



This document outlines the planning and organizational responsibilities of the Emergency Management (ESF #5) coordinating agencies for the Yolo Operational Area

Yolo Operational Area Information & Planning Executive Summary

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

Version 2.0

Revised: May 2016

PARTICIPATING AGENCIES



HANDLING INSTRUCTIONS

1. The title of this document is the *Yolo County Operational Area Emergency Support Function #5 Annex: Information and Planning*
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.
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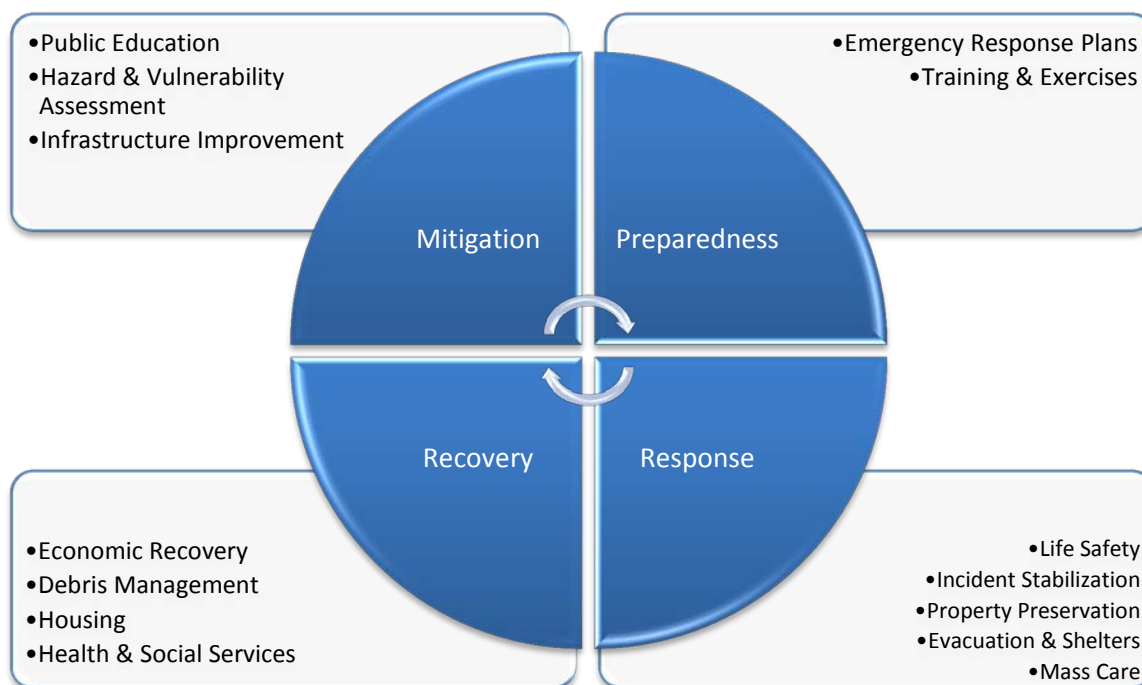
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INTRODUCTION

OVERVIEW

The *Information and Planning Annex (ESF #5)* represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide a common operating picture and planning platform within the Yolo Operational Area. The function #5 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management.



Function #5 is designated to support Operational Area emergency management activities for any event requiring multi-agency planning and coordination. Function #5 activities include alert and notification, EOC activation and staffing, emergency management planning, resource allocation, and financial management. Under function #5, trained and experienced staff fills management positions in the Planning, Operations, Logistics, and Finance/Administration Sections of the EOC jurisdictional EOCs.

The jurisdictionally designated OES Coordinators are the coordinating departments for function #5, and have ultimate responsibility to oversee function #5 activities. Upon EOC activation, they may request representatives from other departments to fill relevant function #5 positions in accordance with the needs of the event.

The *Information and Planning Annex (ESF #5)* 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 #5

and the activities of its stakeholders. The development of function #5 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.



PURPOSE

Function #5 is responsible for collecting, analyzing, processing, and disseminating information about a potential or actual incident and conducting planning activities to facilitate the overall activities in providing assistance to the whole community. Additionally, Function #5 is responsible for supporting overall emergency management activities of the Cities, County, Operational Area and Tribe during a significant incident, emergency, disaster or planned event that exceeds the capacity of normal response operations. During such circumstance, function #5 will provide core management and administrative functions in support of the Emergency Operations Center (EOC) and associated departmental and field operations.

