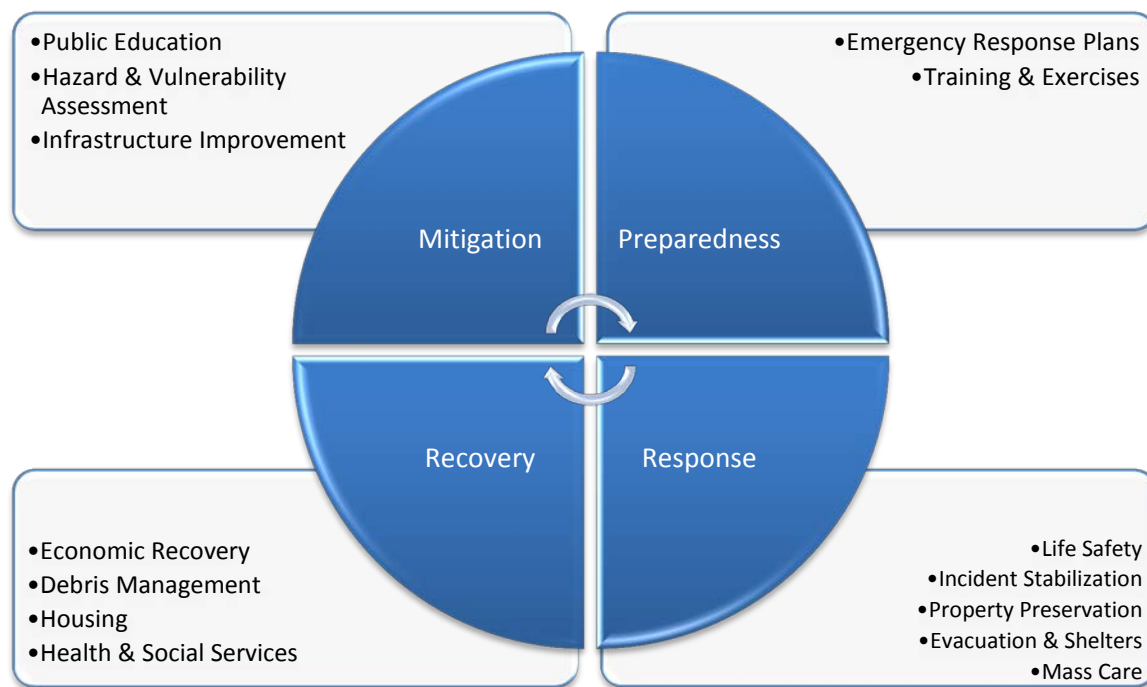
| | |
|---|----|
| Participating Agencies..... | 1 |
| Handling Instructions..... | 3 |
| Contents..... | 5 |
| Introduction..... | 7 |
| Overview..... | 7 |
| Purpose..... | 8 |
| Scope..... | 8 |
| Goals..... | 9 |
| Annex Maintenance and Administration..... | 9 |
| Stakeholders..... | 10 |
| Lead Coordinators..... | 10 |
| Supporting Agencies and Departments..... | 10 |
| Emergency Management Community..... | 11 |
| State Agencies..... | 11 |
| Federal Agencies..... | 12 |
| Concept of Operations..... | 13 |
| Mitigation..... | 13 |
| Preparedness..... | 13 |
| Response..... | 14 |
| Recovery..... | 15 |
| Appendix A: Yolo Operational Area Planning Groups..... | 16 |
| Appendix B: Documentation Maintenance Responsibilities..... | 18 |
| Appendix C: Acronyms..... | 19 |
| Appendix D: Version History..... | 21 |

This page is intentionally blank

INTRODUCTION

OVERVIEW

The *Yolo County Operational Area Oil and Hazardous Materials Response (ESF #10)* represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management services related to oil and hazardous materials within the Yolo Operational Area. The Function #10 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.



