## California Conference of Directors of Environmental Health



# Environmental Health Disaster Preparedness Model Planning Guide

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#### 2006 Revision:

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## **Environmental Health**

## Disaster Preparedness Model Planning Guide

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# **PURPOSE**

This Environmental Health Disaster Model Planning Guide is developed to provide directors and managers of California environmental health programs with a framework to respond effectively following an emergency or disaster. Users of this guide are encouraged to use the all-hazards concept to develop a plan. This concept suggests that plan elements should be appropriate and adaptable to any time of disaster/emergency by having a consistent set of core responses. Statewide, the role of environmental health and its level of involvement in disaster planning activities vary from jurisdiction to jurisdiction. Traditionally, managers of environmental health programs are not disaster planners and may not be included in the planning phase of disaster response. While not first responders, environmental health personnel do play a critical role as "early" responders shortly after a major event. As identified in the *Environmental Health Disaster Field Manual*, during a catastrophic event, the following issues become paramount in mitigating public health disasters:

- Water Supplies
- Food Sources
- Liquid Waste / Sewage Disposal
- Solid Waste Disposal
- Housing / Mass Care Shelters
- Vector Control
- Hazardous Materials
- Medical Wastes
- Radiological Incidents

This planning guide is not meant to replace any existing plan but is offered as a tool for environmental health management to use, modify, and adapt to their unique requirements. Remember that organizational structure, terminology, and position titles will vary within and among jurisdictions; therefore, the terminology used in this document may not match that used in your jurisdiction. This document is designed to integrate with existing statewide response plans and assure a prepared, organized, and timely response.

# INTRODUCTION

Welcome to the California Conference of Directors of Environmental Health (CCDEH), Environmental Health Disaster Preparedness Model Planning Guide. This guide has been updated since the 2000 revision to incorporate additional considerations resulting from recent events. The guide now includes a section on terrorism response and updates terminology to comply with current convention. The guide should be used to develop the all-hazards approach for disaster response. Recently the UCLA Center for Public Health and Disasters, released Writing a Disaster Plan: A Guide for Health Departments, in which they described the benefit of using the all-hazards approach: "A well-designed and comprehensive all-hazards disaster plan is the first step to an appropriate and coordinated disaster response. A plan that incorporates all potential hazards is crucial because it can reduce confusion during a disaster by having a consistent set of core responses. An all-hazards plan will also save time by eliminating the need to develop multiple, redundant, and overly specific disaster plans. Disaster plans will differ between jurisdictions since the potential hazards, laws, and resources vary. An all-hazards plan should contain simple, concise information and a series of steps to follow in the event of an emergency situation or disaster. The greatest attribute of an all-hazards plan is that it can be adapted to multiple scenarios."

As noted by the United States Government Accountability Office (GAO), terrorist attacks share common characteristics with natural and accidental disasters and most preparedness capabilities are similar for all emergency events (*DHS' Efforts to Enhance First Responders' All-Hazards Capabilities Continue to Evolve*, GAO-05-652, July 2005)

Natural and Accidental Disasters and Terrorist Attacks That Have Similar Effects		
Natural and accidental disasters	Terrorist attacks	
Fires	Arson	
Explosions	Bombings	
Plane/Train Crashes	Aviation/Rail Terrorism	
Floods	Sabotage	
Chemical Spills/Releases	Chemical Warfare	
Radiological Accidents	"Dirty Bombs"	
Nuclear Accidents	Nuclear Terrorism	
Epidemics, Biological Accidents	Biological Terrorism	

This planning guide is intended to assist you, as an environmental health director or manager, in your planning and preparedness efforts and to guide you in identifying how to prepare to serve your community when the need arises. Depending on where environmental health activities fit into the organizational structure of your jurisdiction, you may or may not participate regularly in community disaster planning activities. If you are routinely involved and familiar with these activities, this planning guide will simply be a format to review your own progress. If you are not involved in the on-going planning process, but know your office will be required to respond to an event, this plan will assist you in understanding disaster operations as they relate to your activities. Using this planning guide will allow you to prepare your office to be more effective when the need arises. This is your tool to guide you through the preparedness and planning processes.

All-hazards Disaster/Emergency response planning is a process by which vulnerabilities are explored, improvements are made and procedures are established prior to an emergency. It is

also a process that encourages people to form partnerships and get to know one another. Preparing a response plan and practicing it can save lives and prevent illness.

Why do emergencies happen? There are a variety of reasons including:

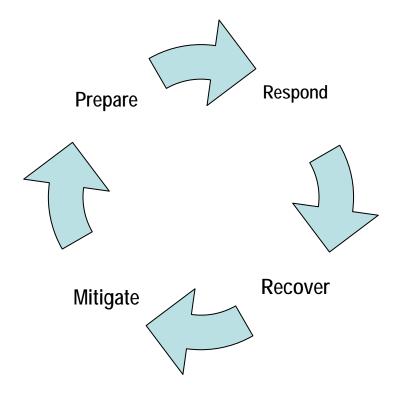
- Natural disasters.
- Accidents.
- Deliberate acts of vandalism or terrorism.

In addition to major disasters, catastrophic events occur which do not rise to the level of declared disasters; nevertheless these events may overwhelm your community and environmental health staff will be required to respond effectively and safely. Understanding how you fit into a response system and how you can educate and prepare your staff to serve will reduce the negative impact of such events to the community and your staff.

This planning guide has been developed to address the unique issues confronted by environmental health professionals during disaster response and has been laid out in an easy to use format. The planning guide presented here is not intended to replace the California Office of Emergency Services (OES) or State Department of Health Services (DHS) activities but is designed to help environmental health management understand their role in a disaster response. The core of the document handles response issues in an outline manner. Each of these sections is presented as "prepare (before), respond (during) and recover & mitigate (after) the event."

- **Prepare "Before"** the event identifies preparedness activities and training that should be done well before there is a threat of a disaster. These are the things you put into place then practice to be sure they work.
- Respond "During" the event focuses on activities to be handled at the time of the event. In an earthquake for example, "during the event" means activity undertaken as soon as the ground stops shaking and includes response efforts.
- Recover & Mitigate "After the incident" includes returning to normal operations and developing lessons learned. Recover and mitigate are often separated into two distinct activities. They are combined in this guidance. Mitigation is an ongoing activity and is often based on the lessons learned. However, mitigation is also based on the risk analysis and hazard assessment activities that are involved in planning.

#### THE DISASTER CYCLE



The last section of this document provides simple check lists to help you begin your planning process, appendices with reference material, and a place to include your own plan once it is complete.

The planning guide provided here will be only as effective as you allow it to be. If you read it, understand it, modify it to your needs, share it with your entire staff, and then practice it, you will be better prepared to move effectively into a response mode <a href="when">when</a> the need arises. If, however, you read it, and file it on the shelf, you will be frustrated, stressed, and less effective in your response efforts.

The plan should be available to management, field and office staff for planning, training and use in an emergency. The last thing you want during an emergency is staff trying to locate a document they have only heard of or seen once. It may be helpful to provide copies in a 3-ring binder for easy access and updates. In addition, for easy identification, you may want to keep the ERP in a red or yellow binder.

A copy of your completed plan should also be provided to your local Bioterrorism Coordinator and to your local Health Officer in those cases where environmental health is not organizationally located with the public health department. If the plan is changed or updated, a revised copy (or the specific revised documents) should be sent.

Be sure to read the <u>entire</u> document prior to beginning your planning process. This will help you fully understand the scope of this project, see how the pieces fit together, and

familiarize you with the disaster planning language. This is presented to you as a guide, a resource to encourage you to use the components to build a response plan that is unique to your particular circumstances. This is not simply a "fill in the blank" document that will fit all who use it. It must be modified and adapted to meet the needs of you, your staff, and your community.

In summary, the "take home" message of this document is to encourage you to practice the "6 P's":

<b>PRC</b>	<b>PER</b>
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**PLANNING** 

**PREVENTS** 

**PREDICTABLY** 

**POOR** 

**PERFORMANCE** 

# THE PLAN

#### PLAN DEVELOPMENT AND MAINTENANCE

#### Introduction

Before environmental health staff can begin to develop a all-hazards disaster plan, there must be full commitment from all management levels and this process must be assigned a high level of priority. It is important that all staff be involved at various levels of development and implementation of the plan to be successful. You must understand that incidents may occur that do not rise to the level of "declared disasters" but may require increased environmental health response such as hazardous materials incidents, food borne illnesses, etc., and your plan must be flexible enough to handle these events. Developing an environmental health disaster preparedness/response plan is an on-going process, not a task to be completed and filed on a shelf. To have an effective response to an emergency, your plan must be carefully developed, appropriate to your needs, routinely reviewed and updated, and practiced.

#### **Objectives**

- ✓ Obtain full support, conceptually and financially, for plan development and maintenance.
- ✓ Establish disaster planning as a high priority.
- ✓ Develop a comprehensive environmental health disaster preparedness/response plan.

#### **Prepare Before the Incident**

- ✓ Select / identify an individual or group of individuals to develop the plan. The size of the team will depend on the level of the environmental health program's responsibilities, operations, and resources.
- Obtain approval of upper management to authorize the time needed for the planning process.
- Empower the team, in writing, with the authority and responsibility of plan development and maintenance.
- ✓ Issue a "Mission Statement" to define the purpose of the plan and the authority and structure of the planning group; include financial support.
- ✓ Establish a work schedule and planning deadlines for the planning team.
- ✓ Identify internal resources and capabilities.
- ✓ Gather information about your current responsibilities, capabilities, and response expectations.

- ✓ Identify the laws and regulations that provide the specific authority for your program to conduct its activities (See Appendix B). Be sure to consider California Health and Safety Code, California Code of Regulations, Local Ordinances, Building Codes.
- ✓ Identify critical programs or operations that will be given priority in an emergency. For example, integrated public health response teams comprised of environmental health specialists, public health nurses, building inspectors, and/or others, to ensure safety of neighborhoods and public health safety.
- ✓ Contact and network with neighboring environmental health jurisdictions for possible regional planning, response, and resource sharing.
- ✓ Identify, within your agency, the chain of command to reach the emergency management office with jurisdiction and/or authority over your area.
- ✓ Develop a relationship with the individual(s) who represent your activities at the emergency operations center (EOC) during a disaster.
- ✓ Contact the local emergency planning office for your community to determine what types of occurrences have been identified that can happen in your community to which environmental health staff may need to respond, i.e., floods, mud flows. Review this information and make recommendations for changes or additions to the list.
- ✓ Review / identify facilities in your community that can be impacted.

Identify how environmental health staff could respond to mitigate the results of the events identified.

Determine if there are other vulnerable facilities or areas that could be impacted and report that information to the emergency planning office.

- ✓ Establish guidelines for identifying various levels of plan activation and appropriate personnel to respond (see Activation / Continuity of Operations Plan and Communication Plan).
- ✓ Determine specific goals for the plan development team and set achievable objectives and timelines.
- ✓ Make a list of tasks to be performed and assign responsibilities within the team.

#### **Plan Elements**

Include in the Plan:

#### Introduction

Provide a brief overview of the purpose.

#### **Authorities and References**

Provide lists of legal authorities that allow the program to conduct its activities.

#### **Emergency Management Organization**

- ◆ Identify the emergency management structure in place for your organization and how it fits into the county or city response structure.
- ♦ Identify who is in charge
- ♦ Identify a continuity of management in your organization (See Activation / Continuity)
- ◆ Assure your organization is in compliance with the Standardized Emergency Management System (SEMS) (See Appendix A).
- Review and understand the Incident Command System (ICS) and how it relates to your response activities.

#### **Concept of Operations**

- Identify the emergency response procedures that will be implemented.
- Identify the role of each unit within your program and specific program response actions. For example: emergency shelter sites, contact with local Red Cross.
- Identify how priorities will be set.
- Identify how mutual aid resources will be requested or provided and how outside resources will be integrated into your program's response.
- Consider involvement in local integrated public health response teams that may include environmental health specialists, public health nurses, mental health specialists, building inspectors.

#### **Supporting Documents and Appendices**

- Include all appendices, plans, phone rosters, resources lists, etc.
- Include record keeping procedures. (See Appendix D)
- Integrate the plan into your program's standard operating procedures. Be sure to:
  - Conduct orientation sessions for staff. (See Appendix F)
  - > Ensure all staff understands their role in an emergency.
  - ▶ Develop a training plan that includes fundamental disaster response including: (See Appendix "F" for recommended training):
    - 1. ICS
    - 2. SEMS
    - 3. NIMS
    - 4. Program specific response referred to as annexes, i.e. food, water, chemical agents, biological agents, etc.
  - Conduct emergency exercises in house and in coordination with other agencies. Practicing for an emergency is the only real way to thoroughly evaluate the emergency response plan and the ability to implement it.
  - > At least annually, evaluate and modify the plan.

Othe	rs:			
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Response	During	The	Incide	ní
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✓	Activate the phases of the plan as appropriate.
✓	Review the elements of the plan and make changes as needed.
Oth	ners:
Re	cover & Mitigate
✓	Conduct in-depth review and critique of activities and plan with staff. Also review with other organizations or agencies with which you interacted. Make recommendations for change.
✓	Identify and document successes and retain in your plan.
✓	Make adjustments to the plan as appropriate.
✓	Create detailed after-action report commenting on all activities of the organization during the incident.
✓	Others:

#### **HOME / FAMILY**

#### Introduction

Before any person can be expected to function in an official capacity during an emergency, it must be understood that the employee's primary concern will be his/her family's safety. Therefore, each person who may be expected to respond should develop a personal and family disaster plan.

#### Objectives

To have environmental health employees prepared to respond to a disaster.

#### Prepare Before The Incident

- ✓ Encourage each employee to prepare and annually update a family disaster plan. (see Appendix "C").
- ✓ Provide annual training to existing staff; including but not limited to, videos and handout materials regarding family disaster plans.
- ✓ Insure that families, schools, care providers, etc., are aware of employee's disaster responsibilities.
- Contact local mental health agencies to determine availability of crisis counselors for family assistance.

✓	Others:

#### Respond During The Incident

- ✓ Implement the family plan.
- ✓ Employee to determine availability for work using the following:
  - Location at time of incident.
  - Injuries to employee and/or family.
  - Extent of damage to personal property.
- ✓ Employee's position as identified on Emergency Response Roster. (see Sample Forms and Checklists, Emergency Response Roster).

✓	Employee to notify office of status according to Communication Plan.
✓	Others:
	Recover & Mitigate
✓	Review and amend family plan as necessary.
✓	Provide and conduct stress counseling for family members, especially children; as necessary. (Consult local mental health agency for appropriate staff specifically trained in stress counseling, also, (See Appendix "C").
✓	Others:

#### **WORKPLACE / OFFICE**

#### <u>Introduction</u>

It will be necessary for Environmental Health staff to respond to the public's need during an emergency. Before effective public response can be accomplished, an operational work environment must be ensured.

#### Objectives

- Ensure the office / workplace is prepared for a disaster.
- Provide a safe work environment for the duration of disaster response operations.
- Identify and deal with effects of employee stress during and after a disaster.

#### Prepare Before The Incident

- ✓ Ensure <u>all</u> staff are identifiable as authorized response personnel and are provided with current photo identification.
- ✓ Develop a comprehensive building emergency plan for each environmental health office; provide each employee with a copy. Note: this may be underway already by another office or agency. Learn what, if any, other office handles that task and be sure your staff is fully informed.