SCOPE

Function #5: Information and Planning serves as the coordinating function for overall emergency management activities prior to and immediately following a major event within the Operational Area. This function encompasses EOC support and planning functions during post-event response. When activated, function #5 activities may include the following:

- Coordinate support activities required to prepare for or respond to a major event, to include information collection, analysis, operations support, planning, requests for

assistance, resource management, deployment and staffing, mutual aid, facilities management, and financial management.

- Maintain communication and coordination between the all jurisdictional EOC Sections and Branches, Policy Group, Department Operations Centers (DOCs), the Regional Emergency Operations Center (REOC), and other Operational Area EOCs and/or Federal partners who establish a direct relationship with jurisdictional EOCs.
- Facilitate receipt of management policies and direction from the Policy Group; communicate policy/direction to EOC Sections/Branches.

The plans that make-up the function #5 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 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

GOALS

This section identifies the goals for the Yolo Operational Area Emergency Management partners to support the further development and ongoing maintenance of emergency support function #5 over the coming years.

- Conducts operational planning, coordinating with other OA agencies at both the county and local levels.
- Activates and convenes OA emergency assets and capabilities to prevent and respond to incidents that may require a coordinated response, and coordinates with State, local and tribal emergency management organizations.
- Coordinates preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning.
- Assists in the overall staffing of emergency management activities at emergency operations centers, including which functions are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.

ANNEX MAINTENANCE AND ADMINISTRATION

Various members are responsible for the on-going maintenance and administration of function #5 plans, Field Operations Guides, Standard Operating Procedures, resource directories, exercises, etc., these are outlined in [Appendix B](#).

STAKEHOLDERS

LEAD COORDINATORS

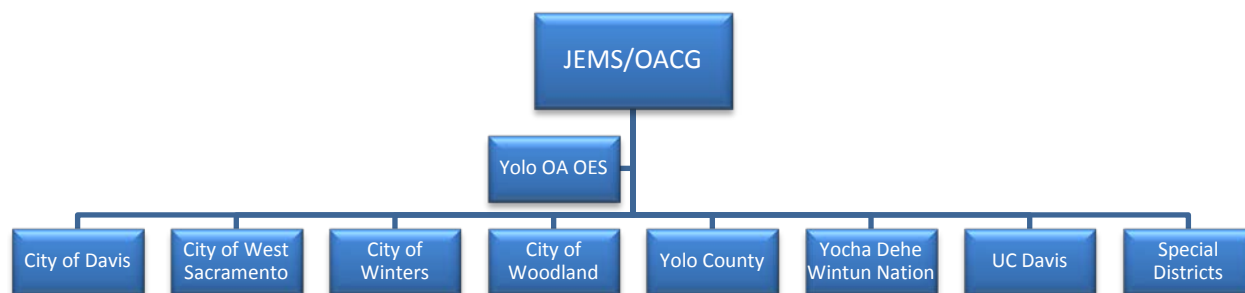
For the development of the Operational Area level a lead agency has been designated based upon authorities and responsibilities. The lead agency is responsible to facilitate the development, maintenance, and implementation of function #5, with input and assistance from the stakeholders. For the purposes of function #5, the lead agency is the Yolo Operational Area Joint Emergency Management Services (JEMS) Group which includes:

- City of Davis
- City of Winters
- Yocha Dehe Wintun Nation
- Yolo County Housing
- City of West Sacramento
- City of Woodland
- Yolo County

SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that play roles in both regulatory and response operations assist in the development of function #5. These supporting stakeholders have responsibilities in assisting the coordination of all phases of emergency management.

