



This document outlines the planning and organizational responsibilities of Emergency Management coordinating agencies for the Yolo Operational Area

# EOC Management

An Annex to the County of  
Yolo Emergency Operations  
Plans

Version v 3.0

Revised: August 2024

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# PROMULGATION

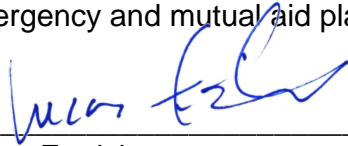
This Emergency Support Function Annex to the County of Yolo Emergency Operations Plan describes how Yolo County will manage an emergency incident or disaster mitigation, preparedness, response, and restoration related to this Emergency Support Function. All primary and support agencies identified as having assigned responsibilities in this emergency support function shall perform the emergency tasks described, including preparing and maintaining standard operating guidelines and procedures and carrying out the training, exercises, and maintenance needed to support the plan.

This Emergency Support Function plan was developed using the Comprehensive Planning Guide 101 version 3 from the Federal Emergency Management Agency and California's emergency planning guidance documents. Adoption will occur following the established maintenance schedule; however, the plan may be modified in the interim without prior approval and formal adoption under the direction of the Director of Emergency Operations. The revised plan will be relayed digitally to all Primary and Support agencies with assigned responsibilities in this Emergency Support Function. The Primary a designated agency will coordinate the review and update of the plan with the Support agencies as needed at least every three years. This Emergency Support Function plan supersedes any previous versions.

This Emergency Support Function Annex applies to Primary and Support agencies within Yolo County who are assigned responsibilities in *Section 4.5 Responsibilities by Emergency Support Function* of the All-Hazard Emergency Operations Plan and identified within the Emergency Support Function Annex.

This plan replaces previous annexes of the same or similar title.

The County of Yolo Board of Supervisors chairperson will formally promulgate this annex. The County Ordinance empowers the County Board of Supervisors to review and approve emergency and mutual aid plans.



\_\_\_\_\_  
Lucas Frerichs  
Chair of the Board of Supervisors

9/10/2024

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Date:

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# SECTION 1.0: EXECUTIVE SUMMARY

The Emergency Management Annex describes in detail what the Emergency Operations Center (EOC) consists of, and its positions and activities performed during an activation of the EOC. If a disaster occurs in the County's unincorporated area, the Chief Administrative Officer (CAO) will direct the emergency as the Director of Emergency Services. The Chief of Emergency Services (Deputy Director of Emergency Services) will assist in coordinating activities during an EOC activation alongside the Director of Emergency Services. If a disaster or emergency occurs in more than one jurisdiction or tribal nation, the CAO will become the Emergency Services Coordinator and coordinate resources. The coordination or direction of resources will be carried out at the Operational Area (OA) EOC.

## 1.1 INTRODUCTION

Emergency Management within the Yolo County Operational Area (OA) consists of synchronizing a myriad of governmental, non-profit, and business organizations into a single focused response. The goal is to save lives, protect property and the environment, and minimize socio-economic loss from the disaster or emergency.

## 1.2 PURPOSE

The purpose of the Emergency Management Annex is to describe how emergencies will be managed within the OA and to describe the organization and operation of the Operational Area Emergency Operations Center (OA EOC) and its role in supporting emergency response.

## 1.3 SCOPE

The Emergency Management Annex supports overall management of incident response activities within the OA. This annex provides the core management and administrative functions in support of the OA EOC.

## 1.4 OBJECTIVES

- To provide a basis for centralized control, coordination, and direction of emergency operations.
- To describe the OA EOC functional responsibilities under the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

### Whole Community Approach

The Yolo County Operational Area is committed to achieving and fostering an emergency management system that uses a Whole-Community Approach and is fully inclusive of individual needs and circumstances. For further details on the Whole-Community Approach to emergency management and the integration of inclusive emergency management practices, refer to the Emergency Operations Plan (EOP).

# SECTION 2.0: CONCEPT OF OPERATIONS

When an emergency occurs within the OA, the response is led by the incident commanders in the field and supported and coordinated by the jurisdictional and region’s EOCs. In major disasters, the response is conducted in two phases. First, the OA, in coordination with the local jurisdictions, assembles and allocates all needed local resources to respond to the incident. Over time, the focus transitions to integrating state and federal support resources effectively and efficiently into the response if conditions of the emergency become worse.

## 2.1 COORDINATION

Coordination within the Management Section in the OA EOC is one key to successful response operations. When decision-makers are together in one location, staff, and resources can be most effectively utilized. This section includes directors or representatives of County Departments selected and led by the Director of Emergency Services (County Administrative (CAO)) or their designee, Directors of special districts affected by the disaster, and cities.

When a disaster occurs, communication and coordination with OA/County/City Departments, special districts, other cities, tribal nations, news media, state and federal agencies, and all others "outside" of the OA EOC must be accurate and consistent with the state and federal guidelines. Critical information is shared via conferencing systems to provide the County/OA and Elected Officials with a better understanding of the overall operations and challenges and identify deficiencies.