- ✓ Identify and establish meeting place(s) for employees.
- ✓ Review and update this plan with all employees at least annually.
- ✓ Conduct a drill at least annually. Evaluate and amend plan as needed.
- ✓ Provide responsible fire/rescue organization with a current copy of plan, if requested. If your agency is large enough to have several environmental health office locations, each office, especially the main office, should have a copy of each facility plan.
- ✓ Identify at least two structures/sites to be used as alternate environmental health command posts or operations centers. Determine who has access and how to contact the site during the event. Advise staff. NOTE: CRITERIA FOR SELECTION SHOULD INCLUDE:
  - ♦ Central location
  - ◆ Possession of an alternate, seismic-safe (emergency) power source with on-site fuel supply preferred (recommend 5-day supply). Be sure this power is sufficient to control things other than emergency lights.
  - Assure as a minimum, annual, on-line testing of alternate power is conducted by appropriate agency.
  - Inform your chain of command and county OES of your selected alternate operation locations, access, and phone numbers.
- ✓ Contact local mental health agencies to determine resources available to conduct Critical Incident Stress briefings (CISD) for your staff. Contact OES for resources if necessary. (See Appendix "C").
- ✓ Advise all staff, including clerical, at least annually, to be prepared to survive and function from their automobiles and/or offices for at least 3 days. (See Appendix "C").
- ✓ Plan to care for any visitors who may be on-site and can't leave at the time of the event.
- ✓ Develop and keep current, an employee roster containing name, address, home and office phone numbers, pager number, and other means of contact. This may include cell phones, both private and office issued.
- ✓ Identify staff capabilities such as first aid skills, amateur radio operators, languages, etc.
- ✓ Train staff in proper use of fire extinguishers. Assure that staff knows locations of fire extinguishers and emergency supplies including drinking water, food, blankets, etc. (See Appendix "D").

- ✓ Establish a building or office emergency kit and train staff in its use. This kit could include hard hats, work gloves, flashlights, etc.
- ✓ Establish a cache of operating equipment and supplies necessary to conduct response inspections. Inform staff of location and access requirements. (See Appendix "D").
- ✓ Develop and provide visible, personal identification for each staff member. This could include vests, jackets, pin-on picture identification.
- ✓ Develop in-house first aid/search and rescue "team"; provide training. (See Appendix "C").

Other:	
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#### Respond During The Incident

- ✓ Use fire extinguishers as necessary.
- ✓ Activate the office / workplace emergency plan. Personal safety and survival are priorities.
- ✓ Determine injuries / location of all staff at time of incident. Provide first aid and communicate injuries / needs to chain of command.
- ✓ Conduct damage assessment of office and facilities (include other offices if possible).
- ✓ Determine operational capability of all facilities and field units. Establish alternate work site(s) as necessary.
- ✓ Notify staff, chain of command, other offices, and OES of environmental health status and needs.
- ✓ Take appropriate precautions to assure that no further injuries will occur in subsequent events: aftershocks, etc.
- Conduct daily briefings or shift change briefings to encourage exchange of information and status update.
- ✓ Conduct Critical Incident Stress Debriefing (CISD), as necessary throughout incident.

•	Other:		

#### Recover & Mitigate

- ✓ Review performance and modify plan as necessary.
- ✓ Conduct Critical Incident Stress Debriefing (CISD) for staff 5-10 days after incident as necessary.
- ✓ Return to business as normal. Identify necessary safety related issues to be addressed, make changes.
- ✓ Replace or repair damaged equipment; re-stock supplies.
- ✓ Develop lessons learned.

✓	Other:			

#### Introduction

The need for accurate information and adequate methods for communication during a disaster is critical to an environmental health organization, other agencies, and the public.

#### **Objectives**

- Identify needs and methods for contacting and communicating with environmental health staff on a 24-hour basis.
- Assure that communication links are established with state and federal resources. Links between key staff and the California Health Alert Network (CAHAN) need to be in place.
- Identify environmental health and public information communication needs, resources, and methods of delivery.

#### **Internal Communication**

#### **Prepare Before The Incident**

- ✓ Assure that all Environmental Health communication needs are identified as part of the existing county communication plan.
- ✓ Develop a telephone tree with pre-scripted messages to be used in notification and/or dispatch of staff.
- ✓ Work with local emergency management office and/or county OES to develop standard message formats for directing staff to work areas and for public service announcements.
- ✓ Identify, in addition to telephones, existing alternate communications resources specific to your agency; e.g., pagers, E-mail, radios, laptop computers, cell phones. Coordinate with county OES. If you use and have access to pagers, identify an emergency/disaster "pager code" for staff to call you back.
- ✓ Identify communication networks such as runners, specific meeting times and places, etc., if other resources may not be available.
- Determine accessibility, availability, and key staff users of alternate communication systems; train staff in proper use of these systems.
- ✓ Identify essential information that may need to be communicated to staff; e.g., assignment locations.

- ✓ Identify the designated local broadcast media that will carry emergency information for staff and the public.
- ✓ Identify critical telephone lines that are essential for environmental health program response for priority restoration by the phone company.
- ✓ Develop a status board for use during the incident to maintain type of incident, resource use, staff location and availability, on-going activities, etc.
- ✓ Develop and regularly update a determined procedure for pre-assignment and dispatch for all staff; this will include locations and job descriptions.
- ✓ Assure radios / batteries are recharged or replaced as necessary.

<b>/</b>	Other:

#### **Respond During the Incident**

- ✓ Use phone lines for priority messages as appropriate. Avoid use of phone for personal calls and non-incident specific calls.
- ✓ Implement use of standard messages as appropriate.
- ✓ Establish communication links with OES or appropriate representative and other related environmental health response agencies.
- ✓ Issue communication equipment as appropriate.
- ✓ Establish routine briefing of staff at shift change and at designated intervals.
- Maintain status board for ongoing incidents and field staff location. (Identify any buildings or facilities such as food establishments, major buildings in which food products have been embargoed or condemned so proper follow-up may be achieved.)
- ✓ Assure radios / batteries are recharged or replaced as necessary.

✓	Other:			

#### **Recover & Mitigate**

✓ Return to normal communication procedures as soon as possible.

- ✓ Account for communication equipment used and return or replace to "ready" status.
- ✓ Release any communications resources no longer needed; e.g., amateur radio operators.
- ✓ Evaluate procedures used and make recommendations for changes.
- ✓ Develop lessons learned.

✓	Other:

#### **External Communication**

#### **Prepare Before the Incident**

Effective Crisis/Risk Communication is essential in order to convey accurate, timely and credible information to the public and the media. This should be done by well trained persons assigned to the task.

- ✓ Prepare public service announcements (PSA's), in English and other languages appropriate to the local communities to address environmental health concerns. Coordinate with the county/agency Public Information Officer (PIO) and with the local emergency management office and/or county OES.
- ✓ Prepare multi-lingual handouts / appropriate condemnation notices dealing with your areas of responsibility; maintain adequate supply in office(s), staff cars.
- ✓ Identify multi-lingual staff capabilities, and external staff not previously identified, who are available to help create public service announcements or handout materials, and who can serve as on-site translators.
- ✓ Identify existing information system and establish a link with local emergency management office and/or county OES.
- ✓ Identify internal Public Information Officer (PIO) to coordinate with local emergency management office and/or county OES, and the public.
- Contact telephone company to determine availability of TTY (telecommunication typewriter) to relay messages to the hearing impaired.
- ✓ Identify a "HOT LINE" for use, if appropriate, during incident.

- ✓ Establish "rumor control" phone bank with identified staff (include multi-lingual capabilities) to respond to questions about sensitive topics; e.g., nuclear reactors, water supply damage.
- ✓ Identify questions likely to come up and develop appropriate answers.
- ✓ Pre-program fax machines with local media fax numbers and scripted messages so one push of the button will deliver your messages. A tip to help maintain the accuracy of your media contact list is to use this fax feature to distribute non-disaster related public information such as how to handle turkeys at Thanksgiving, April for earthquake preparedness month, and localized flooding incidents.
- ✓ Identify your web site so updated messages can be provided.
- ✓ Obtain other jurisdiction web site addresses; review and share information.
- ✓ Become familiar with forms, data, the essential elements of information which will be used during an incident.
- ✓ Identify the location of RIMS capable computer terminal (e.g., local emergency management operations center or health department operations center. Identify who will monitor.

✓	Other:	

#### **Respond During the Incident**

Effective Crisis/Risk Communication is essential in order to convey accurate, timely and credible information to the public and the media. This should be done by well trained persons assigned to the task.

- ✓ Issue public service announcements as necessary.
- ✓ Distribute environmental health handouts and pamphlets to shelter sites, designated centers, or as appropriate.
- ✓ Update media through the public information officer in conjunction with local emergency management office and/or county OES.
- ✓ Develop, in conjunction with PIO and multi-lingual assistants, incident specific information to protect public health and safety.
- ✓ Utilize rumor control and/or HOT LINE as appropriate.

✓ Ensure environmental health information is inputted into RIMS. This would include m and health status reports.					
✓	Other:				
Re	cover & Mitigate				
info	ective Crisis/Risk Communication is essential in order to convey accurate, timely and credible ormation to the public and the media. This should be done by well trained persons assigned to task.				
✓	Maintain rumor control and HOT LINE, as appropriate, until situation is completely resolved.				
✓	Coordinate with other agencies, as appropriate, to announce, through proper channels, a "back to normal" status for such things as water, food, etc.				
✓	Remove or re-evaluate emergency postings as appropriate.				
✓	Evaluate handout materials and re-write or revise as appropriate; replace supplies.				
✓	Refer to RIMS reports for after-action debriefings.				
✓	Develop lessons learned.				
✓	Other:				

As noted previously, effective crisis/risk communication is critical. Persons assigned to this role need to be well trained and prepared. The EPA's *Seven Cardinal Rules of Risk Communication* are presented below as a quick reminder of rules that should not be violated.

#### The EPA's Seven Cardinal Rules of Risk Communication

Rule 1. Accept and involve the public as a legitimate partner. The goal should be to produce an informed public that is involved, interested, reasonable, thoughtful, solution-oriented, and collaborative.

#### Rule 2. Listen to the audience.

Effective risk communication is a two-way activity.

#### Rule 3. Be honest, frank, and open.

The first goal of risk communication is to establish trust and credibility.

Rule 4. Coordinate and collaborate with other credible sources.

Few things make risk communication more difficult than conflicts or public disagreements with other credible sources.

Rule 5. Meet the needs of the media.

Rule 6. Speak clearly and with compassion.

Use clear, non-technical language. Be sensitive to local norms, such as speech and dress.

Rule 7. Plan carefully and evaluate performance.

#### Communication Tips<sup>1</sup>

#### Do:

- > Be prepared.
- > Designate a spokesperson.
- > Provide complete, accurate, and timely information.
- > Tell the truth.
- > Express empathy.
- Acknowledge uncertainty and offer to get back with more information later.
- Document your communications.

#### Do Not:

- Speculate on the cause or outcome of an incident.
- > Blame or debate.
- > Minimize or brush off concerns of customers.
- Treat inquiries from interested parties as an annoying distraction from the real business of emergency response.

#### Do:

Develop possible messages in advance, and update them as the emergency develops:

- We are taking this incident seriously and doing everything we can to resolve it.
- Our primary concern is protecting public health.
- What we know right now is \_
- > The information we have is incomplete. We will keep you informed as soon as we know more.
- We have contacted state and local officials to help us respond effectively.
- If you think you may be ill or need medical advice, contact a physician.

<sup>&</sup>lt;sup>1</sup> Adapted from: *Emergency Response Planning Guide for Public Drinking Water Systems*, Division of Drinking Water , Washington State Department of Health, May 2003 (DOH PUB. #331-211)

- > We are sampling and doing tests to determine whether there is contamination.
- > Etc.

## GUIDELINES FOR UTILIZATION OF PUBLIC AND PRIVATE RESOURCES

#### Introduction

In order that response personnel can cope with any disaster, procedures need to be established prior to the event for obtaining personnel, supplies, and equipment resources from private and public agencies, organizations, and companies.

To obtain assistance from agencies outside the local jurisdiction, mutual aid agreements should be in place. Generally, all such agreements will be handled through the local emergency management office. However, it is important that the local emergency planners be aware of any potential environmental health needs prior to any event. If you believe these agreements have been made, verify that resources and formal agreements have been secured. Contact DHS and local emergency management offices for specific information on obtaining resources.

#### **Objectives**

 Obtain assistance from private and public agencies or organizations and companies to support the environmental health response activities during disaster operations.

#### **Prepare Before the Incident**

- ✓ Work with the local emergency management office, or designated individual, to identify any equipment or resources that might be requested or required by environmental health in a disaster. This should include preparing any memorandum of understanding (MOU or purchase order agreement) that may be needed to access equipment quickly or verifying any existing agreements.
- ✓ Prepare and maintain a supply of forms for recording Requests for Resources. This includes ICS / RIMS forms. Contact your local emergency services office for forms. (See Appendix "D" for questions that need to be addressed when requesting or providing resources).
- ✓ Prepare a list of public and private resources to be used in a disaster (See Appendix "D"). Update annually. Be sure to consider communication, transportation, and on-site staff needs.
- ✓ Consider developing a relationship and working with community based groups and local trades associations such as local restaurant association, grocery stores, dry cleaners association, etc.
- ✓ Designate appropriate personnel to communicate regularly with suppliers to assure that personnel, equipment, and supply resources are available and current.
- ✓ Identify fuel sources and locations for use by staff.

<ul> <li>Develop a written inventory, computer and hard copy, of necessary environmental health equipment and supplies. Update it regularly.</li> </ul>							
✓	Other:						
R	espond During the Incident						
✓	Assess applicability and availability of resources to cope with the disaster.						
✓	Assess status of communication network and transportation capability to obtain resources.						
✓	Maintain adequate supply of resources.						
✓	Maintain records regarding equipment, supplies, resources requested and used.						
✓	Other:						
D.	2 Ni:4:4						
K	ecover & Mitigate						
✓	Return unused, borrowed supplies and equipment; store acquired equipment and leftover supplies in secure area for future use.						
✓	Conduct critique to assess the utilization and adequacy of resources for coping with the disaster; include a report with recommendations for correction of deficiencies.						
✓	Update list of resources as needed.						
✓	Develop lessons learned.						
✓	Other:						

#### Introduction

Effective staff notification, activation, and deployment procedures are paramount to the success of any disaster response. This is the time when staff will be expected to work under unusual circumstances. If they have been part of the planning process and if your preparations have been effective, your organization will work properly. It is during the plan activation phase that you will learn if your planning paid off. Chaos will reign, however, if you do not begin your planning process until the time of the event.

#### **Objectives**

- Provide continuity of management during incident.
- Provide a means to insure adequate personnel, supplies, and equipment to function properly during the incident.
- Provide a means to evaluate the agency's response to the incident(s).

#### **Prepare Before the Incident**

- Establish guidelines for various levels of emergency plan activation. For example, if you have warning of an impending flood, you may have time to implement a staged response. If, however, you are dealing with an earthquake, your response needs will be different.
- Develop a continuity of operations plan to include:
  - ✓ Identify an emergency response management structure within your organization; who is in charge and for what time frame. Be sure these designees are trained and capable of "being in charge" for a time period. Practice implementation. This is very important. For a time period during an event, someone may be designated to "be in charge" who is not normally "the boss." It is important that staff understands and respects the management structure established for emergency operations.
  - ✓ Designate emergency managers and responsibility when normal management staff are unavailable.
  - ✓ Identify alternate work sites.
  - ✓ Develop non-traditional "buddy systems" for safety; i.e. a food specialist and a support staff person.
  - ✓ Identify response teams based on staff availability, skills, and expertise.