Department/Agency	Division/Group	Responsibility
Yolo Operational Area Office of Emergency Services	Operational Area Coordinating Group (OACG)	Provide direction regarding Operational Area emergency management and response operations.
Yolo Operational Area Office of Emergency Services	Joint Emergency Management Services Agreement (JEMS) members	Provide direction of workplans, budgets, and special projects designed to sustain and enhance the Joint Emergency Management concept throughout the Yolo Operational Area
City of Davis	Fire Department	Provide direction regarding City of Davis emergency management and response operations.
City of West Sacramento	Fire Department	Provide direction regarding City of West Sacramento emergency management and response operations.
City of Winters	City Manager's Office	Provide direction regarding City of Winters emergency management and response operations.
City of Woodland	Police Department	Provide direction regarding City of Woodland emergency management and response operations.
County of Yolo	Administrators Office	Provide direction regarding Yolo County emergency management and response operations.
Yocha Dehe Wintun Nation	Fire Department	Provide direction regarding Yocha Dehe Wintun Nation emergency management and response operations.
University of California Davis	Emergency Management and Mission Continuity Division	Provide direction regarding the University of California, Davis Campus emergency management and response operations.
Special District Representatives	Various	Representatives provide direction regarding the emergency management and response operations of their respective special district.



MEETING FREQUENCY AND PROTOCOLS

JEMS – Partners provide representatives to participate in quarterly meetings for the purposes of program direction and review of projects. Emergency Services Directors (identified by Ordinance/Code) are provided with bi-annual updates regarding the program.

OACG – Partners meet every other month to review opportunities for the advancement of emergency planning and response as well as share independent planning efforts undertaken by any department, agency, or Emergency Support Function.

DECISION MAKING PROCESS

All decisions of both groups are made by consensus; through a simple majority vote.

EMERGENCY MANAGEMENT COMMUNITY

As described in local Emergency Operations Plans, function #5 will also involve other stakeholders such as:

- California Office of Emergency Services, Inland Region Representatives – Serves as the Regional emergency planning and response point for the Yolo Operational Area.
- California Office of Emergency Services Office of Intergovernmental Tribal Affairs – Works to improve and maintain communication and collaboration between CalOES and all Native American Tribes in California.
- The Region IV Mutual Aid Regional Advisory Committee (MARAC) – Provides a broad base for local government participation and is a principal source of input and information in the California Standardized Emergency Management System.
- Delta Working Group (DWG) – A combination of Counties and response partners who have primary responsibility for flood response within the Sacramento Delta.
- California Emergency Services Association (CESA) – Is an organization dedicated to the

promotion of mutual support and cooperation across disciplines in preparing for natural and human caused disasters and public emergencies.

- California Operational Area Coalition (COAC) – Acts as a forum for information exchange and advocacy on emergency management issues specific to California’s 58 Operational Areas.
- Standardized Emergency Management System (SEMS) Advisory Board – Oversees the process for supporting the ongoing improvement and maintenance of California’s overall system for emergency management.
- California State Association of Counties (CSAC) – Represents county government before the California Legislature, administrative agencies and the federal government.

As the groups advance, 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 hazard being addressed and the scope of the response and recovery activities. 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 #5 concept of operations, which documents how the emergency function stakeholders will, through collaboration and joint activities, support each phase of emergency management.

PLANNING ASSUMPTIONS

The following planning assumptions for function #5: Information & Planning apply:

- During an emergency situation that exceeds normal capacity, there is a need for a central collection point at the Emergency Operations Center (EOC) where situation information can be compiled, analyzed, and prioritized.
- EOC activities are not intended to manage incident level operations, but rather to provide overall support and coordination to emergency management
- There is an immediate and continuous need for officials involved in response and recovery efforts to receive information about the developing or ongoing emergency situation.
- The jurisdictional Emergency Services Director or their designee has ultimate responsibility of overall emergency management efforts during an emergency situation. With support from the Policy Group. The Director will issue policy guidance and provide overall supervision of jurisdictional operations.
- EOC activities may require 24-hour operations.
- During an event, resource management and coordination may be initially performed at the Departmental Operations Center level (if one exists). When internal resources have been exhausted, requests are submitted by the DOC to its representative in the EOC.