The Yolo County Fire, Rescue, & Hazardous Materials planning group¹ supports and coordinates the Operational Area’s activities of its stakeholders in the mission to protect life and property from natural and human-caused emergencies resulting from an Oil or Hazardous Materials release.

The *Yolo County Operational Area Oil and Hazardous Materials Response (ESF #10)* is an annex to the County of Yolo Emergency Operations Plan (EOP), City of Davis EOP, City of West Sacramento EOP, City of Winters EOP, City of Woodland EOP, and the Yocha Dehe Wintun Nation EOP. The purpose of the annex is to define the scope of Function #10 and the emergency management activities of its stakeholders. The development of Function #10 will be a continuous process that will take time, resources and consensus building. Plans within the annex will be maintained to reflect inclusion of additional stakeholders, the expansion of resources and capabilities, or the revision of policies and procedures.

¹ See [Appendix A](#) for an overview of all planning groups within the Yolo Operational Area

An Oil and Hazardous Materials response is complex and involves many jurisdictions and agencies. It can also span several different response plans and traverse jurisdictional boundaries. Multiple plans maintained throughout the County may be used depending on the specific agent and response needed.



PURPOSE

The Function #10 Executive Summary provides guidance for a coordinated response and planning effort to an actual or potential discharge and/or release of oil or hazardous materials to meet the needs generated by disasters affecting the Yolo Operational Area.

SCOPE

The plans that make-up the Function #10 Annex may be activated in whole or in part as described in the local Emergency Operations Plans and/or in response to a request for support. A Yolo County response to oil or hazardous materials incidents may also be carried out under other key response authorities identified in any plan identified in this Executive Summary.

The scope of Function #10 includes the appropriate actions to prepare for and respond to a threat to public health, welfare, or the environment caused by actual or potential oil and/or hazardous materials incident. For purposes of this Executive Summary, “hazardous materials” is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the *Yolo County Hazardous Materials Area Plan*. When responding under:

- Chapter 9 Emergency Organization and Functions of the City of Davis, Municipal Code
- Chapter 2.40 Emergency Organization and Functions of the City of West Sacramento, Municipal Code
- Chapter 2.56 Disaster and Emergency Organization of the City of Winters, Municipal Code

- Chapter 8 Emergency Services of the City of Woodland, Municipal Code
- TC-07-17-12-19 of the Yocha Dehe Wintun Nation, Code of Ordinances
- Title 4, Chapter 1 – Emergency Services of the County of Yolo, Code of Ordinances

The plans that make-up this annex may be used to take actions and respond to environmental contamination beyond what is covered by the *Yolo County Hazardous Materials Area Plan*².

GOALS

This section identifies the goals for the Yolo County Fire, Rescue, & Hazardous Materials planning group to support the further development and ongoing maintenance of emergency support function #10 over the coming years.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency involving the release of Hazardous Materials.
- Integrate and standardize function #10 emergency management activities within SEMS/NIMS.
- Proactively develop and support mutual aid and other forms of assistance.
- Implement improvements to the Operational Area’s oil and hazardous materials response capabilities.
- Identify, coordinate, and engage the Operational Area’s emergency function #10 stakeholders.
- Train and exercise the activities of function #10.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Hazardous Materials response.

ANNEX MAINTENANCE AND ADMINISTRATION

Various members are responsible for the on-going maintenance and administration of function #10 plans, Field Operations Guides, Standard Operating Procedures, resource directories, exercises, etc., these are outlined in [Appendix B](#).

² Additional first responder functions are addressed in the ESF-4 Firefighting Executive Summary, ESF-6 Mass Care Executive Summary, ESF-9 Search and Rescue Executive Summary, ESF-13 Public Safety and Security Executive Summary, and ESF-15 External Affairs Executive Summary.