- ✓ Identify staff that will report to Departmental and/or operational area EOC.
- ✓ Specific mutual aid assistance is coordinated through the State Medical and Health Mutual Aid System. If you need assistance, contact your Operational Area Disaster Medical and Health Coordinator.
- ✓ Consider establishing an informal cooperative agreement concerning staff reporting to work with other directors of environmental health within your region; i.e. personnel who live in your jurisdiction, work in another but because of condition, cannot get to their own place of work.
- ✓ Think about and plan for how to utilize and support mutual aid resources you receive from other jurisdictions.
- ✓ Identify authority for implementation of emergency legislation, pre-print and stock notices to be used by staff stating that authority. (See Appendix "B").
- Designate and train key response personnel to be responsible for in-house staff notification procedures.
- ✓ Plan for contact and availability of staff on a 24-hour basis.
- ✓ Develop procedures to use alternate communication systems as necessary, for instance, radio, pay phones, cellular phones, and messengers, so you will be able to make initial contact with staff on a 24-hour basis.
- ✓ Develop protocols and procedures for staff to report for work (this would include scenarios with and without telephone availability).
- ✓ Identify alternate staff reporting locations.
- ✓ Identify staff assignments for specific locations.
- ✓ Develop personnel rosters showing early and alternate responders.
- ✓ Develop phone tree network and scripted callout message(s) as appropriate.
- ✓ Establish primary and secondary assembly points for staff.
- ✓ Pre-designate method of transportation for deployment of environmental health staff:
  - o personal vehicle
  - o agency vehicle
  - air transport
  - o buses/trucks
  - o bicycle
  - o foot

	✓ Develop checklists of required equipment and supplies for staff including personal protection gear and personal identification as appropriate for disaster response. (See Appendix "D").						
	✓ Other:						
Re	espond During the Incident						
✓	Determine the type and extent of disaster and the level for environmental health involvement and response.						
✓	Activate environmental health response plan as appropriate.						
✓	Activate transportation needs as required.						
✓	Establish response priorities and a 24-hour incident action plan in coordination with local government response agencies through the designated environmental health contact at the EOC.						
✓	Personnel with pre-designated assignments will proceed as quickly as possible to their assigned locations (emergency operations center, work sites, etc.).						
✓	Brief staff on the type and extent of the disaster, assignments, work sites, and any other pertinent data required for an appropriate response. Conduct briefings daily and as needed throughout the response phase.						
✓	Implement emergency environmental health legal authorities as necessary.						
✓	Conduct necessary environmental health activities and document activities.						
✓	Maintain written records of expenditures, records and/or equipment destroyed or used, and time spent on activities related to the incident.						
✓	Coordinate with other agencies to assist the public during the event.						
✓	Other:						

### **Recover & Mitigate**

- ✓ Modify activation and staff deployment procedures, policy, staff assignments, and equipment as appropriate.
- ✓ Repair and/or replace any equipment or resources damaged or used.
- ✓ Coordinate with agency or local emergency management to account for expenditures. See Appendix "D"
- ✓ Coordinate with other agencies to assist in moving toward recovery.
- ✓ Identify lessons learned.

✓	Otner:					

#### Introduction

An effective continuity of operations plan provides the framework to operate during the incident and to facilitate a transition to the recovery phase. The primary goal of the recovery phase is to return to "business as usual" as soon as possible. In the case of some environmental health considerations, this may take a very long time.

#### **Objectives**

- Provide a smooth transition to "business as usual" as soon as possible.
- Provide the mechanism for record keeping to document response activities, including personnel, supplies, equipment, and costs.
- Recover costs.

#### **Prepare Before the Incident**

- ✓ Create a business recovery plan to identify alternate work strategies such as alternate work sites, telecommuting, and/or modified field work sites as well as how to get your office back up and running as soon as possible.
- ✓ Identify potential barriers to a quick recovery within the community. For example, backlogs in plan review or required inspections of new or re-built facilities. There may be areas that can become physically inaccessible.
- ✓ Identify potential acceptable short cuts to getting business back to work.
- ✓ Identify critical and/or irreplaceable documents and records.
- ✓ Identify how to keep records / equipment from being damaged and/or destroyed.
- ✓ Identify method for gathering and maintaining records / information during the incident and implement record keeping procedures specific to the incident.
- ✓ Develop strategy for regularly creating / collecting hard copies of essential documents.
- ✓ Develop work strategies for use when electronic support is not available.
- ✓ Develop and use a process to regularly back-up or otherwise duplicate critical and/or irreplaceable documents or records. Identify and use storage facility for critical and/or irreplaceable records. NOTE: Consider off-site locations; consider fire, building collapse, and/or flood. These locations may also be available through your office of emergency management.

- ✓ Develop/obtain forms to document response activities, staff hours, and equipment/supply costs. NOTE: These records will prove invaluable for cost reimbursement through Federal Emergency Management Agency (FEMA), OES, etc. They will also help you provide accountability, deal with potential liability issues, and assist you in the post incident critique. Be sure to obtain necessary forms and instructions on completing these forms from the local emergency management office and/or county OES.
- ✓ Designate and train staff responsible for distributing, collecting, and compiling the response activity forms, and for maintaining adequate supplies during the incident.
- ✓ Identify potential problems that may block a return to business as usual within environmental health. This may include injured staff or damaged or destroyed buildings and/or vital records.

<b>\</b>	Other:	

### **Respond During the Incident**

- ✓ Implement business recovery plan, to include alternate work sites, telecommuting, field assignments, hard copies of documents and work strategies, etc.
- ✓ Determine the type and extent of disaster and the level of environmental health involvement.
- ✓ Assess the types of damage, the community requirements for recovery, and the role environmental health can play in appropriately expediting the process.
- ✓ Identify in-house damage and need for repair / replacement.
- ✓ Identify critical record / equipment damage (this will continue throughout all phases of the event).
- ✓ Identify records / equipment destroyed
- ✓ Identify records / equipment that can and need to be replaced.
- ✓ Identify how to keep additional records / equipment from being damaged and/or destroyed.
- ✓ Coordinate with other agencies to assist the public and environmental health with recovery.

Other:			

### **Recover & Mitigate**

- ✓ Evaluate environmental health emergency management structure.
- ✓ Continue to coordinate with other agencies to assist public with recovery.
- ✓ Complete and properly submit all necessary Disaster Reporting Forms.
- ✓ Expedite process for returning facilities to normal use; e.g. plan check.
- ✓ Evaluate emergency management structure, overall agency response, and recommend changes to structure and operations as appropriate and implement as soon as possible.

Identify lessons learned.

<b>/</b>	Other:

# SAMPLE FORMS AND CHECKLISTS

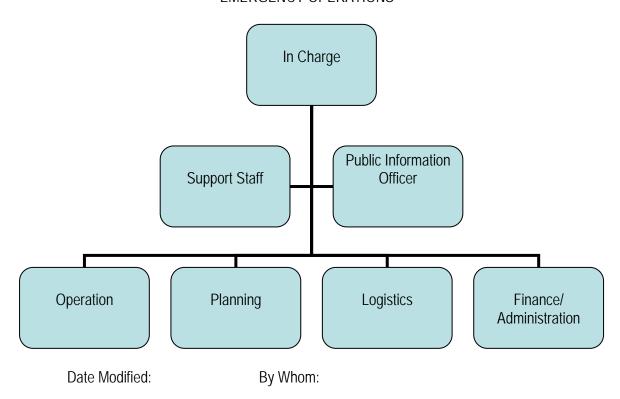
Attached, are a few sample plan maintenance forms and checklists for your review and use. They are intended only to give you ideas and support as you build your own data-bases and lists. We understand that you will develop your own forms in styles that best suit your needs and expectations. Please use these charts, or develop your own. Whatever charts and information you do create must be updated regularly. Regularly can mean at least every six months and as often as staff change homes or jobs. Such forms and charts will work for you if:

- your staff is aware the information is needed
- you have assigned someone and given them responsibility and authority to collect and update the information
- staff knows how to access and is trained to utilize this information if that one person is not available
- the information is kept current

Make the idea of charts work for you. Keep the information in your computer but **ALWAYS** keep a hard copy back up. Ideas for other charts include, sample messages to be read on the radio to alert staff to go to work sites, sample accounting forms, sample equipment distribution forms, sample work schedules and locations, etc.

### ENVIRONMENTAL HEALTH INTERNAL ORGANIZATION CHART DESCRIPTION

# ENVIRONMENTAL HEALTH INTERNAL ORGANIZATION CHART EMERGENCY OPERATIONS



### **IN CHARGE**

This is the person or people who will be expected to manage the environmental health functions during a disaster or significant event. These people must know who they are and what their responsibilities may be.

### SUPPORT STAFF

Generally, this will be the clerical or administrative support staff who will be expected to handle the phone calls or the people who come in the door. In a major event or if there are no phones, these people may be assigned to assist in communication or in a buddy system with professional staff.

### PUBLIC INFORMATION OFFICER

A public information officer will be assigned by the local emergency management agency to handle all formal public announcements. Environmental health, however, may have its own public information officer who may be designated as the contact person for environmental health to handle questions from the media. It is always a good idea to have a media policy concerning who may and may not speak with media and the circumstances. This person can handle all authorized media transmissions of crucial environmental health information.

### FINANCE / ADMINISTRATION

This position can be one of the most crucial to the environmental health operation. The person in charge of this group of people is responsible to gather and maintain all records relating to the operation of the event. Such items as inspections made, equipment and expenditures made, orders given, staffing hours and functions, injuries are vital to any activities after the event. Claims against the jurisdiction, reimbursement for expenditures and workmen's compensation issues may rely on the records kept by this office.

### **OPERATIONS**

This group of people is the staff who handles all necessary inspections and actions related to the event.

### **PLANNING**

This group of people works with information gathered either by the field operations group or from the emergency managers and makes decisions regarding future inspections and actions necessary.

### **LOGISTICS**

While the emergency management office will support the incident with equipment and supplies, it falls to this group to supply the staff with necessary items such as test equipment or inspection supplies, either directly or through the emergency management office. When necessary, this group of people will be called upon by the emergency management office for recommendations for specific environmental health equipment.

### **Chain of Command – Lines of Authority**

The first response step in any emergency is to inform the person at the top of this list, who is responsible for managing the emergency and making key decisions.

Chain of command – lines of authority

Name and title	Responsibilities during an emergency	Contact numbers
ivame and title	Responsibilities during an emergency	Contact numbers

### **Sample Emergency Family/Office Plan**

Depending on the event and its expected duration, staff will be expected to work during non-traditional hours. It is important to identify staff who will be able to respond immediately after (early responders) and those who will be able to respond later (after they have their families safe and secure), and those who may not be able to respond due to care-giving responsibilities or other needs. During the event, staff may be unable to report to their primary or assigned work site because roads or bridges may be impassible. In this case, staff may be available to assist in adjacent jurisdictions. The California Department of Health Services has developed methods to deal with mutual aid; please contact that Department for assistance.

Traditionally, environmental health disciplines have <u>not</u> been considered "first responders" in the same way police, fire fighters, and paramedics are known as first responders. Very early in an incident, however, there will be a need for answers regarding environmental health issues such as water supply safety, food safety, hazardous materials questions, or others. Therefore, the concept of environmental health early responders is needed.

### Sample Emergency Response Roster

Name	Disaster Trng (done/update)	Family/Work Plan (done/update)	Personal Emerg. Gear (done/update)	Emerg. Bldg Plan (date)	Photo ID (Date)

### **Sample Employee Roster**

Name	Home Address	Phone	Cell phone	Pager #	Email	Emerg. Contact #	Other	Current as of:

### Sample Staff Capabilities/Resource

Name	First Aid	Language (specify)	Survival	Firefighting	Radio	Writing	Finance	Record Keeping	Other

### **Sample Staff Resources Roster**

Staff Resources Roster								
<u>NAME</u>	<u>skill</u>	<u>early</u>	1 <sup>st</sup> alternate	2 <sup>nd</sup> alternate	not available why?-			
John Smith					broken leg			
Mary Jones	food specialist	Х						
Jane Doe	water specialist			Х				

<b>Personal Protective Gear</b>		
EMPLOYEE NAME:		
TYPE OF GEAR:	DATE ISSUED/OBTAINED:	
PHOTO I.D. BOOTS GOGGLES WORK GLOVES HARD HAT COVERALLS DISPOSABLE GLOVES FIRST AID KIT WATERLESS HAND CLEANER OTHER	/WIPES	
WORK EQUIPMENT:  RADIO (FREQUENCY) CELL PHONE PAGER TEST KIT SAMPLE KIT DISASTER FIELD MANUAL OUTER WEAR: Identifying ves OTHER	t/windbreaker	
Reviewed and approved (sign	ed) Date	e:

### **Building Emergency Plan**

### **FLOOR PLAN OF OFFICE:** (Display in key locations in each EH office)

### Show exact location of the following:

- emergency exits
- fire extinguishers
- first aid kits
- emergency supplies stored

OFFICE EMERGENCY SUPPLIES:								
<u>Type</u>	Quantity	Rotation Date	Replacement Date					
Food								
Water								
Blankets								
Flashlights								
Batteries								
First aid kits								
Other:								

### **Critical Phone Numbers**

List the phone numbers (including all area codes) that <u>SHOULD</u> be restored as rapidly as possible or as a high priority. Provide this information to the Emergency Center or Phone Company

###

**NOTE:** Each environmental health office should have this information documented. <u>Any</u> site that may be a designated environmental health office should have this information displayed.

PUBLIC INFORMATION MESSAGES							
HANDOUTS	DRAFT	APPROVED	PRINTED	SPECIFY LANGUAGES	DISTRIBUTED	OTHER	
Food							
Water							
Solid Waste							
Liquid Waste							
Med Waste							
Vector Control							
HazMat							
Flood Clean-up							
Mold							
Other							
DISTRIBUTION	DATE	NUMBER					
EH Office(s)							
EOC							
Health Officer							
Staff							
MEDIA: TV							
WEDIA: 1 V							
MEDIA: RADIO							
-							
MEDIA DDINIT							
MEDIA: PRINT							

### **Media Contacts**

During any emergency, the public needs accurate, current information. It is beneficial to identify all forms of local and/or area media and a contact prior to any event.

BROADCAST - TELEVISON								
Station	Telephone	Fax	Email	Contact				
Station	Telephone	Fax	Email	Contact				
Station	Telephone	Fax	Email	Contact				
Station	Telephone	Fax	Email	Contact				

BROADCAST - RADIO					
Station	Telephone	Fax	Email	Contact	
Station	Telephone	Fax	Email	Contact	
Station	Telephone	Fax	Email	Contact	
Station	Telephone	Fax	Email	Contact	

PRINT				
Newspaper	Telephone	Fax	Email	Contact
Newspaper	Telephone	Fax	Email	Contact
Newspaper	Telephone	Fax	Email	Contact
Newspaper	Telephone	Fax	Email	Contact

**<u>NOTE:</u>** Please identify any TTY uses (telecommunication typewriter) for hearing impaired.

### **Communication Tips<sup>2</sup>**

### Do:

- > Be prepared.
- > Designate a spokesperson.
- Provide complete, accurate, and timely information.
- > Tell the truth.
- > Express empathy.
- Acknowledge uncertainty and offer to get back with more information later.
- Document your communications.

### Do Not:

- Speculate on the cause or outcome of an incident.
- Blame or debate.
- > Minimize or brush off concerns of customers.
- Treat inquiries from interested parties as an annoying distraction from the real business of emergency response.

Develop possible messages in advance, and update them as the emergency develops:

- We are taking this incident seriously and doing everything we can to resolve it.
- Our primary concern is protecting public health.
- What we know right now is \_\_\_\_\_\_
- > The information we have is incomplete. We will keep you informed as soon as we know more.
- We have contacted state and local officials to help us respond effectively.
- If you think you may be ill or need medical advice, contact a physician.
- We are sampling and doing tests to determine whether there is contamination.
- > Etc.

<sup>&</sup>lt;sup>2</sup> Adapted from: *Emergency Response Planning Guide for Public Drinking Water Systems*, Division of Drinking Water, Washington State Department of Health, May 2003 (DOH PUB. #331-211)

### **EMERGENCY OFFICE SITES**

Date reviewed:

In the event that your normal environmental health office site or sites are inaccessible for any reason, you should identify at least two other locations that could be used as sites.

SITE #1: address: (closest cross street):
Phone numbers:
How to gain access 24 hours a day, 7 days a week:
Emergency supplies? (what's on-hand, what's needed?)
Operating office supplies/equipment? (what's on-hand, what's needed?)
Other:
SITE #2: address: (closest cross street):  Phone numbers:
How to gain access 24 hours a day, 7 days a week:
Emergency supplies? (what's on-hand, what's needed?)
Operating office supplies/equipment? (what's on-hand, what's needed?)
Other:

## **APPENDIX**

Appendix A – Structure of Emergency Operations
Appendix A – 1 Incident Command System
Appendix A – 2 Biological, Chemical and Nuclear/Radiological Terrorism

Appendix B – Authority & Responsibility of Local Health Officers

Appendix C – Family and Workplace Resources

Appendix D – ICS and RIMS Requests

Appendix E – Sample Checklists and Contact Sheets

Appendix F – SEMS Training Matrix

Appendix G – List of Acronyms

### Appendix A– Structure of Emergency Operations

### INTRODUCTION/OBJECTIVES

In developing an emergency response plan for environmental health, it is important for the environmental health planner to have an understanding of the structure of emergency operations, the emergency responsibilities of government, and the manner in which environmental health programs are incorporated into this response organization. This section provides a general overview of emergency operations and the governmental agencies involved in the response to public and environmental health emergencies. Much of this material has been excerpted from the *State of California Emergency Plan*, revised May 1998. The section on terrorism is excerpted from the *California Terrorism Response Plan*, *An Annex to the State Emergency Plan*, February 2001. Information concerning the National Incident Management System was derived from information from the Federal Emergency Management Agency and the California (Governors) Office of Emergency services.