Yolo County has a Joint Emergency Management Group to facilitate and coordinate emergency management functions across the Operational Area. The following agencies participate:

• City of Davis	• City of West Sacramento
• City of Winters	• City of Woodland
• Yocha Dehe Wintun Nation	• Yolo County
• University of California, Davis	

## 2.2 PRIORITIES

The following are priorities when conducting and coordinating disaster operations:

- Meeting the immediate needs of people (rescue, evacuation, medical care, public information, food, shelter, clothing) including people with disabilities, and other access and functional needs.
- Restoration of facilities/utilities, whether public or privately owned, which are essential to the health, safety and welfare of the public (sanitation, water, electricity, road, street, and highway repair).
- Meeting the rehabilitation needs of the whole community using equitable and inclusive practices (i.e., temporary housing, food stamps, employment, trauma informed services,



etc.).

- As much as possible, providing for the community's recovery to its pre-disaster state.

## **2.3 OPERATIONAL AREA EMERGENCY OPERATIONS CENTER (OA-EOC)**

The OA EOC is one of the most important elements in coordinating successful response and recovery operations. Centralized decision-making allows personnel and other resources to be utilized more effectively. Activity coordination ensures that all tasks are accomplished with little or no duplication of effort and the highest probability of success.

Day-to-day operations are conducted by departments and agencies widely dispersed throughout the OA. Centralized management is needed to facilitate a coordinated response when a major emergency or disaster occurs. The CAO serves as the Coordinator of Emergency Services for the OA and as Director of Emergency Services for disasters within the unincorporated area. The CAO, or their designee, coordinates the response for all emergency services personnel and representatives from special districts and private sector organizations with assigned emergency responsibilities. The OA EOC provides a central location of authority and information and allows face-to-face coordination among the personnel who direct local services in response to a disaster. The OA EOC can also be run using Video Teleconferencing systems should the disaster dictate a virtual response.

The OA EOC is at the County Office of Emergency Services in Woodland, CA; an alternate location is established with the University of California, Davis, by a mutual understanding agreement (MOU). Additionally, each city has an EOC that can serve as an alternate depending on the scope of the emergency. The Office of Emergency Services (OES) maintains Standard Operating Procedures (SOPs) for activating the OA EOC and the alternative EOCs.

The following activities are performed in the OA EOC:

- Receipt and dissemination of emergency alert and warning.
- Collection and analysis of situational information.
- Management and coordination in support of emergency operations.
- Collection, analysis, and reporting of damage data.
- Provision of emergency information and instructions to the public.
- Maintenance of liaison with support agencies, other jurisdictions, and other levels of government.

## **2.4 PROCLAMATIONS OF EMERGENCY**

In the event of a disaster or condition of extreme peril to persons and property within a jurisdiction, which is beyond the capability of local responders to manage, the Board of Supervisors fills the role of initiating a Proclamation of Local Emergency for the entire OA. The CAO or the Director of Emergency Services may also proclaim a Local Emergency. The County Ordinance designates the CAO as the Director of Emergency Services of the unincorporated area and is responsible for the operational response to an emergency. If the CAO is unavailable to serve as Director, the persons designated as the CAO's successors are the Deputy Chief Administrator and the Chief of Emergency Services.

If the CAO makes a Proclamation of Local Emergency, the Board must ratify the Proclamation within seven days in accordance with the Emergency Services Act (ESA). In either case (whether by the Board or the CAO), the Proclamation must be made within ten days of the occurrence to qualify the County for State assistance.

The Director of emergency services is authorized to proclaim a local emergency when the Board is not in session.

The Proclamation accomplishes the following:

- Provides public employees and the Board of Supervisors with legal immunities for emergency actions taken.
- Enables damaged property owners to receive property tax relief.
- Allows the CAO (or their successors) to:
  - Establish Curfews
  - Take any preventive measures necessary to protect and preserve the public health and safety.
  - Exercise other authorities established by Ordinance 8183 (i.e., to issue new rules and regulations, expend funds, or obtain vital supplies and equipment).

The Board shall review at its regular meetings the need to continue the local emergency proclamation at least every 60 days. The Board should proclaim the termination of the local emergency as soon as possible.

## **2.5 STATE OF EMERGENCY**

After or as part of the Proclamation of a Local Emergency, the Board or City Council may request (by resolution) that the Governor proclaim a State of Emergency. A copy of the request for a Governor's Proclamation, with the following supporting data, must be forwarded to the Director Governor's Office of Emergency Services (Cal OES) through the OA:

- Copy of the Local Emergency Proclamation

- Initial Damage Estimate.

The Governor's State of Emergency allows for the following:

- Mandatory mutual aid may be exercised.
- The Governor has the authority to commit State resources, such as the National Guard and California Conservation Corps (CCC crews).
- The Governor may request the President of the United States to declare an Emergency or Major Disaster.