STAKEHOLDERS

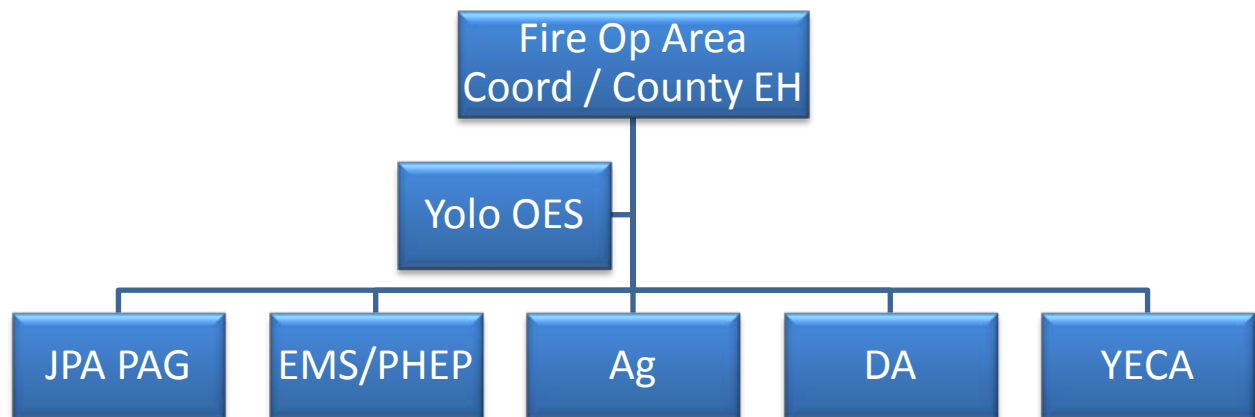
LEAD COORDINATORS

For the development of the Operational Area level, co-coordinators have been designated based upon authorities and responsibilities held on both the regulatory and response levels by these coordinators. The Yolo County Environmental Health Division and Operational Area Fire Coordinator(s) are responsible for regulatory and response plans, respectively. They are responsible for facilitating the development, maintenance, and implementation of function #10, with input and assistance from the stakeholders.

SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that play roles in both regulatory and response operations assist in the development of function #10. These supporting stakeholders have responsibilities in assisting the coordination of all phases of emergency management.

| Department/Agency | Division/Group | Responsibility |
|--|--|--|
| Yolo County Department of Planning, Public Works, & Environmental Services | Environmental Health (EH) Services Division | Hazardous Materials Area Plan maintenance & updates. Serves as the Certified Unified Program Agency (CUPA) for Yolo County. |
| University of California Davis Fire Department | Yolo County Hazardous Materials Response Team Joint Powers Authority (JPA) Policy Advisory Group (PAG) | Assists with the Hazardous Materials Area Plan maintenance & updates for response sections. Serves as the primary coordinating agency for the County HazMat Response Team. |
| Yolo County Administration Office | Operational Area Office of Emergency (OES) Services | Function #10 Executive Summary maintenance & updates. Serves as the primary coordinating agency for Operational Area Emergency Management. |
| Yolo County Health Services Department | Emergency Medical Services (EMS) and Public Health Emergency Preparedness (PHEP) Division | Bio-Detection System Plan maintenance & updates. Serves as the Medical and Health Operational Area Coordinator and has reporting requirements to the California Department of Public Health under Health and Safety Code 1797.153. |
| Yolo County Agriculture Department | Yolo County Agricultural Commissioner | Has regulatory mandates for pesticide use under the California Food and Agricultural Code. |
| Yolo County District Attorney's (DA) Office | Investigations and Prosecutions Divisions | Has investigative and prosecutorial responsibilities in incidents involving certain Hazardous Materials releases. |
| Yolo Emergency Communications Agency (YECA) | Dispatch | Has dispatch, alert, and notification responsibilities to function #10 stakeholders during Hazardous Materials incidents. |



EMERGENCY MANAGEMENT COMMUNITY

As described in local Emergency Operations Plans, function #10 will also involve other stakeholders such as:

- The Chemical Emergency Planning and Response Commission (CEPRC) – Serves as the State Emergency Response Commission (SERC) in California.
- The Region IV Local Emergency Planning Committee (LEPC) – Developed under the Emergency Planning and Community Right-to-Know Act, LEPCs assist in preparing for emergencies, particularly those concerning hazardous materials.
- University of California Davis – Coordinates with Operational Area staff specifically planning and response operations (specifically for the City of Davis).
- The United State Postal Service – Operates a postal sorting facility in the City of West Sacramento and participates in Bio-Detection System planning, training, exercising, & response.
- County and City Public Works and the Tribal Environmental Department – May be included in response and recovery actions for the purpose of controlling the spread of a release.
- Private Entities – May be involved depending on the type and quantities of Hazardous Materials stored on their individual sites.

As the group advances, planning should include for the future participation of these and future stakeholders.

STATE AGENCIES

The role of the State Agencies will be dependent upon the specific nature of the emergency including the type of material released, the scope of the response and recovery activities, and whether the incident affects the inland or coastal zone, on state streets, highways, or state-owned buildings or grounds. Supporting State Agencies are those who can provide technical, policy, and

subject matter expertise, and are generally requested by stakeholder agencies or the Lead Coordinator(s) during an incident.

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency.

CONCEPT OF OPERATIONS

This section describes the function #10 concept of operations, which documents how the emergency function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for function #10 include:

- Identify stakeholders and engage them in the development and maintenance of function #10.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of function #10.
- Collaborate to pool function #10 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities.
- Support the Yolo Operational Area Multi-jurisdictional Hazard Mitigation Plan.
- Coordinate with the Yolo County Office of Emergency Services.

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for function #10 include:



- Develop and maintain the Yolo County Function #10 Executive Summary and plans which comprise the function #10 annex to local Emergency Operations Plans.
- Establish decision-making and communication processes for function #10.
- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the function #10 stakeholders.
- Plan for short-term and long-term emergency management and recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into all function #10 exercises.
- Conduct regular function #10 meetings and assist with training events.

- Support coordination for incident prioritization, critical resource allocation, integration of communications systems and information coordination.
- Begin to identify and document resource types for function #10.
- Create an Emergency Resource Directory providing the list of function #10 resources necessary to support operations.
- Create inventory agreements that are in place to support sharing of resources.

RESPONSE

Response includes activities that address the direct mitigation efforts of an incident. Response includes the execution of emergency operations plans and mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for function #10 include:

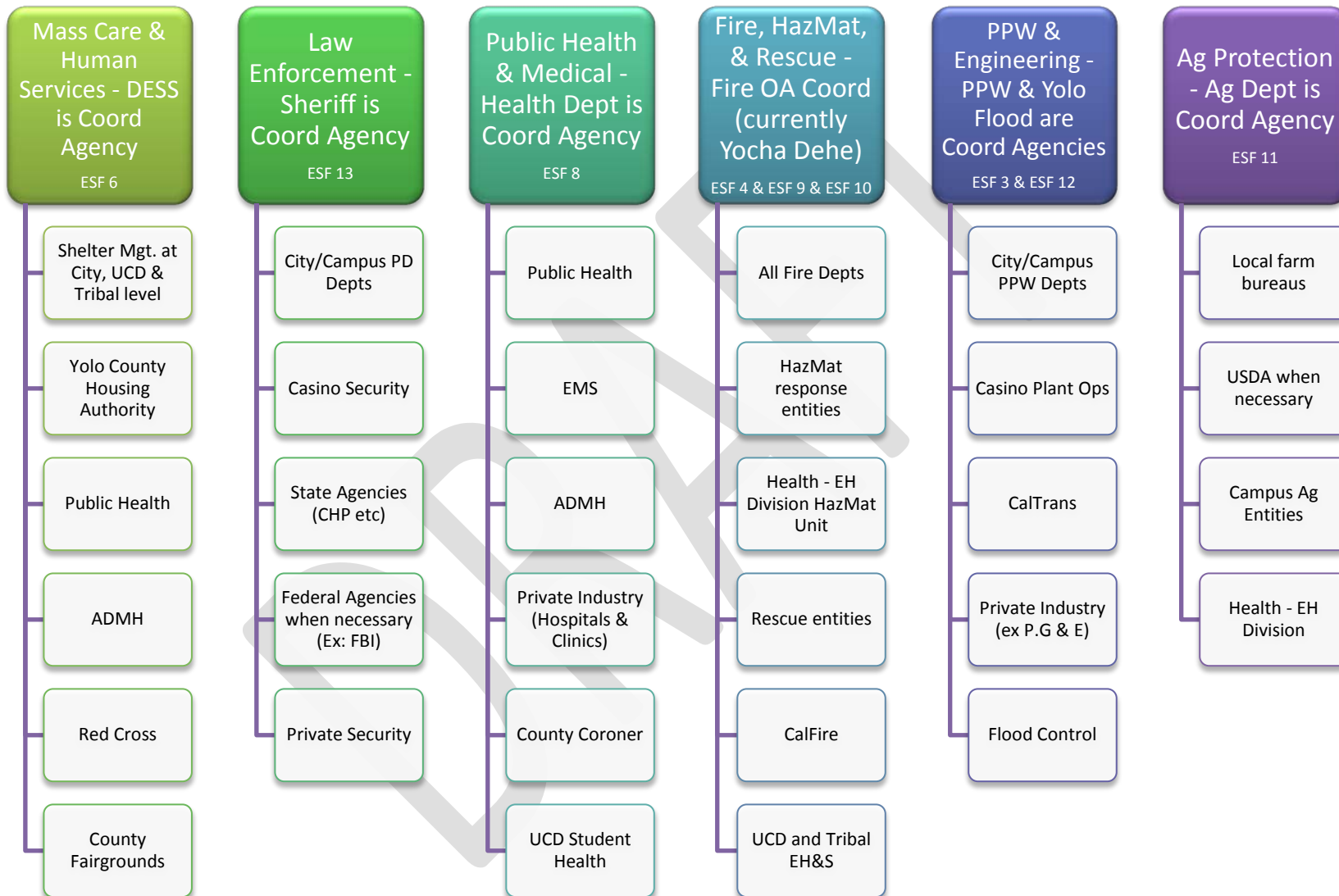
- Discipline-specific subject matter expertise for all activities within the Emergency Operations Center (EOC) organization - The function #10 coordinator provides subject matter recommendations and guidance involving its members.
- Assistance from support agencies.
- Guidance in resource request processing to EOC Sections.
- Recommendations on the appropriate use of resources.
- Expertise regarding the procedures, processes and methods for obtaining resources.
- Assistance in acquiring and processing discipline-specific intelligence and information.
- Coordination with function #10 within other EOC levels.
- Provide linkage to discipline specific Multi Area Coordination (MAC) Groups and provide:
 - Collection of intelligence and information regarding the emergency to assist in setting priorities and objectives.
 - Detailed information on scarce resources, resource allocation and inventory.
 - Recommendations during the development of AARs.
- Identify and document the operating modes including:
 - **Trigger Points/Thresholds** – Identifies triggers that may indicate a need to increase the operational mode.
 - **Warning Procedures** – Identifies the procedures used to support warning emergency function stakeholders of an approaching or imminent danger prior to an incident to determine the need to increase the level of the operational mode. This should also include steps taken by the emergency function to increase readiness or to save lives and protect property prior to an incident.
 - **Alert and Notification** – Documents the alert and notification procedures for the emergency function when there is an increase in operational mode level.
- Documenting how stakeholders mobilize resources to support incident response and operations. This includes direct response under existing authorities or support and coordination of field-level response operations. Also document how resources will be tracked during mobilization and demobilization when no longer needed.
- Documenting how function #10 organizes itself to support the emergency response within SEMS levels consistent with the Multi Agency Coordination System (MACS). Also documents how the emergency function will support the maintenance of the MACS.
- Assisting with the documentation of how function #10 members communicate during an emergency, including primary and secondary systems and system redundancy.