### **OPERATIONAL PRIORITIES**

Special consideration is given to the following priorities when conducting emergency operations:

- protecting life (highest priority), property, and the environment;
- meeting the immediate emergency needs of people, including rescue, medical care, food, shelter, and clothing;
- temporarily restoring facilities, whether publicly or privately owned, that are
  essential to the health, safety, and welfare of people (such as medical,
  sanitation, water, electricity, and emergency road repair);
- meeting the rehabilitation needs of people, including provision of temporary housing, food stamps, and employment; and
- mitigating hazards that pose a threat to life, property, and the environment.

### STATEWIDE EMERGENCY MANAGEMENT

The emergency response of governmental agencies in California is an extension of day-to-day operations. Emergency operations rely on the normal authority and responsibilities of government, plus police powers that may be invoked by executive authority under specified conditions. Government at all levels must work together effectively, along with the private sector, business and industry,

community based organizations and volunteers, to meet the challenges posed by a disaster.

### **National Incident Management System (NIMS)**

The following is extracted from the NIMS descriptor posted by FEMA:

The NIMS provides a consistent, flexible and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery and mitigation. The NIMS represents a core set of doctrine, principles, terminology, and organizational processes to enable effective, efficient and collaborative incident management at all levels. To provide the framework for interoperability and compatibility, the NIMS is based on a balance between flexibility and standardization.

The NIMS provides a set of standardized organizational structures – including the Incident Command System (ICS), Multi-Agency Coordination Systems and public information systems – as well as requirements for processes, procedures and systems to improve interoperability among jurisdictions and disciplines in various areas.

The ICS has been established by the NIMS as the standardized incident organizational structure for the management of all incidents. State and local adoption of NIMS is a condition for receiving federal preparedness funding.

### **NIMS Compliance in California**

The California Emergency Management Plan is being modified as needed to comply with the NIMS system so as to fully integrate California's Standardized Emergency Management Systems (SEMS) with NIMS. In fact, NIMS is modeled after the SEMS system to a great extent.

The following sections on NIMS compliance is extracted from: *California Implementation Guidelines For The National Incident Management System Workbook and User Manual*, OES, April 2006

NIMS compliance for California consists of integrating SEMS and NIMS to the extent possible consistent with the Governor's Executive Order S-02-05, which directed the Governor's Office of Homeland Security (OHS) and the Governor's Office of Emergency Services (OES) to direct this effort through the SEMS Advisory Board. SEMS includes the incident command system (ICS) at the field level and other components, such as mutual aid and the Operational Area concept.

The primary requirement for local government is have passed an ordinance or resolution that adopts NIMS, while maintaining SEMS.

California meets the most critical part of NIMS, the Command and Management portion- Incident Command System -- by virtue of the State's Standardized Emergency Management System. SEMS is based on the same form of Incident Command System (FIRESCOPE and the National Wildfire Coordinating Group) as NIMS.

Although SEMS, through regulation, is focused on response, many preparedness activities identified in NIMS are undertaken under the authority of the Emergency Services Act, such as emergency operations plans development and review. The State's primary method of fully addressing all NIMS components is to focus on those areas in SEMS that may necessitate an additional level of detail or enhancement of existing concepts to comply with NIMS. This is being accomplished through the SEMS Maintenance System and the nine Specialist Committees which have been convened, in part, to align SEMS and NIMS.

# 1. Use of existing SEMS structure - which follows the local/Operational Area/Regional/State concept to provide a composite view of NIMS compliance in the State.

The State will also rely upon SEMS and its application of the Operational Area concept to establish a composite view of NIMS compliance. This means that compliance will be viewed as a whole, rather than on the basis of each individual jurisdiction. In its guidance materials, DHS encourages states to support a regional approach to NIMS implementation, acknowledging that some local jurisdictions or tribal governments may not have the resources to implement all elements of NIMS on their own. By working together with other localities in their regions, they will be able to pool their resources to implement NIMS.

Information provided to the OES Regions through the Operational Areas, such as copies of resolutions, emergency plans and procedures, or Operational Area Council reports, will provide additional documentation of compliance and can also identify areas that need additional attention.

### 2. Documentation of NIMS compliance that is required for federal preparedness grants.

The OHS serves as the State Administering Agency for the purposes of homeland security grant funds. To that end, OHS will demonstrate how its grant strategy and allocation of grant funds encourages and supports NIMS implementation at all organizational levels.

The State will rely on self-certification of applicants for federal preparedness grants through the OHS grant process. In addition, OHS will include NIMS

compliance information as part of the FY 2006 grant guidance for grant applicants. Urban Area Security Initiative (UASI) reports of compliance and strategies will also provide certification support. State OES administers the Emergency Management Performance Grant (EMPG). The EMPG Guide for local governments includes work elements that address the following NIMS integration items:

- Updating emergency laws, plans and procedures to address NIMS
- Initiating the integration of NIMS into existing emergency plans and procedures
- Completing the NIMCAST baseline assessment
- Formulating a NIMS implementation plan
- Enhancing and coordinating mutual aid programs
- Integrating lessons learned from After Action Reports into documents and procedures, processes
- Promoting business preparedness and mitigation to include NGOs and volunteer organizations
- Ensuring local OES organizations utilize volunteers and volunteer resources
- Ensuring a capability to respond to all hazards including terrorism
- Participating in SEMS/NIMS training
- Establishing and implementing an all-hazards, progressive exercise program
- Completing AAR and implementing Corrective Actions
- Enhancing communications and warning systems and the ability to rapidly assess threats
- Develop an emergency public information system.

### 3. Use of NIMCAST as the State's baseline assessment to provide an overall view of NIMS compliance.

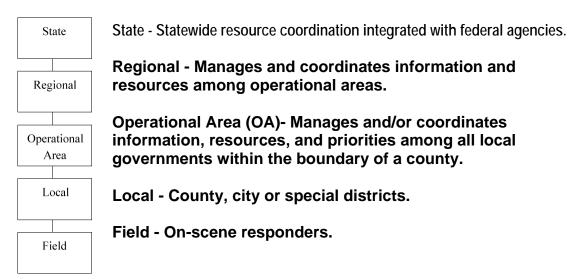
The State elected to use NIMCAST as the tool to establish a state baseline assessment for NIMS compliance. Those entities to be included in the official state assessment include counties, UASI cities, City of Fresno, key state agencies in the State Emergency Plan, and those tribal governments that choose to participate. Certification will include review and analysis of NIMCAST responses by state, local and tribal governments. NIMCAST will be the vehicle to establish the state baseline and to then measure the State's progress for NIMS compliance by way of annual updates.

### **Standardized Emergency Management System (SEMS)**

The Standardized Emergency Management System is the system required by Government Code §8607 (a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational

levels that are activated as necessary: field response, local government, operational area, region, and State. SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing discipline-specific mutual aid, the operational area concept, and multi-agency or interagency coordination. SEMS helps unify all elements of California's emergency management organization into a single integrated system. Its use is required for State response agencies. Local government agencies <u>must</u> use SEMS to be eligible for State funding of certain response-related personnel costs resulting from a disaster.

### THE FIVE SEMS ORGANIZATION LEVELS



**The California Emergency Organization** 

The five SEMS organization levels, together with the private sector, are collectively referred to as the California Emergency Organization. This organization represents all resources available within the State which may be applied in disaster response and recovery phases. It operates from established Emergency Operations Centers (EOCs) at all levels of government, as well as in many businesses and industries. The goal is to support emergency activities to protect life, property, and the environment. During a state of war emergency, a state of emergency, or a local emergency, the OES Director will coordinate the emergency activities of all State agencies (California Emergency Services Act, '8587). In addition, a number of discipline-specific mutual aid subsystems have been developed in California to support the emergency management structure.

Emergency mutual aid response and recovery activities are generally conducted at the request and under the direction of the affected local government. Some emergency responses are led by designated State agencies. Such agencies have jurisdiction at the State level or those emergencies or disasters. In some

cases there may be joint response, requiring a Unified Command for coordinated response between State and local jurisdictions; e.g., hazardous material, nuclear power plant, and terrorism emergencies.

Resource requests for response and recovery originate at the lowest level of government and are progressively forwarded to the next level until filled. For example, if an operational area is unable to provide the necessary requested assistance, it may contact the OES Region at the Regional Emergency Operations Center (REOC) and forward the request.

State agencies with responsibilities for emergency response will follow their established plans and procedures. During complex emergencies involving multiple jurisdictions and agencies, coordination of resources can be achieved through the use of liaison officers, agency representatives, and unified command.

When support requirements cannot be met with State resources, the State may request assistance from those federal agencies having statutory authority to provide assistance in the absence of Presidential Declarations. The State may also request a Presidential Declaration of an Emergency or Major Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended.

California has established essential communications support procedures between the OA, the OES REOC, the State Operations Center (SOC), and other State agencies to provide the information links for elements of the California Emergency Organization. This communications infrastructure includes the use of the Response Information Management System (RIMS), and the California portion of the National Warning System.

### **Data Interoperability - Response Information Management System (RIMS)**

California Response Information Management System (RIMS), an internet based system used for real-time reporting of emergency response information, among the five levels of government and five functional areas of emergency management, was designed based on the Incident Command System. The result is that RIMS provides for cross communication among the levels of government and emergency management functional areas in compliance with the NIMS standards.

The RIMS system is structured in accordance with the standard incident management organization of five functional areas—command, operations, planning, logistics, and finance/administration—for management of all major incidents. To ensure further coordination, and during incidents involving multiple jurisdictions or agencies, the principle NIMS concepts have been incorporated into RIMS. The NIMS structure of a unified command supports coordination efforts of many jurisdictions, and assures joint decision making regarding strategies, plans, priorities, and public communications. Thereby, RIMS also

supports the NIMS preparedness measures including: planning, training, exercises, mission resource requesting and tasking, and publication management.

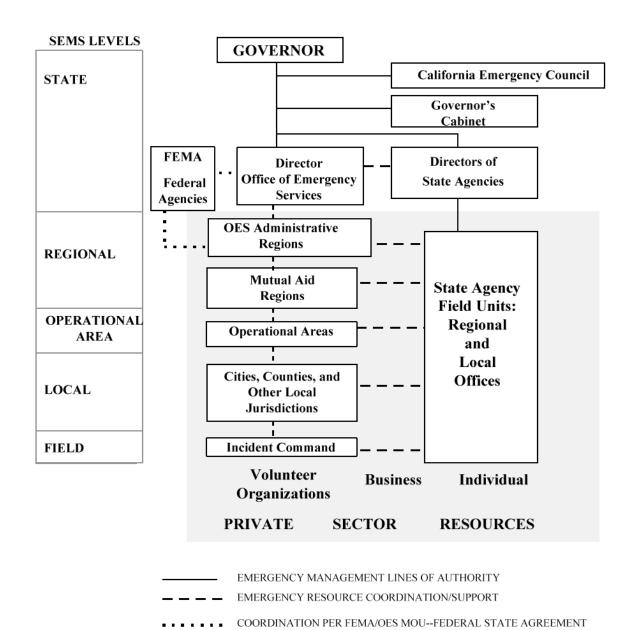
**Emergency Management Organization** 

### **FIELD**

Many emergency response organizations have direct control of resources and response functions at the site of a disaster. These organizations command response personnel and resources to carry out tactical decisions and activities within their jurisdiction.

The on-scene management of the disaster response, particularly at individual sites such as fires, search and rescue operations, hazardous materials spills, and similar operations is conducted under the **Incident Command System (ICS)**. ICS is described in more detail in **Appendix 1A**. This system is used by fire and police departments throughout California, and provides a basic, sound management structure that is applicable to both small day-to-day situations as well as very large and complex incidents. Coordination of the field response occurs at the Incident Command Post (ICP).

### CALIFORNIA EMERGENCY ORGANIZATION



Environmental health personnel who respond to emergencies should be familiar with the system and where they fit into the organizational structure. If a local environmental health program has jurisdictional authority for any part of an incident, program management should be represented in the Unified Command structure. An example of such responsibility includes an emergency that impacts a locally regulated small water system, retail food establishment, or similar event.

### LOCAL GOVERNMENT

Local government includes counties, cities, and special districts within an OA. They conduct formal multi-agency EOC operations, and have the primary responsibility for the protection of the health, safety, property and resources of their residents.

City and county health officers are authorized by the Health and Safety Code to take any preventive measure necessary to protect and preserve the public health from any public health hazard during a local emergency or state of emergency within their jurisdiction. Preventive measures include abatement, correction, removal, or any other protective step which may be taken against any public health hazard that is caused by a disaster and affects the public health.

When a health emergency has been declared by a board of supervisors or local health officer, California Health and Safety Code, Section 101310, vests the local health officer with the supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency.

The organizational structures in effect during catastrophic disasters differ substantially from normal operational channels. In order to manage and coordinate the local, state, and federal emergency response, special operational units are set up. For example, when the existing medical system at the local level cannot cope with the number of casualties, **Casualty Collection Points or Field Treatment Sites** may be set up to triage, stabilize, and hold the injured until they can be evacuated to an available hospital.

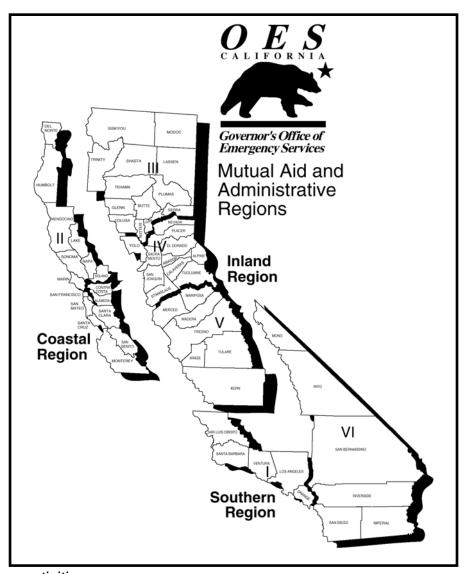
Within the disaster area, **Staging Areas** are established to channel personnel, supplies, and other resources into specific incidents. Staging areas are under the direction and control of the local government emergency response organization, with assistance from regional OES staff and the California National Guard if needed.

### OPERATIONAL AREA

An OA consists of the county and all political subdivisions within the geographical area of the county. California is comprised of 58 OAs. The OA coordinates information, resources, and priorities among the local governments within the operational area, and between the regional level and local governments. This coordination is accomplished through the OA Emergency Operation Center. Within the medical and health mutual aid system, local health officers are often designated as the Operational Area Disaster Medical/Health Coordinator (OADMHC) for their jurisdiction.

### REGION

There are three **OES** Administrative Regions (Inland, Coastal, and Southern) in California and six Mutual Aid Regions for general mutual aid coordination (See Map). The State OES Administrative Regions manage and coordinate information and resources among OAs within mutual aid regions designated pursuant to Government Code 8600, and between the OAs and State agencies for support during emergency mitigation, preparedness.



response, and recovery activities.

OES coordinates assistance and support to the OAs from a **Regional Emergency Operations Center (REOC)**. There is a REOC in each OES Administrative Region. Whenever one or more OA EOC is activated, OES will activate the corresponding REOC.

Each Region has a designated Regional Disaster Medical and Health Coordinator (RDMHC), who is either a Health Officer, Emergency Medical Services Agency Medical Director or Administrator, or a Director of the County Office of Emergency Services from one of the counties within the region. The RDMHC is elected by majority vote of the health officers within the region, and is jointly appointed by the State Department of Health Services and Emergency Medical Services Authority. This person is responsible for:

- Coordinating the acquisition and allocation of critical public, private, and other resources from the operational areas within his or her region as needed to support disaster medical care and public health operations in an affected county or another region,
- Coordinating medical and public health resources within his or her region to support affected operational areas,
- Requesting assistance from the State Department of Health Services or Emergency Medical Services Authority as needed.
- Developing plans and procedures to coordinate disaster medical and health mutual aid within the region.