## **2.6 PRESIDENTIAL DECLARATION**

After or as part of a Proclamation of a State of Emergency, the Governor may request that the President declare an Emergency or Major Disaster. The Presidential Declaration allows for Federal disaster assistance and resources.

## **2.7 MASTER MUTUAL AID AGREEMENT**

The California Master Mutual Aid Agreement is an agreement between the state, various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies. It outlines the sharing of resources during a disaster to assist in the areas of fire, police, medical and health, communication, and transportation services and cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction that would arise in the event of a disaster.

## **2.8 EMERGENCY MANAGER MUTUAL AID (EMMA)**

According to the Master Mutual Aid Agreement, the California Emergency Council approved the Emergency Managers Mutual Aid (EMMA) Plan on November 21, 1997. The EMMA Plan outlines the policies for the program. EMMA aims to support disaster operations in affected jurisdictions by providing professional emergency management personnel.

EMMA is composed of emergency management personnel from local and state governments. The process for the allocation of resources is as follows:

- The County, Cities, and special districts will forward their requests for mutual aid through the OA.
- The OA will act as the coordinator point between the County, Cities, and special districts and the Cal OES Inland region.
- The Cal OES regional offices will act as the coordination point and facilitate mutual aid among OAs.
- The Cal OES headquarters will facilitate the provision of mutual aid among Cal OES regions.

## **2.9 EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)**

EMAC is an all hazards, all disciplines mutual aid compact that serves as the cornerstone of the nation's mutual aid system. It was signed into law in 1996 and allows states to send personnel, equipment, and commodities to assist with response and recovery efforts in other states.

- Fast and Flexible Assistance
- All Hazards - All Disciplines
- Resources deploy through their respective states' state emergency management agencies, allowing for a coordinated deployment.
- Deployments are coordinated with the federal response to avoid duplication and overlap.

# SECTION 3.0: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The OA EOC, by SEMS, is organized into five major functional sections during emergency operations. They are:

1. Management
2. Operations
3. Planning / Intelligence
4. Logistics
5. Finance/Administration

There are several procedural responsibilities common to all of the sections. These responsibilities include gathering and verifying information, making decisions, coordinating, briefing, advising, following procedures, providing, notifying, scheduling staff, and keeping comprehensive records.

## 3.1 ORGANIZATION

### Management

The Management Section provides leadership in the OA EOC, determines policies and priorities, and manages the overall response within the boundaries of the unincorporated area. The Management Section is responsible for the overall management of the emergency. In the OA EOC, this group is called the "Policy Group". It includes the Director of Emergency Services (CAO) and the Directors or representatives from County departments and/or special districts affected by the emergency. The responsibilities of this Management Section are:

- Manage OA EOC functions and coordinate the overall response/recovery effort, including prioritizing, decision-making, coordination, tasking, and conflict resolution within the OA EOC. Report to the Board of Supervisors.
- Report to Cal OES through the OA EOC.
- Inter-jurisdictional coordination through conferencing systems to develop consensus on priorities and response strategies.
- Activation, including notification and recall, and deactivation of the OA EOC.

### Management Section Support

In the OA EOC, the Policy Group supporting positions include the DCAO Public Safety Group, Director of the County Communications Office, Area Law Enforcement Coordinator, County Counsel, Assistant CAO, Deputy CAO's, Chief Financial Officer, Chief Information Officer, Human Resources Director and other advisors as appropriate. The Policy Group supporting positions are intended to provide information, expertise and advice to the OA EOC Director and the Policy Group. In addition, these positions are responsible for the dissemination of

information to the public. Some key responsibilities are emergency public information, rumor control, public inquiry and legal advice. The advisors participate in the OA EOC at the request of the CAO. County government and special district department heads serve in the Management Section at the discretion of the Emergency Services Director and /or OA EOC Director.

### Responsibilities

- Provide policy, direction, and guidance for incident management, including making executive/priority decisions.
- Maintain active coordination with other jurisdictions and the OA.
- Ensure emergency proclamations are made.
- Keep the Board of Supervisors informed.

### Operations

The Operations Section leads the EOC response activities, process requests for assistance and resources, establish priorities, and relay operational status to the management team.

The Operations Section includes all activities which are directed toward the reduction of the immediate hazard, establishing situational control, and restoration of Operational Area (OA) operations. This Section consists of those departments or agencies that are responsible for public safety and carrying out response activities. The individual agencies receive and evaluate requests for assistance and resources, establish priorities, and relay operational status and information to the Management Section. In larger emergencies some may also have coordinating roles such as the Area Fire Coordinator or Area Law Enforcement Coordinator. The County Public Health Officer (PHO) also has an area-wide coordinating role in some types of emergencies.