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 #5 include:

- Identify stakeholders and engage them in the development and maintenance of function #5 at least annually.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of function #5 through the current Hazard Mitigation Plan.
- Collaborate to pool function #5 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).
- Continue to 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 #5 include:



- Develop and maintain the Yolo County Function #5 Executive Summary and plans which comprise the function #5 annex to local Emergency Operations Plans.
- Establish decision-making and communication processes for function #5.
- 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 #5 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 #5 exercises.
- Conduct regular function #5 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 #5.
- Create an Emergency Resource Directory providing the list of function #5 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 #5 include:

- Discipline-specific subject matter expertise for all activities within the Emergency Operations Center (EOC) organization - The function #5 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 #5 within other EOC levels.
- Provide linkage to discipline specific Multi Area Coordination (MAC) Groups and provide:

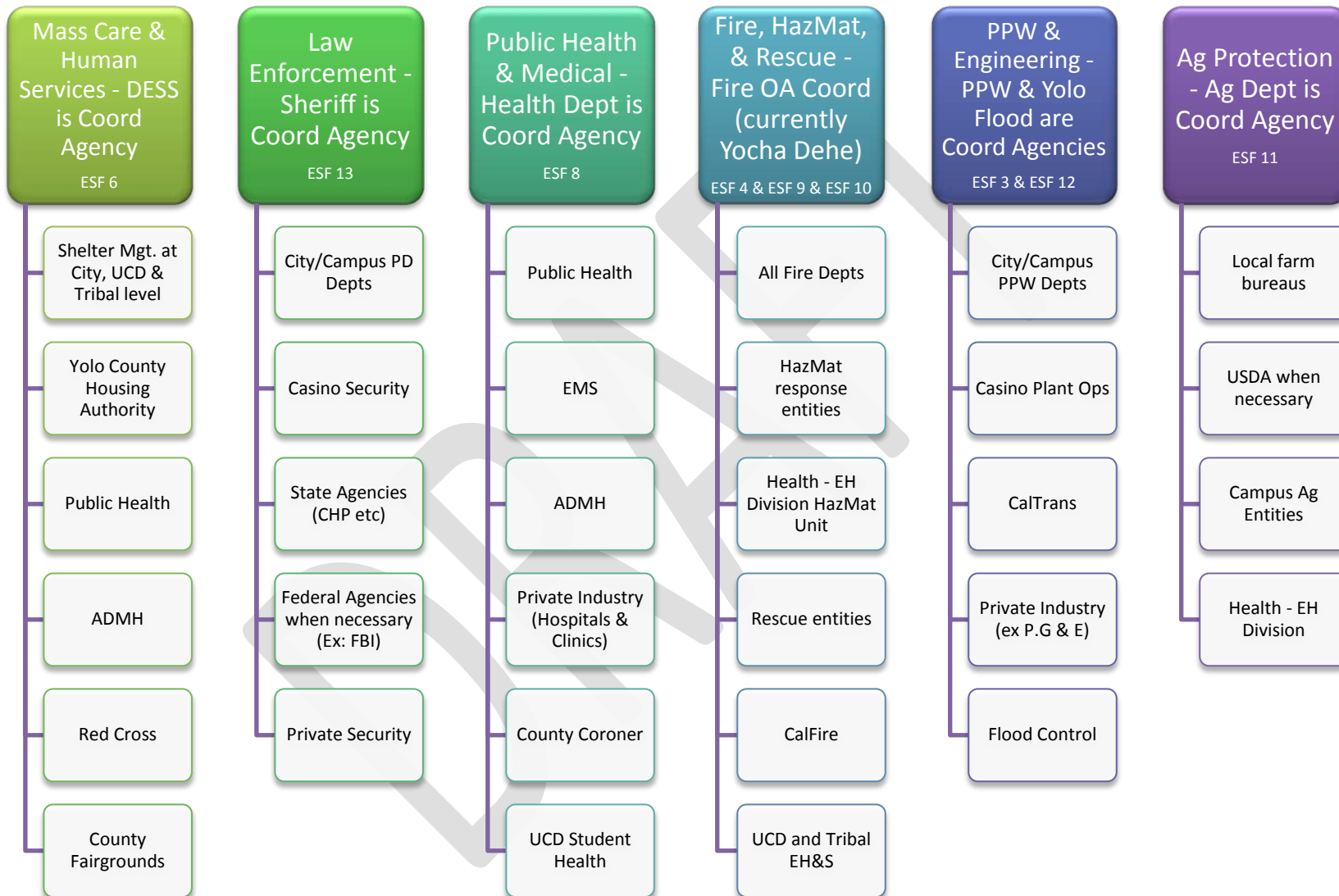
- Collection of intelligence and information regarding the emergency to assist in setting priorities and objectives.
- Detailed information on scarce resources, resource allocation and inventory.
- Recommendations during the development of AARs.
- Identify and document the operating modes including:
 - **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 #5 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 #5 members communicate during an emergency, including primary and secondary systems and system redundancy.