**Mobilization Centers**, also known as **Disaster Support Areas**, are established by the state and federal government as close as possible to the disaster area. The primary purpose of the mobilization centers is the massing and deployment of resources to support local needs. One or more mobilization center may be established depending on the availability of facilities and access to transportation, particularly the ability to handle large aircraft.

If the evacuation of large numbers of casualties is needed, **Regional Evacuation Points (REPs)** will also be established, usually at the same location as a mobilization center. Patients will be transported to the REPs, where they will again be triaged, stabilized and held until they can be evacuated to unaffected regions of the state or available facilities throughout the nation.

### STATE GOVERNMENT

The Governor:

The Governor is the chief constitutional officer of the State. The emergency powers of the Governor are described in the Emergency Services Act (ESA).

The California Emergency Council:

The California Emergency Council is the official advisory body to the Governor during times of emergency and on matters pertaining to emergency preparedness.

The State Office of Emergency Services (OES):

OES is part of the Governor's Office and performs executive functions assigned by the Governor. The Director coordinates the State's disaster preparedness and response activities, assisted by representatives of State agencies, under the authority of the ESA and Executive Order W-9-91. In a disaster in which more than one REOC is activated, OES will activate the **State Emergency Operations Center (SOC)**. The SOC coordinates resources among the regions and also serves as the State's coordination point for requests for federal assistance. The SOC also coordinates information to the Governor, Legislature, and other agencies.

### State Department of Health Services (DHS):

DHS is the lead State agency for the protection of public health. It is charged in the *State Emergency Plan* and an Administrative Order with OES to coordinate statewide public health assistance in support of local operations. DHS also carries out statutorily mandated response activities such as ensuring the safety of public drinking water supplies; ensuring safe food, drugs, medical devices, cosmetics, and consumer products at the manufacturer or wholesale level; protecting public health from radiologic hazards; and ensuring the ability of health facilities to provide adequate patient care. Local public and environmental health programs will be notified when these emergency response activities are carried out within their county and the activities will be coordinated with local government.

### **Emergency Medical Services Authority (EMSA):**

EMSA is the lead state agency for response to a medical disaster. Under the authority of the Health and Safety Code and *State Emergency Plan*, EMSA coordinates the State's disaster medical response by mobilizing and coordinating emergency medical services mutual aid resources.

### Joint DHS/EMSA Emergency Operations Center (JEOC):

The State medical and public/environmental health response to a disaster is coordinated from the joint DHS/EMSA Emergency Operations Center (JEOC). The JEOC serves as the operational component of the REOC and SOC Medical/Health Branch. It coordinates information and resources in support of the medical, public health, and environmental health response to the disaster. A major responsibility of the JEOC is the acquisition of personnel, supplies and equipment when a mutual aid region is overwhelmed.

### FEDERAL GOVERNMENT

Federal agencies, operating under their own statutory authority or, following a Presidential Declaration of Emergency, under the coordination of the Federal Emergency Management Agency (FEMA), will make their resources available to support state or local emergency response efforts. FEMA is the agency charged with focusing federal efforts to lessen the impact of emergencies before they occur and to respond to emergencies of all types. Federal agencies can provide direct assistance, technical assistance, and professional and technical personnel to augment state and local responders.

The receipt and handling of requests for federal assistance or assistance from other states, and the receipt, allocation, and integration of federal or out-of-state resources is the responsibility of the state OES. It is the responsibility of individual state agencies to maintain liaison with federal and out-of-state counterpart agencies and ensure current knowledge of their emergency resources and means of utilization.

### Federal Public and Environmental Health Response

Federal agencies with disaster public and environmental health functions include the Department of Health and Human Services (DHHS) and the Environmental Protection Agency. DHHS agencies include the U.S. Public Health Service and the Food and Drug Administration. The U.S. Public Health Service has primary federal responsibility for activities associated with health hazards resulting from emergencies. It will assist state and local communities in taking protective and remedial measures for ensuring sanitary food and potable water supplies, adequate sanitary sewage disposal systems, the control of rodents, insects, and other pests; and the control of communicable disease. It will assign professional and technical personnel to augment state and local staff, if needed. The Food and Drug Administration works with state and local governments in establishing public health controls through the decontamination or condemnation of contaminated food and drugs.

### **Federal Medical Response**

Federal agencies with disaster medical response functions include the Department of Health and Human Services (DHHS), the Department of Defense, and the Department of Veterans Affairs. Since October 1985, the U.S. Public Health Service, Office of Emergency Preparedness, has been charged with coordinating the federal medical response to a disaster. This office coordinates the National Disaster Medical System (NDMS) and serves as the conduit for requests for federal assistance in mass casualty disasters. NDMS is a joint program of the Public Health Service, Department of Defense, Department of Veterans Affairs, and Federal Emergency Management Agency. When activated following a major disaster, NDMS will provide Disaster Medical Assistance Teams to support patient care operations in the disaster area and will coordinate the evacuation of casualties to medical care outside of the state. The Department of Defense will assist with hands-on patient care: the transportation of casualties, medical supplies, and personnel; and other logistic support. The Department of Veterans Affairs will provide personnel, supplies, and other resources.

### Military Support to Civil Authorities

Upon specific request for emergency assistance from local jurisdictions, military commanders have the authority to commit military resources where a situation is

of such imminent seriousness that delay in awaiting instructions from higher authority is unwarranted, and such action is justified to save human life, prevent immediate human suffering, or mitigate property damage or destruction. Support might include the provision of vehicles, equipment, supplies, personnel, aircraft and crews, and other related resources. Military bases have also been used to provide emergency shelter to large numbers of evacuees following floods or other disasters. After a Presidential disaster declaration has been made, all requests for federal military assets must be made through OES via the mutual aid system as described above.

### PRIVATE SECTOR

An important part of the emergency organization is the private sector. Business and industry own or have access to substantial response and support resources. Community Based Organizations (CBOs) or Non-Governmental Organizations (NGOs) provide valuable resources and services before, during, and after a disaster. These resources can be effective assets at any level. Examples of such organizations with medical or health-related roles include the American Red Cross and Salvation Army, which have significant responsibility for the provision of mass care and shelter (See Housing/Emergency Mass Shelter Section), community clinics, medical supply and pharmaceutical vendors, hospitals, and other health facilities.

### **EMERGENCY PROCLAMATIONS**

There are three types of proclamations of emergency in the State of California: local emergency, state of emergency, and state of war emergency. During a state of emergency or a state of war emergency, the Governor has complete authority over all agencies of State government. For specific information regarding emergency declarations, powers of the Governor, and authorities of jurisdictions, refer to the California ESA.

### Local Emergency

A local emergency may be proclaimed by the local governing body or a duly authorized local official, as described in the California ESA and as provided for in its local emergency ordinance. A local emergency means the duly proclaimed existence of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. Local

proclamations may authorize additional emergency authorities for local officials in accordance with their local ordinance.

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### State of Emergency

A disaster may be of such magnitude that it requires extraordinary action by the State in order to protect the lives, property, and environment of its citizens. The Emergency Services Act allows the Governor to proclaim a state of emergency "...when the existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency" which conditions, by reasons of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

### State of War Emergency

If a state of war emergency exists, all provisions associated with a state of emergency apply as stated above. All State agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor, as provided in the ESA. A state of war emergency "exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the federal government indicating that such an enemy attack is probable or imminent."

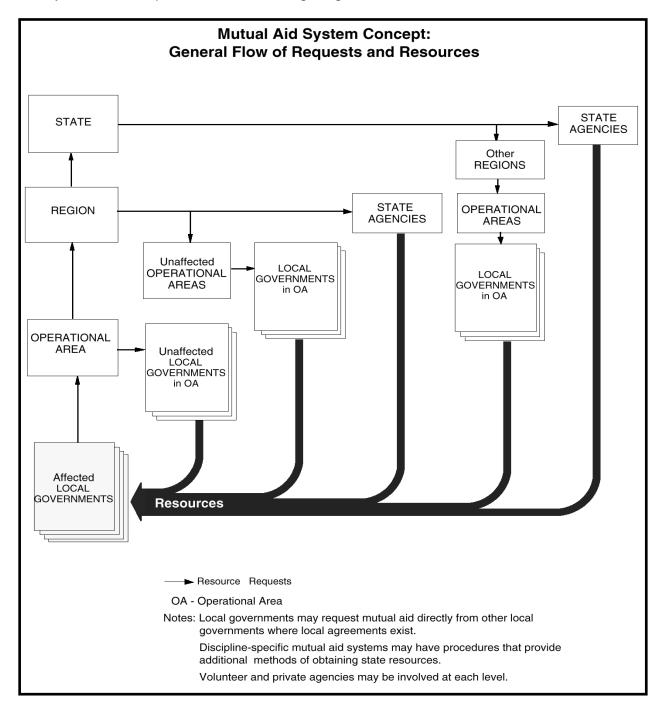
### Mutual Aid

Incidents frequently require responses that exceed the resource capabilities of the affected response agencies and jurisdictions. When this occurs, other agencies, local governments, and the state provide mutual aid. Mutual aid is voluntary aid and assistance by the provision of services and facilities including but not limited to: fire, police, medical and health, communications, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual aid is provided between and among local jurisdictions and the state under the terms of the California Disaster and Civil Defense Master Mutual Aid Agreement. This agreement was developed in 1950 and has been adopted by California's incorporated cities, all 58 counties, and the state.

### Mutual Aid Systems

The mutual aid program in California has developed statewide mutual aid systems. These systems, operating within the framework of the Master Mutual Aid Agreement, allow for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the following diagram.



Several discipline-specific mutual aid systems have been developed, including fire and rescue, law, medical, and public works. The adoption of SEMS does not alter existing mutual aid systems. These systems work through local government, operational area; regional and state levels consistent with SEMS.

Mutual aid may also be obtained from other states. Inter-state mutual aid may be obtained through direct state-to-state contacts, pursuant to inter-state agreements and compacts, or may be coordinated through federal agencies.

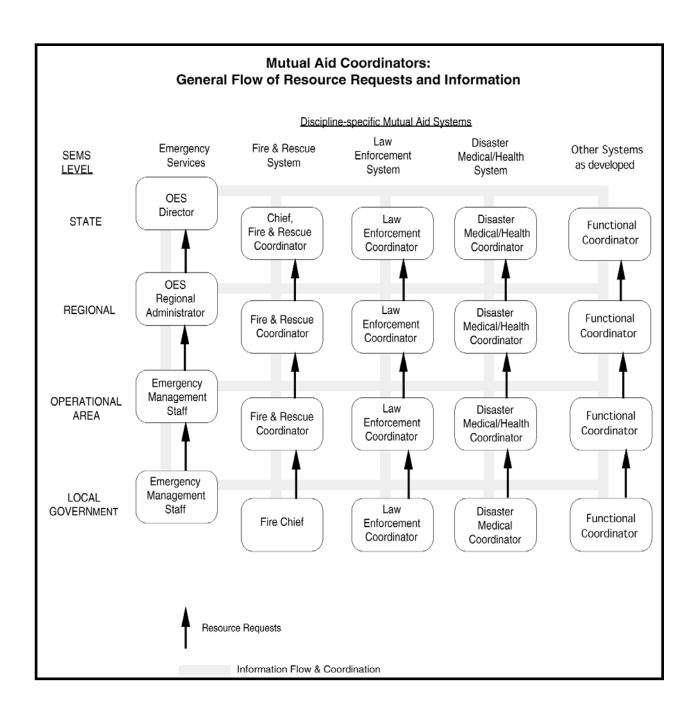
### **Mutual Aid Coordinators**

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

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional, and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated on the following graphic.

### Environmental Health Mutual Aid

Most mutual aid assistance for environmental health programs is requested and provided through the Medical/Health system. However, the hazardous materials response resources of environmental health programs may be requested through the Fire mutual aid system.



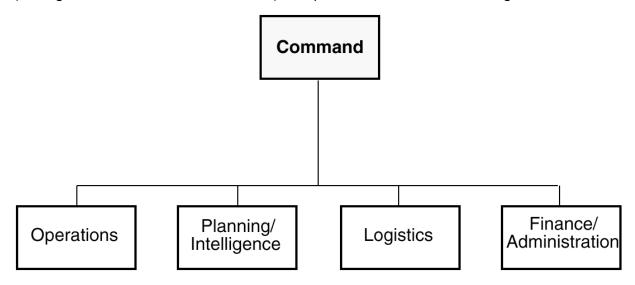
### Appendix A-1 – The Incident Command System

### The Incident Command System

The Incident Command System (ICS) was developed following severe wildland fires in Southern California in 1970. As a result of those fires, agencies realized that a system was needed that allowed them to work together in an efficient, coordinated manner. A multi-agency task force developed and adapted ICS for incident management.

The system consists of procedures for controlling personnel, facilities, equipment, and communications. It is designed to be used from the onset of the incident until the need for incident management and operations no longer exists. The ICS structure can be established and expanded depending upon the changing conditions of the incident, and can be used for any type or size of emergency, ranging from a minor incident involving a single response unit, to a major emergency involving several agencies.

The ICS has several components that work together to form an effective emergency management system. These components are: 1) common terminology, 2) modular organization, 3) integrated communications, 4) unified command structure, 5) consolidated action plans, 6) manageable span of control, 7) designated incident facilities, and 8) comprehensive resource management.



The ICS organizational structure develops in a modular fashion from the top down at any incident. Five functional areas are implemented as the need develops. These functions are: • Command: The command element is always established at every incident. It includes the Incident Commander (IC) who has overall management responsibility for the incident. The command function within ICS may be conducted in two general ways. Single command may be applied when there is no overlap of jurisdictional boundaries or when a single IC is designated by the agency with overall management responsibility for the incident. Unified command may be applied to incidents that are within one jurisdictional boundary, but more than one agency shares management responsibility, or to multi-jurisdictional incidents. Unified Command brings together the jurisdictional incident commanders to develop a common action plan to make the best use of all available resources. Selection of participants to work within the unified command structure depends on the location and type of incident.

Depending on the size of the incident, a command staff element may also be provided for handling such matters as public information, safety, and interagency liaison.

- Operations: The operations section is responsible for the management of all tactical operations at the incident and the implementation of the incident action plans. Operations is generally the first section activated when the IC is faced with a complex incident with major demands, in order to relieve span-of-control problems for the IC. Depending on the needs of the incident, the operations section can be subdivided into branches such as law enforcement, fire, and medical. Staging areas for resources are also under the management of the operations section.
- Planning: The planning section collects, evaluates, and distributes data regarding incident operations, develops alternatives for tactical action plans, conducts planning meetings, and prepares the incident action plan for incidents that will require extended operations. This section can be structured into several units depending on the needs of the incident, such as situation status, resource status, documentation, demobilization, and technical specialists.
- Logistics: The logistics section is responsible for managing the services and support resources of the incident. This can include procuring equipment and supplies, providing food and medical support to incident response personnel, and providing the communications, transportation, and fixed facility support needed at the incident.
- Finance: The finance section augments normal departmental accounting
  procedures for large-scale or complex incidents. It is responsible for tracking
  all incident costs and evaluating the financial considerations of the incident,
  including the maintenance of records on personnel and equipment, providing

payments to vendors, determining the costs of various alternative strategies, and cost recovery or reimbursement.

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

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

Mutual Aid Agreement.	
§ Indicates sections in the California Code of Regulations, Title 19, Division 2, Chapter 1 (SEMS)	
Situation is not applicable to the SEMS level.	

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

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

# Appendix A-2 –Terrorism

# Biological, Chemical and Nuclear/Radiological Terrorism

Acts of terrorism are conducted by someone whose intent is to instill fear or induce harm to people and facilities. Acts of terrorism are a very real threat in America. Even though it may seem unlikely, it would only take one well-staged event to undermine confidence.

There are many potential threats, including chemical, biological or radiological contamination as well as damage to infrastructure. In most cases, contamination using biological or chemical agents would cause the most concern. Although it would be difficult to effectively contaminate large areas with these agents or cause major damage, the possibility should not be taken lightly. The threat is real, and we need to be prepared to respond.