Among those functions usually represented in the section are Fire and Rescue, Law Enforcement, Public Health, Emergency Medical Services (EMS), Environmental Health, Care and Shelter, Animal Services, and public works and Engineering,

The OA EOC coordinates with local jurisdiction field operations through their activated EOCs to facilitate the request and acquisition of resources and to share information. The OA EOC provides an Agency Representative to the Incident Command Post for incidents that occur within the unincorporated areas of the County.

### Personnel

Representatives from various departments staff that represent the Operation Area emergency support functions, will support Operations Branch. The following list provides the OA EOC Operations Section staffing for a major event:

- Operations Section Chief
- ESF #1- Transportation Section
- EST #2- Communications Section
- ESF #3- Public Works Section

- ESF #4- Firefighting Section
- ESF #6- Mass Care and Sheltering Section
- ESF #8- Public Health Section
- ESF #10- HazMat/Environmental Health Section
- ESF #11- Agriculture Section
- ESF #12- Energy
- ESF #13- Public Safety
- Additionally, depending on the emergency, an Animal and Access and Functional Needs Section may be added to the structure.

### Responsibilities

- Coordinate with local jurisdiction field operations through their activated EOCs
- Relay info and intel to the Info/Intel lead
- Participate in EOC briefings

### **Planning and Intelligence**

The Planning and Intelligence Section gathers, analyzes, tracks, and provides information to the OA EOC Director and Policy Group on the policies' effectiveness.

While the Operations Section is concerned with immediate strategic response to the disaster, the Planning/Intelligence Section is looking and planning as they track the emergency and provide continuous information to the OA EOC Director and Policy Group on the overall effectiveness of the policies established. The function of planning/intelligence is to maintain information and situational awareness of the overall response effort and to develop the OA EOC Action Plan for the next operational period. This section's major responsibilities are documentation, resource coordination, and advanced planning. This section also manages the activities of situation status, including information gathering and verification of information distribution, liaisons, Geographic Information Systems (GIS), field representatives and maintaining maps and displays. The Planning/Intelligence Section Chief will develop the operational period plans and documents.

### Personnel

Representatives from various departments staff the Planning/Intelligence Section. The following list provides a probable OA EOC Planning/Intelligence Section staffing for a major event:

- Planning/Intelligence Section Chief
- Documentation Unit Leader
- Resources Unit Leader
- Advanced Plans Unit Leader

- Technical Specialists
- Situation Status Unit Leader



- Field Representatives
- GIS Unit Leader
- Data Collection Unit Leader

### Responsibilities

- Documentation
- Coordination of resources
- Advance planning
- Situation Status Updates
- Information Gathering and verification
- Information Distribution
- Assigning and Managing Liaisons
- Geographic Information Systems (GIS)
- Managing Field Representatives
- Maintaining Maps and Displays

### Logistics

The Logistics Section coordinates the procurement and provisions of emergency resources and supports and advises the OA EOC Director on resource allocations, distribution, priorities, expenditures, and related matters. The logistics section consists of departments responsible for procuring personnel and equipment necessary for the management and recovery from the emergency. The Logistics Section coordinates the procurement and provision of emergency resources and support for the response and recovery operations being conducted in the field, as well as those in the OA EOC. The OA EOC Logistics Section coordinates the procurement and provision of emergency resources and support for the entire OA in coordination with the local jurisdiction EOCs.

In the OA EOC, this section includes County departments such as Purchasing and contracting, General Services, and Human Resources, as well as specialists in radio communications and IT support.

### Personnel

- Logistics Section Chief (Director, Purchasing and Contracting, or designee)
- Resource Management Unit Leader
- Procurement Unit Leader
- Transportation Unit Leader
- Facilities Unit Leader

- Personnel Unit Leader
- IT Unit Leader
- Communications Unit Leader

### Responsibilities

- Implement emergency resources functions through pre-designated assignments from the Policy group.
- Procure and allocate essential resources (personnel, services, and material) to support emergency operations.
- Oversee the distribution and inventory of food stocks and other essential supplies for emergency subsistence.
- Procure and allocate required transportation, fuel, and similar equipment resources.
- Provide for maintenance and repair of telecommunications, potable water systems, government-owned electrical, sanitation, and other utility systems and services.
- Acquire, inspect, and provide supplies for care and shelter facilities, multipurpose staging areas, and fixed or mobile clinical and medical facilities.
- Establish control of resources in a manner compatible with the OA EOP.
- Provide accountability of resources requested and expended.

### Finance and Administration

The Finance and Administration Section tracks and manages associated costs, payroll administration, funds disbursement or payments, and other financial-related items during an emergency.