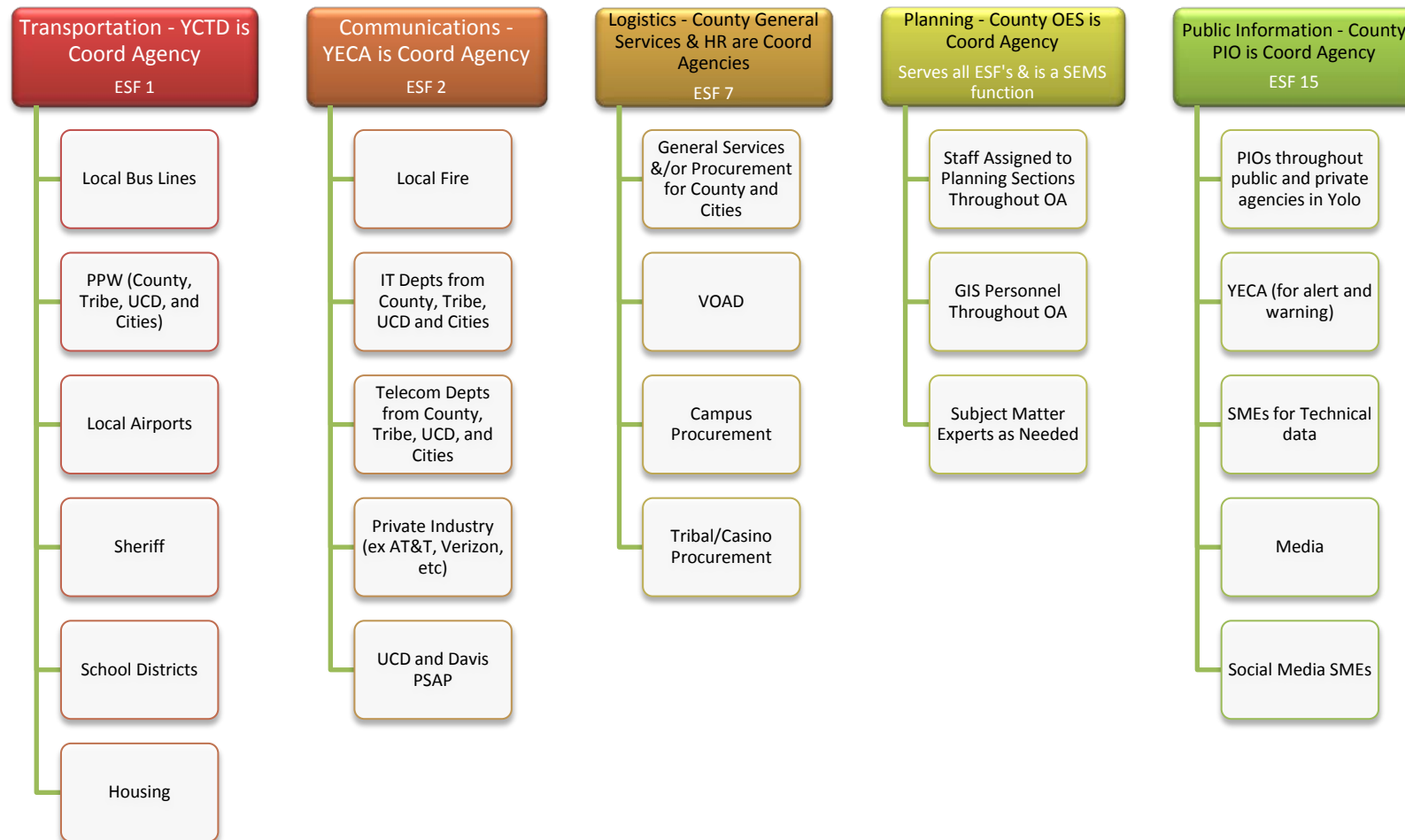
RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery activities for function #10 may include:

- Supporting recovery activities with roles and responsibilities of function #10 members.
- Working with other functions to organize rapid needs assessment teams to prevent duplication of efforts.
- Coordination with private agencies for the purposes of restoring land and the environment affected by a Hazardous Materials release.