*Terrorism:* Acts of terrorism are defined by the Code of Federal Regulation as "...the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives."

There are three main classes of terrorist threats: biological, chemical and radiological. Environmental health response to these incidents is dictated by the type of agent involved and is described in this manual for that specific agent (Hazardous Materials- chemical threats, Radiological Incident, etc.).

#### **Biological Threats**

A biological attack is the deliberate release of germs or other biological substances. Many agents must be inhaled or eaten, and others may enter through a cut in the skin. Some biological agents, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, can result in infectious diseases.

### Biological Threat Examples

- Anthrax
- Smallpox
- Salmonella

#### **Chemical Threats**

A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

#### Chemical Threat Examples:

- Sarin Gas
- Arsenic
- Mustard Gas

#### **Radiological Threats**

A radiation threat, commonly referred to as a "dirty bomb" or "radiological dispersion device (RDD)", is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. While the blast will be

immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene.

#### Radiological Threat Examples:

• Dirty Bombs

#### **Additional Considerations**

There are a number of additional considerations often associated with terrorist incidents that may not apply to other types of disaster/emergency incidents:

- The incident is treated as a crime scene. As such, preservation and collection of evidence is critical. Therefore, it is important to ensure that on-scene actions are coordinated between response organizations to minimize any conflicts between law enforcement authorities, who view the incident as a crime scene, and other responders, who view it as a hazardous materials or disaster scene.
- 2. The FBI is the lead federal agency for all terrorist incidents within the United States. It leads the crisis management evaluation of an incident. The local FBI field office will coordinate the federal threat assessment activities, will activate the Joint Operations Center in the affected area, and will coordinate activities with federal, state, and local agencies.
- 3. The situation may not be recognizable until there are multiple casualties. Most chemical and biological agents are not detectable by methods used for explosives and firearms. Most agents can be carried in containers that resemble everyday items.
- 4. Responders are at a higher risk of becoming casualties. Because chemical and biological agents are not readily identifiable, responders may become contaminated before recognizing the agent involved. First responders may, in addition, be targets for secondary releases or explosions.
- 5. Time works against first-responders. The incident can expand geometrically and very quickly. This may affect mutual aid jurisdictions. Airborne agents flow with the air current and may spread via ventilation systems, carrying the agents far from the initial source. In addition, the effects of some chemicals and biological agents worsen over time.
- 6. First-responders may carry the agent to fire or precinct houses, hospitals or to the locations of subsequent calls.
- 7. Contamination of critical facilities and large geographic areas may result. Victims may unknowingly carry an agent to public transportation facilities, businesses, residences, doctors' offices, walk-in medical clinics or emergency rooms because they don't realize that they are contaminated.
- 8. Terrorist and bioterrorist attacks can have extensive psychological effects. The majority of people will exhibit great fear since such attacks come without warning and often it is unknown whether additional attacks will follow an initial incident.

- 9. There is a realistic potential for large numbers of 'worried well' overwhelming medical care facilities. The fear of having been contaminated or infected that is associated with these types of incidents is well documented.
- 10. Effective Crisis/Risk Communication is essential in order convey accurate, timely and credible information to the public and the media. This should be done by well trained persons assigned to the task.

# California Terrorism Response Plan

### California Terrorism Response Plan – An Annex to the State Emergency Plan

The *California Terrorism Response Plan* describes the connection between California's Standardized Emergency Management System and the federal government's response to a terrorist event. It is based on the emergency organization described in California's *State Emergency Plan*, Standardized Emergency Management System, Nuclear Power Plant Emergency Response Plan; as well as the Federal Response Plan, Federal *Radiological Emergency Response Plan*, and agency plans of the Federal Bureau of Investigation, Department of Health and Human Services, and the Department of Energy.

#### RESPONSE TO TERRORISM IN CALIFORNIA

Terrorist incidents create a unique environment in which to manage emergency response. Local responders are typically the first on scene during an actual incident and local government has primary responsibility for protecting public health and safety. Ordinarily, the local first response will be conducted under California's Standardized Emergency Management System (SEMS) for managing any kind of emergency or disaster, including terrorist incidents. Local responders will manage all aspects of the incident until the FBI assumes command, by virtue of its legal authority, of the law enforcement aspects relating to identifying, apprehending, and neutralizing the terrorists and their weapons. Local and state authorities always maintain control of their response resources and continue to operate utilizing SEMS.

#### FEDERAL TERRORISM RESPONSE SYSTEM

The federal concept of operations for terrorism response includes crisis management and consequence management. Under the laws of the United States, confirmed by federal policy, Presidential Decision Directive-39, the Federal Bureau of Investigation (FBI) has been assigned the federal lead responsibility for managing the federal law enforcement response for crisis management and the Federal Emergency Management Agency (FEMA) has been assigned the federal lead responsibility for coordinating the federal consequence management response to the consequences of a terrorist incident.

#### **CRISIS MANAGEMENT**

Crisis management is the law enforcement response to the causes of terrorist incidents, terrorists, and their weapons. In a weapon of mass destruction/nuclear, biological, chemical (WMD/NBC) incident, a crisis management response may include traditional law enforcement missions and technical support missions, such as agent identification, search, disablement, transfer and disposal, and limited decontamination relating to the terrorist's weapons.

#### **AUTHORITY**

The federal government exercises preeminent authority and responsibility in crisis management led by the FBI with assistance from other federal, state, and local agencies as necessary. Final authority to make decisions on-scene regarding the causes of the incident such as securing the scene perimeter, identifying and rendering weapons safe, and capturing terrorists rests with the FBI's On-scene Commander (FBI OSC).

#### CONSEQUENCE MANAGEMENT

Consequence management addresses the consequences of terrorism, the effects upon people and their property and communities. It includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. In a WMD/NBC incident, consequence management includes emergency management missions as described in the Federal Response Plan (FRP).

#### **AUTHORITY**

The State of California and local agencies exercise preeminent authority to make decisions regarding the consequences of terrorism. This includes the authority to proclaim an emergency and/or to make decisions on-scene regarding rescue and treatment of casualties, and protective actions for the community. These actions will be coordinated with the OSC within the Unified Command. Under California SEMS, this on-scene authority would normally rest with the incident commander and local emergency services organization. The federal government provides assistance as required. FEMA coordinates federal agencies consequence management support with the State of California.

#### INTERRELATIONSHIP OF CRISIS AND CONSEQUENCE MANAGEMENT

Crisis and Consequence Management occur simultaneously during a threat or actual incident. While a threat is being evaluated for credibility, consequence management agencies can begin evaluating what actions can be taken to prepare for a credible threat. These activities may include activating plans and prepositioning personnel, materials, and supplies.

#### INTERACTION OF CALIFORNIA'S AND THE FEDERAL TERRORISM RESPONSE SYSTEMS

#### CALIFORNIA-FEDERAL INTEGRATION

Once an incident has occurred, the nature and magnitude of the incident will determine the degree of local response and the amount of state and federal assistance required. The state and local consequence management response will be conducted according to SEMS. The state and federal governments will coordinate their response according to the *California-Federal Emergency Operations Center Guidelines*. California will maintain a liaison presence in the JOC which is connected back to the SEMS organization.

#### WMD/NBC RESPONSE

Incidents involving WMD/NBC-specific issues will involve different state and federal agencies, depending upon the nature of the incident. Those authorities granted by statute, regulation, or executive order mandate agencies to be the "lead agency" for specific activities. These activities may include both management/coordination and technical responsibilities. Agencies that are a "lead agency" do not take command of the incident but operate under a unified command structure to carry out their responsibilities for certain actions in the crisis or consequence management response.

Lead agencies will operate within the crisis management response, along with requested local agencies, at the request of the FBI OSC. They will operate within the consequence management response in coordination with the local government. In some cases, state or federal agencies may have preeminent authority according to state or federal statute for consequence management in certain types of incidents. The local government would remain in charge and be the "lead" for all other aspects of consequence management.

Recovery efforts will be led by local government with assistance from state and federal agencies. A distinction must be made regarding the physical recovery of a site (the long term restoration of an area affected by a WMD/NBC incident) and the programs available for helping government, individuals, and businesses recover from the impacts of an incident.

#### **RESPONSE RESOURCES**

Response to terrorism may involve many agencies at all levels of government. Because these agencies operate under various plans, there is potential for confusion and duplication of effort. Thus, an understanding of how the plans relate to each other is very important. Federal agencies operate under the Federal Response Plan (FRP) and agency-specific plans. Other plans have been developed which describe the response to particular types of incidents or emergencies. Similarly, in California, the State Emergency Plan (SEP) guides the overall state response and department plans govern the response of particular agencies. There are also plans that govern the response to specific types of incidents or govern an agency's actions. Likewise, at the local level, local emergency plans and department or function-specific plans guide local actions.

## **Nuclear Terrorism Response Plans**

The FBI has developed a Nuclear Incident Contingency Plan which describes how it will manage terrorist incidents involving the threat or actual use of nuclear/radioactive materials. The Federal Radiological Emergency Response Plan (FRERP) governs the federal technical response to incidents involving radiological materials. The FRERP describes which agency will be the Lead Federal Agency (LFA) for response to radiological emergencies (in support of the FBI for terrorism related radiological emergencies). The LFA will be determined by incident location, material ownership, and type of material involved. The FRERP also calls for establishing the Federal Radiological Monitoring and Assessment Center (FRMAC) at or near the scene of the incident. The Department of Energy (DOE) is responsible for establishing the FRMAC and leading the initial technical assistance effort provided to the state. Upon agreement with DOE, the United States Environmental Protection Agency (USEPA) will assume the lead for providing technical assistance to the state.

California's response to nuclear/radiological incidents is guided by the Nuclear Power Plant Emergency Plan for nuclear power plants and the Hazardous Materials Incident Contingency Plan (HMICP) for general

response to nuclear/radiological incidents (Note: OES is developing a State Radiological Response Plan which will govern radiological response to transportation and non-nuclear power plant facilities incidents.) The California Department of Health Services (DHS) is the lead state agency for managing the health related aspects of radiological incidents. DHS will establish a Field Emergency Operations Center (FEOC) which will be collocated with the FRMAC.

## Chemical/Biological Terrorism Response Plans

The FBI has also developed the Chemical/Biological Incident Contingency Plan which is similar in structure and content to the Nuclear Incident Contingency Plan. The National Oil and Hazardous Substances Pollution Contingency Plan (NCP) provides the guidance for the federal technical response and recovery to chemical/biological incidents. Federal medical response to these incidents is described in the Department of Health and Human Services Health and Medical Services Support Plan for the Federal Response to Acts of Chemical/Biological (C/B) Terrorism. This plan designates the Department of Health and Human Services as the lead federal agency for medical and health support during a chemical/biological incident.

California's technical response to chemical/biological incidents is guided by the HMICP. OES has overall state agency lead for terrorist incidents involving chemical/biological weapons.

#### **Federal Contact Numbers**

Federal Bureau of Investigation (FBI)

- San Francisco (415) 553-7400 http://sanfrancisco.fbi.gov/
- Los Angeles (310) 477-6565 http://losangeles.fbi.gov/
- Sacramento (916) 481-9110 http://sacramento.fbi.gov/
- San Diego (858) 565-1255 http://sandiego.fbi.gov/

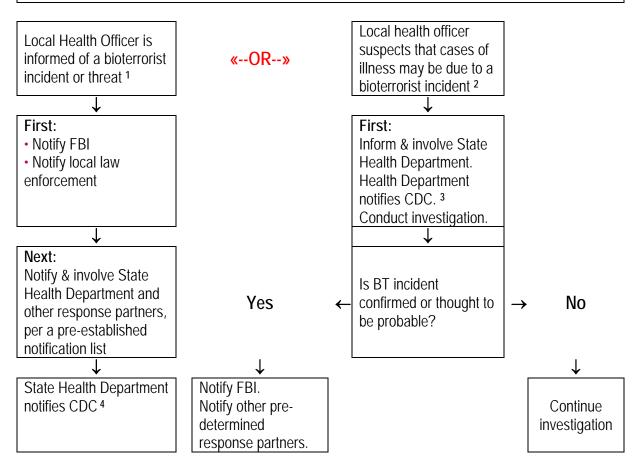
**Federal Response Plan (FRP)** - (1) The plan designed to address the consequences of any disaster or emergency situation in which there is a need for Federal assistance under the authorities of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U. S.C. 5 121 et seq. (2) The FRP is the Federal government's plan of action for assisting affected States and local jurisdictions in the event of a major disaster or emergency.

# CDC Protocols: Interim Recommended Notification Procedures for Local and State Public Health Department Leaders in the Event of a Bioterrorist Incident

The following schema is meant for use by local public health leaders who identify or suspect a bioterrorist incident in their community. It should be incorporated into a local communications plan for bioterrorism. For simplicity, the term "Local Health Officer" is used in this schema. However, depending on the structure, size, and complexity of the local public health agency, this person might be the Administrator, Environmental Health Director, Chief Epidemiologist, or some other professional in an officially designated leadership role.

Explication of the steps in this schema are keyed to the numbered paragraphs following the diagram. **Note:** For purposes of clarity, *only communications by local and state health officials are diagrammed.* **This notification algorithm will be linked to and coordinated with other federal guidance**.

Protocols: Interim Recommended Notification Procedures for Local and State Public Health
Department Leaders in the Event of a Bioterrorist Incident



<sup>&</sup>lt;sup>1</sup> Local Health Officer Is Informed of a Bioterrorist Incident or Threat

Local Health Officer determines that a bioterrorist incident or threat is confirmed or probable. If a public health official in a local or state health department is called about, or otherwise becomes aware of, apparent incidents or threats of bioterrorism (BT), they should contact the FBI and local public safety and law enforcement partners immediately. It is critical that the FBI be notified, since it is the designated use agency for managing the overall response to BT incidents. The public health sector has important responsibilities related to BT detection, response, and control of health consequences, but the public health response will be most effective if the overall response by all sectors—pre-hospital and hospital care, law enforcement, public safety, etc.—is coordinated by the FBI.

Specifically, the FBI must be notified for:

- 1. one or more cases, definitively diagnosed with one or more of the following:
  - Any case of smallpox or pulmonary anthrax (such a disease in even one case would strongly indicate the likelihood of BT).
  - Uncommon agent or disease (e.g., Burkholderia mallei or pseudomallei, smallpox, pulmonary anthrax) occurring in a person with no other explanation.
  - An illness caused by a microorganism with markedly atypical features (e.g., features suggesting that the microorganism was genetically altered)
  - An illness due to aerosol or food or water sabotage, as opposed to a usual transmission route.
  - one or more clusters of illnesses (as described below) that remain unexplained after a preliminary investigation;
- 2. deliberate chemical, industrial, radiation or nuclear release.

After ensuring that federal law enforcement officials are notified, local health officials should immediately notify officials at the State Health Department. Close coordination between local and state public health professionals will be necessary in the event of actual or threatened instances of BT.

- <sup>2</sup> Local Health Officer suspects that cases of illness may be due to a Bioterrorist incident. It may be difficult to immediately confirm that a bioterrorist incident has occurred following the identification of ill persons in the community. This is especially true for many of the critical biological agents which occur naturally in the United States until a preliminary investigation has been conducted.
- <sup>3</sup> Inform & Involve State Health Department. Health Department Notifies CDC. Conduct Investigation. For situations that suggest the possibility of bioterrorism, it is important that local public health officials notify their counterparts in their state health department. State health departments should identify a state public health official in charge of the response. This person should be available 24 hours per day, seven days a week, via a telephone number or other means of electronic communication provided to all local health departments.

**Preliminary investigation:** Local health departments, in concert with their state health department, should perform a preliminary investigation of a cluster of patients presenting with the following characteristics:

- Large numbers of ill persons with similar disease or syndrome
- Large numbers of unexplained disease, syndrome or deaths
- Unusual illness in a selected population (e.g. outbreak of severe rash illness affecting adults)
- Higher morbidity and mortality associated with usual disease or syndrome
- Endemic disease with unexplained increased incidence (e.g. tularemia, plague)

**Full investigation**: Local health departments should immediately notify the state health department, for investigation of:

• a cluster of patients [as defined above] that is unexplained after a preliminary investigation.