The Finance/Administration Section is responsible for all finance, emergency funding and cost accountability functions for OA EOC operations and supervising branch functions providing financial and contracting services for OA EOC operations within its jurisdiction. Some of these functions may include:

- Financial expenditure and funding briefings
- Interagency financial coordination
- Finance and contract fact-finding
- Fiscal and emergency finance estimating and gathering costs for Initial Damage Estimates (IDE)
- Operating procedure development and financial planning
- Labor expense and accounting
- Cost analysis, cost accounting, and financial auditing
- Disbursement and receivables management

- Necessary funding transfers
- Special drafts, exchanges and lending controls
- Payroll administration
- Emergency currency, script and rationing control

#### Personnel

Representatives from various departments staff the Finance Section. The following list provides a probable OA EOC Finance Section staffing for a major event:

- Timekeeping Unit Leader
- Compensation/Claims Unit Leader
- Cost Accounting Unit Leader
- Purchasing Unit Leader
- Recovery Unit Leader

#### Responsibilities

- Financial Briefings
- Interagency Financial Coordination
- Finance and Contract Fact-Finding
- Fiscal and Emergency Finance Estimating

### **3.2 DIRECTION, CONTROL, COORDINATION, PLAN ACTIVATION AND TERMINATION**

This annex is automatically activated when two or more jurisdictional EOCs within the OA are activated, when one jurisdictional EOC requests that the OA EOC be activated, or at the direction of the Director of the Office of Emergency Services or their designee.

Once activated, the Director of Emergency Services or their designee will ensure the annex is implemented and executed according to the policies, priorities, and direction established by the Management Section of the OA EOC.

### **3.3 RESPONSE**

The OA EOC Director will oversee the emergency management operation within the OA EOC. Each section of the OA EOC will be led by a Section Chief responsible for managing their section to accomplish the emergency management objectives established by the Management Section.

Once activated, the OA EOC will support the field-level response for incidents that occur within the unincorporated areas of the County through effective coordination and communication with

all agencies involved in the response. The OA EOC coordinates with local jurisdiction field operations through their activated EOCs.

Agencies will respond under the OA EOC's established SEMS and NIMS structure. The OA EOC is also NIMS and SEMS compliant, and all personnel staffing positions within it have been trained in NIMS and SEMS.

To establish a common operating picture throughout the region, the OA EOC requires information to be shared by all agencies involved in the incident response, whether in the field, in a jurisdictional EOC, or staffing the OA EOC. Establishing a common operating picture and maintaining situational awareness is essential to effective incident management.

The OA EOC must provide the Management Section with as much information as possible so they may make educated decisions about incident response priorities and objectives. The Management Section requires information such as the type of incident/disaster, the population/communities affected, the resources available, and any other relevant incident information that would aid or should be considered in decision-making. Information is shared so that all incident response personnel maintain situational awareness, and intended recipients use it to take appropriate responses.

### **3.4 RESOURCE REQUEST**

According to SEMS and the NIMS ICS structure established within the OA, resource requests are submitted through the appropriate channels. If necessary, they will be addressed locally, regionally, and then statewide.

### **3.5 BRIEFINGS**

The outgoing section chiefs conduct OA EOC Operational Period briefings at the beginning of each operational period, and the action plan for the upcoming period is presented. Additional briefings are scheduled to pass along vital information to those who need it. Any persons who wish to pass along information during a briefing or have important incident information/updates should be prepared to disseminate that information during the operational period briefings.

### **3.6 THE JOINT INFORMATION CENTER (JIC)**

The JIC will:

- Pull information from all media outlets, incident response personnel, OA EOC staff, and 2-1-1.
- Vet the information.
- Craft a message with accurate information.
- Get the message approved by the OA EOC Director.
- Coordinate with other jurisdiction PIOs for consistent dissemination of information.

- Utilize a Joint Information System (JIS) to disseminate the information in accessible formats to the public, such as a press release, interview, social media, emergency portal, or other method of dissemination.

## **SECTION 4.0: COMMUNICATION**

Communication is a critical part of incident management. This section outlines the OES' communications plan and supports its mission to provide clear, effective internal and external communication between the OA EOC, all incident response personnel, and the public. Further information about communications systems and other methods of communication can be found in the Alert and Warning Support Annex.

### **4.1 NOTIFICATION AND WARNING**

Timely warnings of an emergency condition or incident are essential to preserving the safety of county residents and establishing an effective incident response. Upon learning of an incident, OES is responsible for disseminating a public message to the unincorporated areas, cities, and tribal jurisdictions for their respected areas and notifying personnel of an OA EOC activation.

Emergency notifications, warnings, and alerts will be disseminated using the Yolo-Alert system, and/or Emergency Alert System (EAS) and/or Wireless Emergency Alert (WEA) messaging. Law enforcement agencies and other emergency services may be required to disseminate emergency warnings to the public who primary warning systems cannot reach.

### **4.2 EMERGENCY PUBLIC INFORMATION**

The County Communication Team and PIO will be notified to report to the OA EOC and are responsible for the public communications efforts relative to the incident or emergency utilizing various modalities.