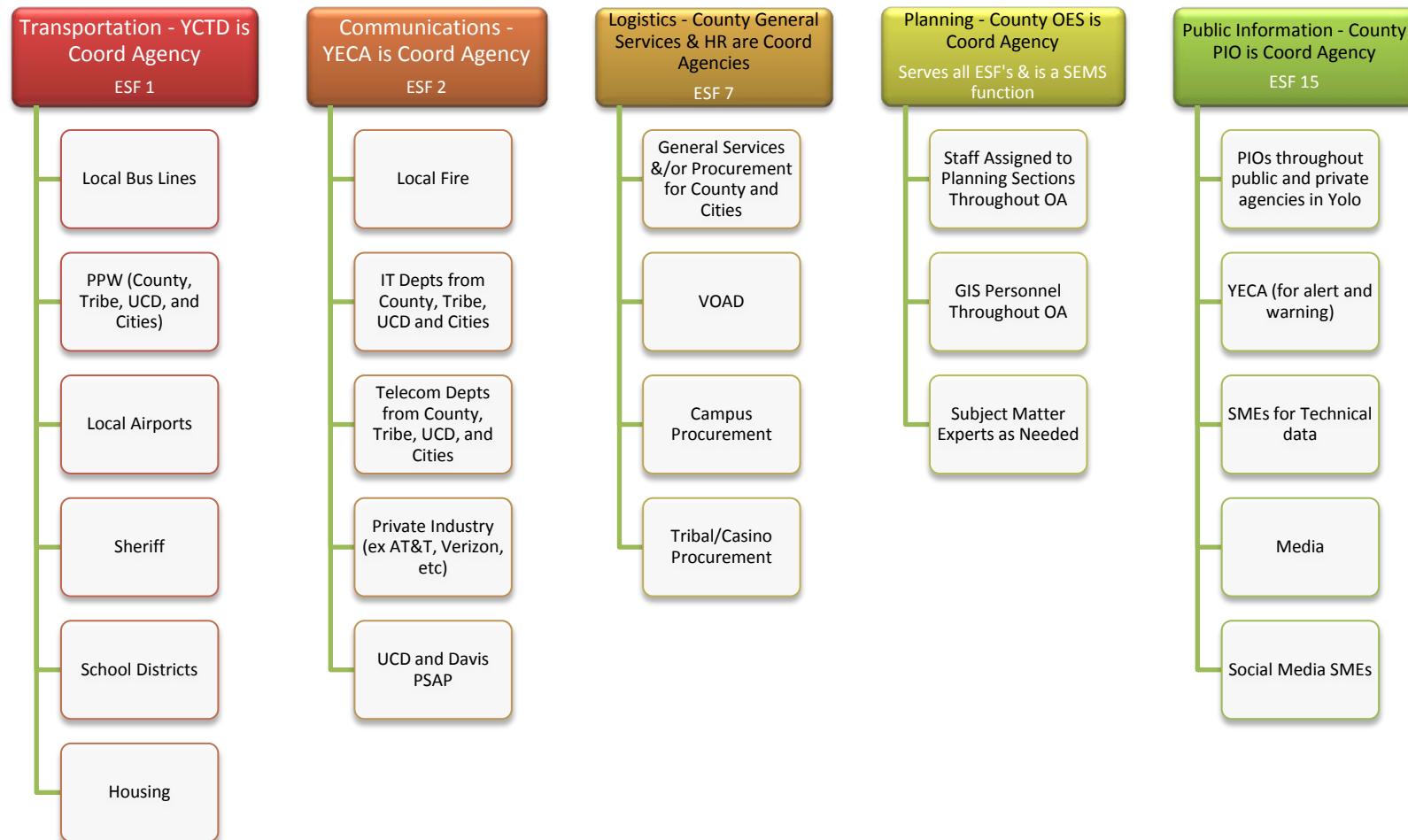
RECOVERY

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 #5 may include:

- Supporting recovery activities with roles and responsibilities of function #5 members.
- Working with other function #5 stakeholders to prevent duplication of efforts.