APPENDIX A: YOLO OPERATIONAL AREA PLANNING GROUPS





ESF5 is satisfied by OES involvement in all other ESF planning aspects & ESF 14 is satisfied by the recovery planning within each ESF.

APPENDIX B: DOCUMENTATION MAINTENANCE RESPONSIBILITIES

| Plan/Document Name | Description | Emergency Management Phases | Owner | Last Updated |
|--|---|-------------------------------------|--|-------------------|
| <i>Yolo County Operational Area Oil and Hazardous Materials Response (ESF #10) Annex Executive Summary</i> | Overview of Function #10 for the Yolo Operational Area | Preparedness | Yolo County OES | September 2015 |
| <i>Yolo Operational Area Hazardous Material Area & Response Plan</i> | Describes regulatory information pertaining to Function #10, overarching protective measures and response operations in the Yolo Operational Area | Mitigation, Preparedness & Recovery | Yolo County Department of Planning, Public Works, and Environmental Services | March 2007 |
| <i>United States Postal Service (USPS) Bio-Detection System (BDS) Response Plan</i> | Primary Response Plan for the Bio-Detection System located at the West Sacramento USPS sorting facility | Response | Yolo County Health Services Department | Under Development |
| <i>HazMat Alert and Notification Procedures</i> | Outlines the system(s) and procedures to be used for Alert and Notification to a Hazardous Materials event | Preparedness & Response | Yolo Emergency communications Agency | Under Development |

APPENDIX C: ACRONYMS

AAR – After Action Report

ADMH – Alcohol Drug & Mental Health

Ag – Agricultural

BDS – Bio-Detection System

CAP – Corrective Action Plan

CEPRC – Chemical Emergency Planning & Response Commission

CUPA – Certified Unified Program Agency

DA – District Attorney

DESS – Department of Employment and Social Services

EH – Environmental Health

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ESF – Emergency Support Function

GIS – Geographic Information Systems

HazMat – Hazardous Materials

JPA – Joint Powers Authority

LEPC – Local Emergency Planning Committee

MAC – Multi-agency Coordination

MACS – Multi-agency Coordination System

NRF – National Response Framework

NIMS – National Incident Management System

OES – Office of Emergency Services

OA – Operational Area

PAG – Policy Advisory Group

PHEP – Public Health Emergency Preparedness

PPW – Planning and Public Works

SEMS – Standardized Emergency Management System

SERC – State Emergency Response Commission

UCD – University of California Davis

USPS – United States Postal Service

VOAD – Voluntary Organizations Active in Disasters

YECA – Yolo Emergency Communications Agency

APPENDIX D: VERSION HISTORY

| Change Number | Section | Date of Change | Individual Making Change | Description of Change |
|---------------|-------------|----------------|--------------------------|--|
| 0.1 | All | 05/06/2014 | Howell Consulting | Initial draft |
| 0.2 | All | 05/07/2014 | Yolo OES | Include edits & comments for revision |
| 0.3 | All | 06/20/2014 | Howell Consulting | Revision 2 |
| 0.4 | All | 07/29/2014 | Yolo EH | Included edits & comments for revision |
| 0.5 | All | 10/20/2014 | JPA PAG | Included edits & comments for revision |
| 0.6 | All | 11/25/2014 | Yolo OES | Revision 3 (public comment version of draft) |
| 1.0 | All | 01/05/2015 | Yolo OES | Inclusion of public comments |
| 1.1 | Pgs 10 & 18 | 05/19/2015 | Yolo OES | Reflects joining of the HazMat Area Plan and Response Ops Plan into one Plan |
| 2.0 | All | 09/01/2015 | Yolo OES | Inclusion of public comments |
| | | | | |