### **4.3 NON-EMERGENCY COMMUNICATION**

During an incident, the OA EOC expects a high volume of calls from the public seeking incident-related information to be placed to 911 and the OA EOC. 2-1-1 has partnered with the OA EOC to reroute the non-emergency calls to 2-1-1 personnel who can provide incident-related information to the inquiring public. 2-1-1 call centers must be activated and staffed as soon as possible to handle the anticipated volume of non-emergency calls related to the incident.

## **SECTION 5.0: ANNEX DEVELOPMENT AND MAINTENANCE**

This annex is a product of the OA EOP. As such, the policies, procedures, and practices outlined in the OA EOP govern this annex. OES is subject to coordinating the maintenance and updating of this annex every four years in accordance with the maintenance schedule established for the OA EOP. Record of changes, approval, and dissemination of the OA EOP will also apply to this annex.

Updates to this annex can be made before such time for multiple reasons, including, but not limited to, changes in policy/procedure, improvements and recommendations based on real-life events or exercises, etc. Recommended changes should be submitted to Yolo County OES at [oes@yolocounty.org](mailto:oes@yolocounty.org).

## **SECTION 6.0: AUTHORITIES AND REFERENCES**

The OES supports the Yolo County Disaster Service Council (DSC). As staff to the DSC, OES is mandated by federal, state, and local laws to ensure that mitigation efforts are enhanced, preparedness is encouraged, responsiveness is assured, and recovery is achieved efficiently and effectively before, during, and after human-caused or natural disasters (e.g., wildland fires, earthquakes, tsunamis, chemical spills, floods, etc.) that may occur within the OA. OES conducts all emergency management operations/activities.

# APPENDIX A: EXAMPLE PROCLAMATION

## YOLO COUNTY EMERGENCY SERVICES OPERATIONAL AREA PROCLAMATION OF LOCAL EMERGENCY

(By Board of Supervisors/City Council)

(Page 1 of 2)

**WHEREAS** Ordinance No. of the County/City of \_\_\_\_\_ empowers the Board of Supervisors/City Council to proclaim the existence or threatened existence of a Local Emergency when said jurisdiction is affected, or is likely to be affected, by a public calamity; and

**WHEREAS**, said Board of Supervisors/City Council has been requested by the Director of Emergency Services of said county/city to proclaim the existence of a Local Emergency therein; and

**WHEREAS**, said Board of Supervisors/City Council does hereby find that conditions of extreme peril to the safety of persons and property have arisen within said county/city, caused by \_\_\_\_\_ (fire, flood, storm, epidemic, earthquake, drought, etc.) commencing on or

**WHEREAS** the Board of Supervisors/City Council does find that the aforesaid conditions of extreme peril do warrant and necessitate the Proclamation of the existence of a Local Emergency.

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** by the Board of Supervisors/City Council of the County/City of, that a Local Emergency exists throughout said county/city and that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors/City Council.

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said Local Emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this county/city shall be those prescribed by state law, charter, ordinances, and resolutions of this jurisdiction approved by the Board of Supervisors/City Council.

**IT IS FURTHER PROCLAIMED AND REQUESTED** that the Governor of the State of California find and proclaim Yolo County to be in a State of Emergency and that they request a Presidential Declaration of Emergency for Yolo County.

**IT IS FURTHER PROCLAIMED AND ORDERED** that the Director of Emergency Services and they are hereby designated as the authorized representatives of the County/City of for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and

**YOLO COUNTY EMERGENCY SERVICES OPERATIONAL AREA PROCLAMATION OF  
LOCAL EMERGENCY**

(By Board of Supervisors/City Council)

(Page 2 of 2)

**IT IS FURTHER ORDERED** that a copy of this Proclamation of Local Emergency be forwarded to the State Director of the Cal OES with a request that:

1. The State Director find the Proclamation of Local Emergency acceptable in accordance with provisions of the Natural Disaster Assistance Act; and that
2. The State Director forward this Proclamation and request for a State Proclamation and Presidential Declaration of Emergency to the Governor of California for consideration and action.

**PASSED AND ADOPTED** by the Board of Supervisors/City Council of the County/City of, Yolo County, State of California, this day of, by the following vote:

Ayes:

Noes:

Absent:

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the minutes of the Board of Supervisors/City Council.

Clerk of the Board of Supervisors/City Clerk

Date: \_\_\_\_\_ By: \_\_\_\_\_



# APPENDIX B: EXAMPLE CONTINUANCE OF LOCAL EMERGENCY

## YOLO COUNTY EMERGENCY SERVICES OPERATIONAL AREA RESOLUTION FOR CONTINUANCE OF LOCAL EMERGENCY

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**WHEREAS** Ordinance No. \_\_\_\_\_ of the County/City of \_\_\_\_\_ empowers the Board of Supervisors/City Council to proclaim the existence, or threatened existence of a Local Emergency when said jurisdiction is affected, or is likely to be affected, by a public calamity; and