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 Emergency Management (ESF #5) Annex Executive Summary</i>	Overview of Function #5 for the Yolo Operational Area	Preparedness	Yolo County OES	May 2016
<i>Yolo County EOC Direction, Control & Coordination Annex</i>	Describes roles & responsibilities of the Yolo County/Yolo Operational Area Emergency Operations Center	Mitigation, Preparedness & Recovery	Yolo County OES	December 2013
<i>Yocha Dehe EOC Direction, Control & Coordination Annex</i>	Describes roles & responsibilities of the Yocha Dehe Wintun Nation Emergency Operations Center	Mitigation, Preparedness & Recovery	Yocha Dehe Fire Department	December 2014
<i>City of Davis EOC Direction, Control & Coordination Annex</i>	Describes roles & responsibilities of the City of Davis Emergency Operations Center	Mitigation, Preparedness & Recovery	City of Davis Fire Department	Under Development
<i>City of West Sacramento EOC Direction, Control & Coordination Annex</i>	Describes roles & responsibilities of the City of West Sacramento Emergency Operations Center	Mitigation, Preparedness & Recovery	City of West Sacramento Fire Department	Under Development
<i>City of Winters EOC Direction, Control & Coordination Annex</i>	Describes roles & responsibilities of the City of Winters Emergency Operations Center	Mitigation, Preparedness & Recovery	City of Winters, City Manager's Office	Under Development

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
<i>City of Woodland EOC Direction, Control & Coordination Annex</i>	Describes roles & responsibilities of the City of Woodland Emergency Operations Center	Mitigation, Preparedness & Recovery	City Police Department	Under Development
<i>Yolo County Ordinance: Title 4, Chapter 1</i>	Legal basis for the County's Emergency Management Program	Preparedness	Yolo County OES	May 2007
<i>City of Davis Municipal Code: Chapter 9</i>	Legal basis for the City's Emergency Management Program	Preparedness	City Fire Department	
<i>City of West Sacramento Municipal Code: Title 2, Chapter 2.40</i>	Legal basis for the City's Emergency Management Program	Preparedness	City Fire Department	
<i>City of Winters Municipal Code: Title 2, Chapter 2.56</i>	Legal basis for the City's Emergency Management Program	Preparedness	City Manager's Office	
<i>City of Woodland Municipal Code: Chapter 8</i>	Legal basis for the City's Emergency Management Program	Preparedness	City Police Department	
<i>Yocha Dehe Ordinance TC-07-17-12-19</i>	Legal basis for the Tribe's Emergency Management Program	Preparedness	Tribal Fire Department	
<i>Yolo Operational Area Training and Exercise Plan</i>	Is a 5 year plan which outlines the Training and Exercises expected within the OA	Preparedness	Yolo OA OES	June 2015

APPENDIX C: ACRONYMS

ADMH – Alcohol Drug & Mental Health

Ag – Agricultural

CalOES – California Office of Emergency Services

CESA – California Emergency Services Association

COAC – California Operational Area Coalition

CSAC – California State Association of Counties

DA – District Attorney

DESS – Department of Employment and Social Services

DOC – Departmental Operations Center

DWG – Delta Working Group

EH – Environmental Health

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ESF – Emergency Support Function

GIS – Geographic Information Systems

JEMS – Joint Emergency Management Services

MARAC – Mutual Aid Regional Advisory Committee

NRF – National Response Framework

NIMS – National Incident Management System

OES – Office of Emergency Services

OA – Operational Area

OACG – Operational Area Coordinating Group

PIO – Public Information Officer

PPW – Planning and Public Works

REOC – Regional Emergency Operations Center

SEMS – Standardized Emergency Management System

UCD – University of California Davis

YCTD – Yolo County Transportation District

YECA – Yolo Emergency Communications Agency

APPENDIX D: VERSION HISTORY

Change Number	Section	Date of Change	Individual Making Change	Description of Change
0.1	All	10/10/2014	Howell Consulting	Initial draft
0.2	All	01/10/2015	Yolo OES	Include edits & comments for revision
0.3	All	01/11/2015	Howell Consulting	Revise Concept of Operations Section and review rest
1.0	All	05/19/2015	Yolo OES	Inclusion of edits from Public Comment period
1.1	All	09/01/2015	Yolo OES	Inclusion of change in name of ESF
2.0	All	05/05/2016	Yolo OES	Inclusion of edits from Public Comment period