- one or more cases of disease in a community in which the disease does not normally occur (e.g., tularemia in New York City, or plague in North Carolina).
- a cluster of patients presenting with the following unusual characteristics:
  - o Endemic disease in non-endemic area, or in an area without a vector/host for zoonotic disease (e.g., tularemia, plague).
  - o Multiple disease entities in the same patient.
  - o Illness in an unusual geographic distribution (e.g., 'downwind' in an aerosol release)
  - o Simultaneous clusters of similar illness in non-geographic areas, domestic or foreign
  - o Unusual, atypical, or antiquated strain of agent (including antibiotic resistance pattern)
  - At such time as a bioterrorist incident is confirmed or thought to be probable, local and state health officials should immediately notify the FBI. This notification may be appropriate immediately following the preliminary investigation.
- <sup>4</sup> State Health Department notifies CDC. CDC requests that all incidents of apparent or threatened bioterrorism be voluntarily reported to CDC by State public health officials, immediately following notification of the FBI and local law enforcement agencies. State health officials should call the 24-hour notification telephone number [(770) 488-7100] at the CDC Emergency Preparedness and Response Branch

# Appendix B – Authority & Responsibility Of Local Health Officers

# **DEPARTMENT OF HEALTH SERVICES**

# AUTHORITY AND RESPONSIBILITY OF LOCAL HEALTH OFFICERS IN EMERGENCIES AND DISASTERS

Prepared by:

D. David Abbott Emergency Preparedness Office

Jack S. McGurk, Chief Environmental Management Branch

September 1998

### **Legal Precautions**

This report has been prepared strictly as a guide, and should not be construed as providing legal advice. To ensure compliance with applicable laws and regulations, city or county legal counsel should be consulted prior to invoking the authorities discussed in this document.

### Section 1 Background

#### *Purpose*

As a result of recent significant flood disasters and the severe medical care crisis during the winter of 1997-98, the Department of Health Services (DHS) received numerous inquiries from local health departments, local emergency services agencies, and others regarding the definition of "health emergencies" and the authority vested in the health officer during emergencies or disasters. This document identifies the applicable sections of the Health and Safety Code, Government Code, and other statutes that apply to the authority and responsibility of the health officer and attempts to clarify these authorities.

Contents This document relates solely to issues involving health officer authorities in emergencies or disasters. It does not discuss the day-to-day legal authorities and responsibilities of local health officers beyond their basic responsibility to protect public health.

Codes cited in this paper include the Health and Safety Code (HSC), the Government Code (GC), and the Penal Code (PC). Applicable sections are cited for each question and are quoted verbatim. The term "department" refers to the State Department of Health Services unless otherwise noted.

The document is written in a question-and-answer format for ease of use.

#### Section 2 General Duties and Responsibilities

In order to understand the authorities and responsibilities that arise during emergencies or disasters, it is necessary to understand the basic authorities and responsibilities that apply in day-to-day public health operations.

# Question 1. Who is responsible for protection of the public health at the local level?

Answer. This responsibility rests with the local governing body. The local health officer is delegated the responsibility for enforcement of public health laws and regulations.

HSC § 101000

County health officer. "Each board of supervisors shall appoint a health officer who is a county

HSC § 101025

<u>Preservation and protection of public health.</u> "The board of supervisors of each county shall take measures as may be necessary to preserve and protect the public health in the unincorporated territory of the county, including, if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws, and provide for the payment of all expenses incurred in enforcing them."

HSC § 101030

<u>Enforcement duties</u>. "The county health officer shall enforce and observe all of the following in the unincorporated area of the county:

- (a) Orders and ordinances of the board of supervisors pertaining to public health and sanitary matters;
- (b) Orders including quarantine and other regulations prescribed by the department; and
- (c) Statutes related to public health."

HSC § 101375

<u>Consent of city</u>; <u>enforcement duties of county health officer</u>. "When the governing body of a city in the county consents by resolution or ordinance, the county health officer shall enforce and observe in the city all of the following:

- (a) Orders and quarantine regulations prescribed by the department and other regulations issued under this code.
- (b) Statutes relating to the public health."

HSC § 101400

Contracts for county performance of city health functions. "The board of supervisors may contract with a city in the county, and the governing body of a city may contract with the county for the performance by health officers or other county employees of any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions."

HSC § 101405

<u>Powers of county health officers in city</u>. "Whenever a contract has been duly entered into, the county health officer and his or her deputies shall exercise the same powers and duties in the city as are conferred upon city health officers by law."

HSC § 101415

Contract for city performance of county health functions. "The board of supervisors may contract with the governing body of a city in the county to secure the performance by the city health officer or other city health employees of any or all functions related to public health in any unincorporated territory adjacent to the city."

HSC § 101450

<u>Duties of governing body of city</u>. "The governing body of a city shall take measures necessary to preserve and protect the public health, including the regulation of sanitary matters in the city, and including if indicated, the

adoption of ordinances, regulations and orders not in conflict with general laws."

#### HSC § 101460

<u>Health officer</u>; <u>appointment</u>. "Every governing body of a city shall appoint a health officer, except when the city has made other arrangements as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law."

#### HSC § 101470

<u>Enforcement duties</u>. "Each city health officer shall enforce and observe all of the following:

- (a) Orders and ordinances of the governing body of the city pertaining to the public health.
- (b) Orders, quarantine and other regulations, concerning the public health, prescribed by the department.
- (c) Statutes relating to the public health."

#### Question 2.

#### What is the role of the State Department of Health Services?

#### **Answer**

DHS may take any necessary action to protect and preserve the public health. The department may conduct studies, demonstrate innovative techniques, evaluate existing projects, provide training, and disseminate information. The department may also advise local health authorities, and, if the department determines that public health is menaced, it shall control and regulate the actions of the local health authorities.

#### HSC § 100170

<u>Maintenance and defense of actions and proceedings</u>. "The department may commence and maintain all proper and necessary actions and proceedings for any or all of the following purposes:

- (a) To enforce its regulations.
- (b) To enjoin and abate nuisances dangerous to health.
- (c) To compel the performance of any act specifically enjoined upon any person, officer, or board, by any law of this state relating to the public health.
- (d) To protect and preserve the public health.

It may defend all actions and proceedings involving its powers and duties. In all actions and proceedings it shall sue and be sued under the name of the department."

#### HSC § 100175

<u>Public nuisances</u>. "The department may abate public nuisances."

#### HSC § 100180

Advice to and control of local health authorities. "The department may advise all local health authorities, and, when in its judgment the public health is menaced, it shall control and regulate their action."

#### HSC § 100185

State department powers; activities.

- "(a) The department may perform any of the following activities relating to the protection, preservation, and advancement of public health:
  - (1) Studies.
  - (2) Demonstrations of innovative methods.
  - (3) Evaluations of existing projects.
  - (4) Provision of training programs.
  - (5) Dissemination of information.
- (b) In performing an activity specified in subdivision (a), the department may do any of the following:
  - (1) Perform the activity directly.
  - (2) Enter into contracts, cooperative agreements, or other agreements for the performance of the activity.
  - (3) Apply for and receive grants for the performance of the activity.
  - (4) Award grants for the performance of the activity."

### Section 3 Responsibilities

Emergencies, Emergency Proclamations, and Health Officer

#### Question 3. What is the "official" definition of emergency?

#### **Answer**

There are three conditions of emergency defined in the Emergency Services Act, "state of war emergency," "state of emergency," and "local emergency."

#### GC § 8558

<u>Degrees of emergency</u>. "Three conditions or degrees of emergency are established by this chapter:

- (a) "State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.
- (b) "State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or

regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

(c) "Local emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."

#### Question 4.

When the board of supervisors of a county proclaims a local emergency, does that emergency proclamation apply to the cities within the county?

#### Answer.

Yes. When the proclamation is based on conditions which include both the incorporated and unincorporated territory of the county, the proclamation applies to the cities within the county. Therefore, a local emergency proclaimed by the board of supervisors for a health-related reason would apply to all of the cities in the county, including those with a city health officer.

GC § 8630 62 Ops.Atty.Gen. Proclamation by local governing body. Notes of Decisions:

1. In general. "When the county has declared the local

emergency

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based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also declare the existence of a local emergency independently."

#### Question 5.

Can the local health officer proclaim a "local emergency?"

#### Answer.

Yes. The local health officer may proclaim a local emergency if he or she has been specifically designated to do so by ordinance adopted by the governing body of the jurisdiction.

GC § 8630

Proclamation by local governing body.

- "(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.
- (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.
- (c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.
  (2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.
- (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

#### Question 6.

Is it possible to proclaim a local emergency for health-related reasons?

#### **Answer**

Yes. A "local emergency" as defined by GC § 8558(c) includes such health-related conditions as air pollution, epidemic, and plant or animal infestation or disease. A "local emergency" may also be proclaimed upon the existence of "other conditions" that are or are likely to beyond the control of the services, personnel, equipment and facilities of the political subdivision. Conditions that result from a labor controversy may not be used as justification for a local emergency.

GC § 8558(c).

Refer to Page 5, Question 3, for the text of this section.

#### Question 7.

When does the Governor proclaim a "State of Emergency"?

#### Answer.

A "State of Emergency" may be proclaimed by the Governor when "conditions of disaster or extreme peril to the safety of persons and property within the state" exist and when the Governor is either requested to do so by the appropriate official of the governing body, or finds that local authorities cannot cope with the emergency.

#### GC § 8625

<u>State of Emergency Proclamation by Governor</u>. "The Governor is hereby empowered to proclaim a state of emergency in an area affected or likely to be affected thereby when:

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

- (b) He is requested to do so (1) in the case of a city by the mayor or chief executive, (2) in the case of a county by the chairman of the board of supervisors or the county administrative officer; or
- (c) He finds that local authority is inadequate to cope with the emergency."

#### Question 8.

Can a local health officer request that the Governor proclaim a "State of Emergency?"

Answer.

No. Such a request can only be made by the mayor or chief executive of the affected city, or by the chairman of the county board of supervisors or county administrative officer.

GC § 8625(b)

Refer to Question 7 above for the text of this section.

#### Question 9.

What authority is vested in the county or city health officer during a proclaimed emergency?

Answer.

County and city health officers may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during a "local emergency," "state of emergency," or "state of war emergency," within his or her jurisdiction. "Preventive measure means abatement, correction, removal, or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health."

HSC § 101040

Authority to take preventive measures during emergency. "The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction.

"Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section.

The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program."

HSC § 101475

Authority to take preventive measures during emergency. "The city health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction.

"Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a board of supervisors of a county or governing body of a city to carry out the purposes of this section.

"The city health officer, with consent of the board of supervisors of a county or the governing body of the city, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program."

#### Question 10. What is a "health emergency?"

Answer.

The term "health emergency" is narrowly defined in HSC § 101080 as a spill or release of hazardous waste or medical waste that is determined by the director (DHS) or local health officer to be an immediate threat to public health.

HSC § 101080

Declaration of health emergency; conditions; duration; review. "Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, the director may declare a health emergency and the local health officer may declare a county health emergency in the county or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the board of supervisors. The board of supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local

health emergency at the earliest possible date that conditions warrant the termination."

#### Question 11.

What powers are granted to the DHS director or local health officer when a "health emergency" is declared?

Answer.

Once a "health emergency" has been declared pursuant to HSC §101080, the director or local health officer may obtain all necessary information about the material that has been released, spilled or escaped to abate the health emergency and protect the public health. They may provide this information to responding state or local agencies, or to medical and other professional personnel treating victims of the local health emergency. They may also sample or analyze the material to determine the information needed to protect public health.

HSC §101085

Health emergencies; powers of health officials.

- "(a) After the declaration of a health emergency or a county health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:
- (1) Require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as required to take any action necessary to abate the health emergency or county health emergency or protect the health of persons in the county, or any area thereof, who are, or may be affected. However, the burden, including costs, of furnishing the information shall bear a reasonable relationship to the need for the information and the benefits to be obtained there from.
- (2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or county health emergency or to medical and other professional personnel treating victims of the local health emergency.
- (3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or county health emergency as necessary to respond to or abate the county health emergency and protect the public health.
- (b) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional

water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 (commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code."

#### Question 12.

What personnel are available to carry out the responsibilities of the county health officer and protect public health during a health emergency?

#### **Answer**

The county health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency.

#### HSC § 101310

Health emergencies. "In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency."

#### Question 13.

Are county environmental health staff available to the health officer to respond to local health emergencies which are not a spill or release of hazardous waste or medical waste as defined in HSC §101080?

#### Answer.

Yes. The "health emergency" that is declared by the board of supervisors in HSC §101310 is a "local emergency" which has been proclaimed for a health-related reason as defined under GC § 8558(c) pursuant to GC § 8630. Historically, this has been interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster.

#### Background

Section 101310 (originally § 1155.7) was added to the Health and Safety Code in Chapter 1364, Statutes of 1974. The purpose of the section was to ensure that health officers had field personnel available to respond to an emergency. This became necessary when environmental health programs were granted the authority to form comprehensive environmental health agencies outside of the health department in accordance with §§ 1155.5 and 1155.6 of this legislation. Section 1155.7 was renumbered to §1158 in 1979 and later amended to include the ability

to respond to health emergencies created by a spill or release of hazardous wastes, in Chapter 927, Statutes of 1980.

HSC § 101310

Refer to Question 12, above, for the text of this section.

GC § 8558(c)

Refer to Question 3, Page 5, for the text of this section, and Question 6, Page 7, for a discussion of health-related local emergencies.

GC § 8630

Refer to Page 6, Question 5, for the text of this section.

#### Question 14.

Does the local health officer have the authority to order an evacuation?

#### Answer.

Yes. Penal Code § 409.5 provides the local health officer with authority to order an evacuation if there is an immediate menace to the public health from a calamity such as a flood, storm, fire, earthquake, explosion, accident or other disaster. PC § 409.6 provides the same evacuation authority for an avalanche.

Note:

See the Office of Emergency Services' publication entitled *Legal Guidelines for Flood Evacuation*, dated November 1997, for additional information related to evacuations, including a discussion of evacuation authorities, liabilities, and immunities.

PC § 409.5

- "(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section. (emphasis added)
- (b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of

Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section."

PC § 409.6.

- "(a) Whenever a menace to the public health\_or safety is created by an avalanche, officers of the Department of the California Highway Patrol, police departments, or sheriff's offices, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by that officer to enter or remain within the closed area. If an avalanche creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section. (emphasis added)
- (b) Officers of the Department of the California Highway Patrol, police departments, or sheriff's offices, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2, may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating hazardous conditions created by an avalanche to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not that field command post or other command post is located near the avalanche.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within that area, or any unauthorized person who willfully remains within an area closed pursuant to subdivision (a) or (b), after receiving notice to evacuate

or leave from a peace officer named in subdivision (a) or (b), shall be guilty of a misdemeanor. If necessary, a peace officer named in subdivision (a) or (b) may use reasonable force to remove from the closed area any unauthorized person who willfully remains within that area after receiving notice to evacuate or leave.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section."

# Appendix C - Family & Workplace Resources

Are You Ready? An In-depth Guide to Citizen Preparedness (IS-22) is FEMA's most comprehensive source on individual, family, and community preparedness. The guide has been revised, updated, and enhanced in August 2004 to provide the public with the most current and upto-date disaster preparedness information available.

Are You Ready? provides a step-by-step approach to disaster preparedness by walking the reader through how to get informed about local emergency plans, how to identify hazards that affect their local area, and how to develop and maintain an emergency communications plan and disaster supplies kit. Other topics covered include evacuation, emergency public shelters, animals in disaster, and information specific to people with disabilities.

http://www.fema.gov/areyouready/index.shtm

Protect Your Family and Property http://www.fema.gov/plan/prepare/index.shtm

#### **Topics**

Get informed
Plan for emergencies
Assemble a disaster supplies kit
Effectively shelter
Get your children involved (Kids site)
Special needs and concerns

Care for pets: Information for pet owners

Care for livestock: Information for livestock owners

Prepare for Disasters Before they Strike: Build A Disaster Supplies Kit <a href="http://www.redcross.org/services/prepare/0,1082,0\_91\_,00.html">http://www.redcross.org/services/prepare/0,1082,0\_91\_,00.html</a>

Food and Water in an Emergency (A5055) (FEMA 477) (PDF File)

If an earthquake, hurricane, winter storm or other disaster strikes your community, you might not have access to food, water and electricity for days, or even weeks. By taking some time now to store emergency food and water supplies, you can provide for your entire family. This brochure was developed by the Federal Emergency Management Agency in cooperation with the American Red Cross and the U.S. Department of Agriculture.