**WHEREAS**, the Board of Supervisors/City Council did find that conditions of extreme peril to the safety of persons and property, caused by \_\_\_\_\_ (fire, flood, storm, epidemic, earthquake, drought, etc.), did arise within said County/City, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, ; and

**WHEREAS** the Board of Supervisors/City Council did proclaim/ratify the existence of a Local Emergency within said jurisdiction on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and requested the Governor of California proclaim Yolo County to be in a state of emergency; and further requested that the Governor request a Presidential Declaration; and

**WHEREAS**, Government Code, Section 8630, requires that Proclamations of Local Emergency must be reaffirmed by the governing body of the effected jurisdiction every 14 days during the time the Local Emergency remains in effect: and

**WHEREAS** conditions of extreme peril to the safety of persons and property caused by said emergency continue to exist and continue to be beyond the control of local resources, services, personnel, and equipment.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors/City Council of the County/City of \_\_\_\_\_ proclaim that the Local Emergency which first began on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ continues to exist.

**BE IT FURTHER RESOLVED** that the Board of Supervisors/City Council of the County/City of \_\_\_\_\_ hereby issues this \_\_\_\_\_ Resolution of Continuance of Local Emergency reaffirming the continuation of the local emergency.

**BE IT FURTHER RESOLVED** that said Local Emergency shall continue to exist for an additional 14 days unless terminated earlier by this Board of Supervisors/City Council.

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

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CONTINUANCE OF LOCAL EMERGENCY**

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**PASSED AND ADOPTED** by the Board of Supervisors/City Council of the County/City of \_\_\_\_\_, Yolo County, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

Ayes:

Noes:

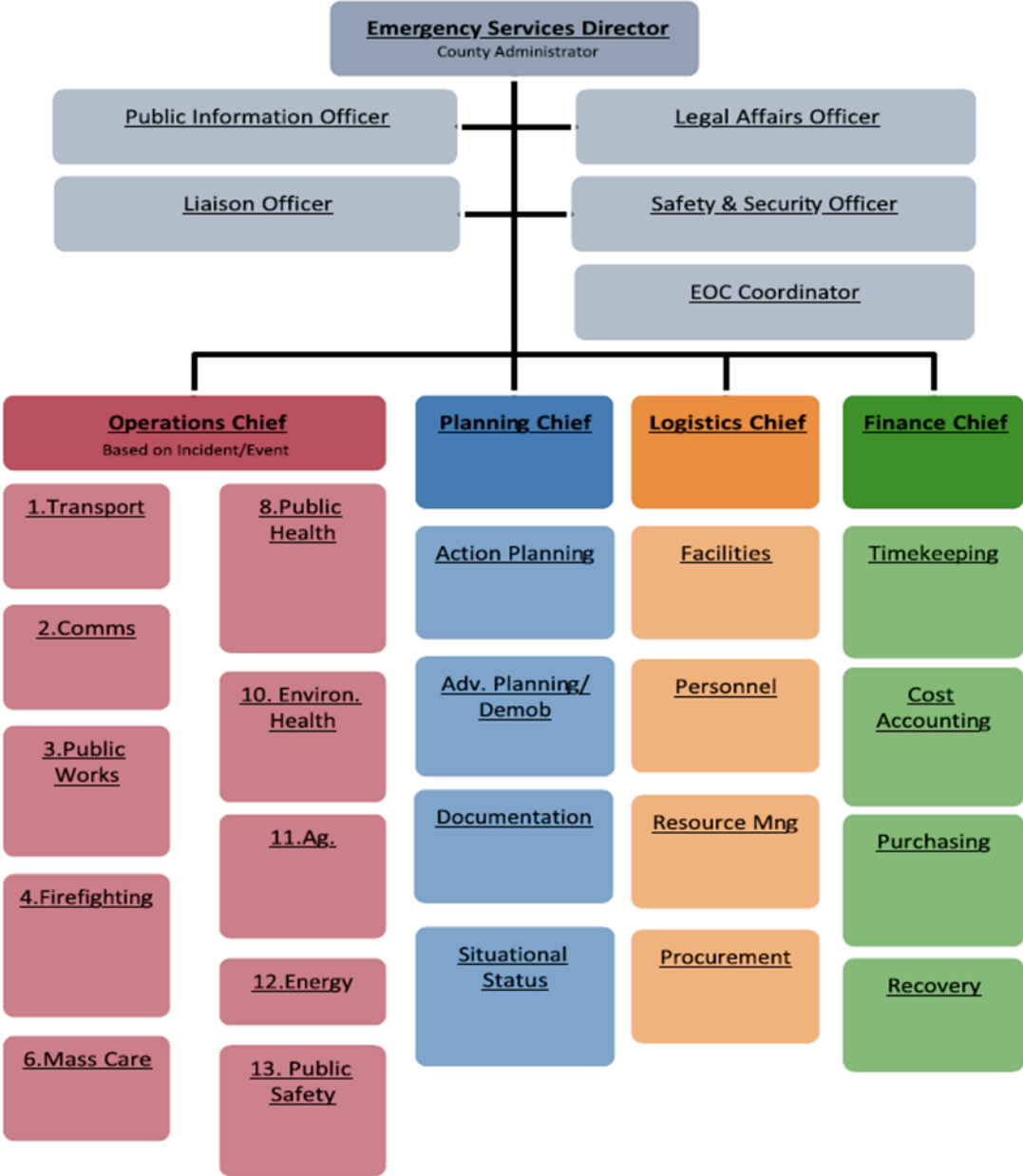
Absent:

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the minutes of the Board of Supervisors/City Council.

Clerk of the Board of Supervisors/City Clerk

Date: \_\_\_\_\_ By: \_\_\_\_\_

# APPENDIX C: OA EOC ORG-CHART



# APPENDIX D: DISASTER ASSISTANCE

Depending on the severity of the disaster, certain types of state and federal disaster assistance may be made available to assist in the recovery, up to a Presidential Major Disaster Declaration.

Different state and federal programs have different criteria for when they can be granted, different eligibility criteria for who can access them, and different categories for the types of assistance they can provide reimbursement and assistance for.

Some of the agencies that may be able to assist include:

## **FEDERAL**

### Small Business Administration (SBA)

- When awarded, provides information about and takes applications for low-interest home and business loans.

### Federal Emergency Management Agency (FEMA)

- May provide grants to individuals for repairs, rental payments and replacement of lost or damaged possessions and to meet other serious disaster related needs.
- May provide partial reimbursement (up to 75% or more) to local government for debris removal, and emergency measures taken to save lives and property.
- May provide partial reimbursement (up to 75% or more) for the repair or replacement of damaged public facilities, and hazard mitigation.

### United States Department of Agriculture (USDA)

- May provide technical assistance, disaster payments, loans, insurance, and other types of assistance to help the recovery of agricultural businesses, housing, and resources.

### Internal Revenue Service

- Provides income tax assistance.

### Department of Housing and Urban Development (HUD)

- Along with local and State resources, it may provide temporary housing, assistance, and guidance regarding existing Federal Housing Administration (FHA) loans and other low-interest loans, limited home repair, and rental and mortgage payment assistance.

Other Federal agencies that may assist are the Veterans Administration, Social Security Administration, Health and Human Services, and the Food and Drug Administration.

## **STATE**

### California Office of Emergency Services (Cal OES)

- Serves as the lead agency for the State

### Department of Health and Human Services (DHHS)

- Provides Individual and Family Grants when unmet needs remain after Federal Assistance has been awarded.

### Employment Development Department (EDD)

- Provides State unemployment compensation for eligible disaster victims and, if implemented, disaster unemployment compensation.
- Furnishes information related to employment and vocational retraining.

### Department of Veterans Affairs

- Provides assistance to victims whose homes or farms are financed under the Cal Vet program.
- Other possible representation from the State includes the State Contractors Licensing Board, for contractor assistance, the State Franchise Tax Board, for Income Tax assistance, and State Housing and Community Development for Community Development Block Grant – Disaster Recovery (CDBG-DR) programs, when funded by congress.

## **LOCAL GOVERNMENT**

### Yolo County Office of Emergency Services (OES)

- Serves as the lead agency for the OA.
- In cooperation with Federal, State and other local agencies, may assist opening of Local Assistance Centers (LACs) and Disaster Recovery Centers (DRCs) when Federal Individual Assistance is awarded. These are sites where recovery specialists from FEMA, SBA, the County, and other local jurisdictions will answer questions and provide recovery information.
- Coordinates requests for mutual aid across the county and relays local government requests for disaster assistance to the state.

### Health and Human Services Agency (HHSA)

- In cooperation with the American Red Cross (ARC), plans for, monitors and provides assistance in meeting community mass care needs.
- Provides behavioral health counselors to assist disaster victims.

### Planning Division

- Provides staff to make available information about building permits, zoning and other regulatory requirements for unincorporated communities.

### Departments of Public Works (DPW)

- If requested, provide staff to make available flooding information, including protective measures that can be taken. Also, if requested, may provide staff to read and interpret inundation maps.

### County Assessor

- May provide staff to accept applications for reassessment of property damaged by misfortune or calamity.

### Environmental Health Division

- If requested, provides staff to relay information regarding public health matters such as the safety of water and food supplies, adequacy of sewage disposal, and rodent control methods.

## **OTHER ORGANIZATIONS**

### American Red Cross (ARC) and Salvation Army

- In coordination with State and County welfare agencies, conducts registration and referral services and provides for individual and family needs, for example, food, clothing, shelter, and supplemental medical assistance.

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- In coordination with County and City agencies/departments, responds to public inquiries with approved releasable information.

# APPENDIX E: 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
3.0	All	08/01/2024	Yolo OES	Dept, Community, Workgroup review, complete re-write of Annex.