#### Assemble a Disaster Supplies Kit

You may need to survive on your own after a disaster. This means having your own food, water, and other supplies in sufficient quantity to last for at least three days. Local officials and relief

workers will be on the scene after a disaster, but they cannot reach everyone immediately. You could get help in hours, or it might take days.

Basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for days, or even a week or longer. Or, you may have to evacuate at a moment's notice and take essentials with you. You probably will not have the opportunity to shop or search for the supplies you need.

A disaster supplies kit is a collection of basic items that members of a household may need in the event of a disaster.

## http://www.fema.gov/plan/prepare/supplykit.shtm

- Basic Disaster Supplies
- Kit locations
- Maintenance

# Emergency Management Guide for Business & Industry FEMA 141

### Table of Contents

Download the PDF version of the Emergency Management Guide for Business & Industry (349 KB)

Every year emergencies take their toll on business and industry -- in lives and dollars. But something can be done. Business and industry can limit injuries and damages and return more quickly to normal operations if they plan ahead.

This guide provides step-by-step advice on how to create and maintain a comprehensive emergency management program. It can be used by manufacturers, corporate offices, retailers, utilities or any organization where a sizable number of people work or gather.

# **OES Family Supplies Checklist**

# Can You Go It Alone for Three Days?

# **Essentials**

	Water — One gallon per person per day (a week's supply of water is preferable)
	Water purification kit
	First aid kit, freshly stocked
	First aid book
	Can opener (non-electric)
	Blankets or sleeping bags
	Portable radio, flashlight and spare batteries
	Essential medications
	Extra pair of eyeglasses
	Extra pair of house and car keys
	Fire extinguisher — A-B-C type
	Food, water and restraint (leash or carrier) for pets
	Cash and change
	Baby supplies: formula, bottle, pacifier, soap and baby powder, clothing, blankets, baby wipes, disposable diapers, canned food and juices.
Sá	anitation Supplies
	<ul> <li>Large plastic trash bags for waste; tarps and rain ponchos</li> <li>Large trash cans</li> </ul>
	□ Bar soap and liquid detergent
	□ Shampoo
	<ul> <li>Toothpaste and toothbrushes</li> </ul>
	Feminine hygiene supplies
	□ Toilet paper
	□ Household bleach

The first 72 hours after a major emergency or disaster are critical. Electricity, gas, water, and telephones may not be working. In addition, public safety services such as police and fire departments will be busy handling serious crises. You should be prepared to be self-sufficient —

able to live without running water, electricity and/or gas, and telephones — for at least three days following a major emergency. To do so, keep on hand in a central location the following.

Safe	ty and Comfort
	Sturdy shoes
	Heavy gloves for clearing debris
	Candles and matches
	Light sticks
	Change of clothing
	Knife or razor blades
	Garden hose for siphoning and firefighting
	Tent
	Communication kit: paper, pens, stamps
	Plastic knives, forks, spoons Paper plates and cups Paper towels Heavy-duty aluminum foil Camping stove for outdoor cooking (caution: before using fire to cook, make sure there are no gas leaks; never use charcoal indoors)
Tools	s and Supplies
	Axe, shovel, broom
	Adjustable wrench for turning off gas
	Tool kit including a screwdriver, pliers and a hammer
	Coil of 1/2 " rope
	Plastic tape, staple gun and sheeting for window replacement
	Bicycle
	City map

# Appendix D – ICS & RIMS Resource Request Forms

# **Resource Request Guidelines**

Some or all of the questions listed below may need to be asked when deciding to request additional resources.

- What is the problem or need? (Perhaps another resource would do just as well).
- How urgent is the request? Is it lifesaving? The appropriate office will need this information to properly prioritize the response plans.
- Is the resource available locally?
- Who actually needs the resource? Is anyone else looking for the item?
- Who will pay for the resource?
- Where is the resource needed? Get exact location or delivery point. Make sure the resource was delivered. Have a point of contact for verification.
- How will the resource be delivered? Does the local jurisdiction need assistance? Can the supplier deliver the resources?
- Whom should the supplier call? (Get name and telephone number).
- Will the item require additional support, i.e., fuel, operators, etc.?
- How long is the resource needed? Try to get an estimate from the requesting party.
- Other

# **RIMS & FEMA Forms**

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b. Medical supplies?	CYes CNo CUnknown
c. Med. Transportation?	CYes CNo CUnknown
PUBLIC/ENVIR HEALTH	
11. Personnel Needed?	
12. Medical/Health Emergency Management Personnel	
wanagement reisonnei	
13. Public Water Systems	
a. Damaged?	⊂Yes ⊂No ⊂Unknown
b. Contaminated?	CYes CNo CUnknown

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1	
c. Number affected:	
14. Sewage/Solid Waste Disposal Damaged?	CYes ∩No ∩Unknown
A. Frank Contamination C	
15. Food Contamination?	CYes CNo CUnknown
16. Vector/Disease Cntrl	
a. Quarantine Area?	⊂Yes ⊂No ⊂Unknown
b. Animal Control Concerns?	⊂Yes ⊂No ⊂Unknown
c. Surveillance Activities?	CYes CNo CUnknown

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I	1	
d. Outbreaks?	CYes CNo CUnknown	******
17. HazMat/Radiological	r	
a. Victims Exposed/	⊂Yes ⊂No ⊂Unknown	
Contaminated?		
b. Evacuation/Shelter Issues?		
b. Evacuation/Shelter issues?	⊂Yes ⊂No ⊂Unknown	_
MENTAL HEALTH		
18. Mental Health Concerns?	CYes CNo CUnknown	
OVERALL MED/HEALTH		
19. Critical Issues	⊂ Yes ⊂ No	
(and actions taken).		
(and actions taken):		
20. Prognosis:	○ No Change ○ Worsening ○ Improving	
_		
		<b>2</b>

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#### **Point Of Contact**

a. Name: b. Phone:

c. Fax Number: d. Alternate Number:

Hospital Status and Locations: (Optional information)

Name/Status/POC	Address/Phone
22. Name:	c. Street:
a. Status:	d. City/Zip:
b. POC:	e. Phone:
23. Name:	c. Street:
	d Cit./7:
a. Status:	d. City/Zip:
b. POC:	e. Phone:
	<u> </u>
24. Name:	c. Street:
a. Status:	d. City/Zip:
b. POC:	e. Phone:
25. Name:	c. Street:
	d. City/Zip:
a. Status:	d. City/Zip:
b. POC:	e. Phone:
26. Name:	c. Street:
a. Status:	d. City/Zip:
b. POC:	e. Phone:
27. Name:	c. Street:
a. Status:	d. City/Zip:
b. POC:	e. Phone:
Z	IP

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28. Name:	c. Street:	
a. Status:	d. City/Zip:	
b. POC:	e. Phone:	
29. Name:	c. Street:	
a. Status:	d. City/Zip:	
b. POC:	e. Phone:	
5.100.	e. Filotie.	
30. Name:	c. Street:	
a. Status:	d. City/Zip:	
b. POC:	e. Phone:	
31. Name:	c. Street:	
ST. Name.	C. Street.	
a. Status:	d. City/Zip:	
b. POC:	e. Phone:	
32. Name:	c. Street:	
a. Status:	d. City/Zip:	
b. POC:	e. Phone:	

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# Appendix E – Sample Check Lists & Contacts

The following check lists and contact tables can be used to help develop your annexes for specific types of incidents. The tables are in Word table format and can easily be expanded by inserting rows under the appropriate heading.

#### **GENERAL SUPPORT SERVICES AGENCIES**

### **Local Public Agencies:**

- County Office of Emergency Services: phone number & address radio frequency
- General Services Agency Procurement/Supply: phone number & address
- Police: phone number & address
- Sheriff: phone number & address
- Fire Marshall: phone number & address
- Public Works (Roads Dept.) Equipment: phone number & address
- Social Services Agency: phone number & address
- Transit Authority (Transportation): phone number & address
- Health Officer: Mutual Aid: phone & address
- Mental Health Services: phone number & address
- Other(s)

#### State Agencies:

- State Office of Emergency Services: phone number & address
- Highway Patrol: phone number & address
- National Guard: phone number & address
- Public Utilities Commission: phone number & address
- Other(s)

#### **Volunteer Agencies:**

- Red Cross: phone number & address
- Salvation Army: phone number & address
- Other(s)

Local Public Agencies:	Contact Name	Phone Number	Email
County OES			
City 1 OES			
City 2 OES			
City 3 OES			
GSA Procurement/Supply			
County Sheriff			
City Law Enforcement 1			
City Law Enforcement 2			
City Law Enforcement 3			
County Fire			
Local Fire 1			
Local Fire 2			
Local Fire 3			
Fire Marshall			
County Public Works			
City Public Works 1			
City Public Works 2			
City Public Works 3			
Social Services Agency			
Transit Authority			
Health Officer: Mutual Aid			
Mental Health Services			
Other(s)			
State Agencies:		•	
OES			
CDHS EPO			
Highway Patrol			
CDF			
National Guard			
Public Utilities Commission			
Other(s)			
Volunteer Agencies:			
Red Cross			
Salvation Army			
Other(s)			

#### WATER SUPPLY

#### Private Resources:

- List of all local water systems: operator, address & phone number 1) Small systems 2) Large systems
- List of bottled water suppliers: operator, address & phone
- List natural bodies of water: lakes, ponds
- List of potable & non-potable water haulers: operator, address & phone
- List sources for emergency disinfectant chemicals: operator, address & phone
  - Grocery Stores (bleach)
  - Swimming Pool Supply Companies
  - Drug Store
  - Chemical Supply Warehouses
  - Hardware Stores with Camping Supplies
  - Wholesale Food Warehouses (bleach)
- Firms with emergency generators
- List of Testing Labs
- List of well construction/repair companies: operator, address & phone
- List milk tank haulers: operator, address & phone
- List of rural water supply construction companies: operator, address & phone
- Well drillers
- Pump and pipe installation
- List of heavy equipment operators with water trucks: address & phone
- Other(s)

#### **Related Public Agencies:**

State Water Resources Board: address & phone

- Regional Water Quality Control Board(s): phone & address
- State DHS, Office of Drinking Water: phone & address
- State DHS, Office of Drinking Water District Field Offices: phone & address
- City and County Public Works potable and nonpotable water trucks
- Other(s)

Water Supply			
	Private Resources:		
Type/Name	Contact Name	Phone #	Email
Water Systems:			
Bottled Water Suppliers:			
Datable Water Handana			
Potable Water Haulers:			
Non-Potable Water Haulers:			
Milk Tank Haulers:			
Natural Bodies of Water:			
Natural Bodies of Water.			
Disinfectant Chemical Sources:			
Distriction of the control of the co			
Firms with emergency generators			
Water Testing Labs:			
Well Construction/repair:			
Water supply construction co.:			
Pump & pipe installation co.:			
Heavy equipment operators:			
	Local Public Agencies:		
County Public Works			
City Public Works			
Community Services District(s)			
Other(s)			
	State Agencies:	, ,	
CDHS ODW			
CDHS ODW – District Office(s)			
CDHS EPO			
OES			
State Water Resources Board			
RWQCB(s)			
National Guard			
Public Utilities Commission			
Other(s)			

#### **FOOD**

#### **Private Resources:**

- Environmental Health food establishments inventory: grocery stores, restaurants, mobile food preparation units, caterers: address & phone
- List of wholesale food warehouses and producers: phone & address
- List of ice plants/suppliers: phone & address
- List of mass feeding facilities planned & potential (contact local Red Cross):
  - Schools: phone & address
  - Banquet halls: phone & address
  - Large restaurants: phone & address
- List Food Salvagers: operators, address & phone

- Local Agricultural Commissioner: phone & address
- State Food & Agriculture Dept.: phone & address
- Farm and Home Advisor, U.C., Extension Service: phone & address
- State DHS, Food and Drug Branch: phone & address
- Public Health Laboratories
- USDA Laboratories
- List of WIC food warehouses/distribution centers
- Other(s)

FOOD			
	Private Resources:		
Type/Name	Contact Name	Phone #	Email
Grocery Stores			
Restaurants			
Caterers			
Mobile Food Prep Units			
Wholesale food warehouses:			
Ice plants/suppliers:			
Mass feeding facilities:			
Food salvagers:			
Other:			
	Local Public Agencies:		
County Ag Commissioner			
County Superintendent Schools			
County WIC program			
Other(s)			
	State Agencies:		
CDHS FDB			
CDFA			
CDHS EPO			
OES			
CDHS Public Health Laboratories			
Other(s)			
	Volunteer Agencies		
Red Cross			
Salvation Army			

## LIQUID WASTES DISPOSAL

#### **Private Resources:**

- List of sewage treatment plants: operator, address & phone
- List of septage treatment/disposal facilities
- List of sanitary supply companies: operator, address & phone (e.g. toilet paper and soap)
- List of septic tank pumpers: operators, address & phone
- List of chemical toilet operators, address & phone
- List of suppliers of portable shower facilities
- Other(s)

- List of Sanitary Districts: directors, address & phone
- City and County Public Works
- List of Regional Water Quality Control Boards
- Other(s)

Liquid Wastes Disposal				
	Private Resources:			
Type/Name	Contact Name	Phone #	Email	
Sewage Treatment Plants:				
Contain to a to				
Septage treatment/disposal facilities				
Sanitary Supply Companies:				
Septic Tank Pumpers:				
Chemical Toilet Suppliers:				
Portable shower facility suppliers:				
Tortable shower facility suppliers.				
Other(s):				
	Local Public Agencies	:		
County Public Works				
City Public Works				
Sewage Treatment Plants - Public				
Sanitary Districts				
Other(s)				
State Agencies:				
RWQCB(s)				
(-)				
SWRCB				
CDHS EPO		+		
OES				
Other(s)				
Outer(5)				

#### SOLID WASTE DISPOSAL

#### **Private Resources:**

- List of sanitary land fills: operator, address & phone
- List of transfer stations: operator, address & phone
- List of compost facilities: operator, address & phone
- List of refuse haulers: operator, address & phone
- List of Solid Waste Recyclers: address & phone
- List of heavy equipment operators: address & phone
- List of rendering facilities (animal carcass disposal)
- Other(s)

- Regional Water Quality Board(s): address & phone
- State Integrated Waste Management Board: address & phone
- California Department Food & Agriculture (animal carcass disposal)
- Adjacent Local Enforcement Agencies (LEAs): phone
- Local Waste Management Authorities
- Other(s)

Solid Waste Disposal			
	Private Resources:	<u></u>	
Type/Name	Contact Name	Phone #	Email
Sanitary landfills:			
Transfer Stations:			
Transfer Stations:			
Compost facilities:			
Refuse haulers:			
Solid waste recyclers:			
Solid waste recyclers.			
Heavy equipment operators:			
Rendering Facilities (carcass disposal)			
Other(s):			
outer(s).			
	Local Public Agencies:		
Public sanitary landfills			
Local Enforcement Agency(ies)			
Local waste management authority			
County Public Works			
City Public Works			
Sanitary Districts			
Other(s)			
ONAMAD	State Agencies:		
CIWMB			
DWOOD(-)			
RWQCB(s)			
CWDCD			
SWRCB			
CDEA (serence diar = = = !)			
CDFA (carcass disposal)			
CDUC EDO			
CDHS EPO			
OES Other (a)			
Other(s)			

## HOUSING, MASS CARE SHELTERS

#### **Private Resources:**

- List of mass shelters planned & potential: address & phone
- List of sanitary suppliers see liquid waste
- List of refuse haulers see solid waste
- List of potable water haulers see Water Supply
- List of suppliers of portable shower facilities
- Other(s)

- List of Housing Departments: directors, address & phone
- List of Building Departments: directors, address & phone
- List of Charity Organizations: address & phone
- Dept. of Social Services: address & phone
- Local Red Cross: address & phone
- Other(s)

Housing, Mass Care Shelters			
	Private Resources:		
Type/Name	Contact Name	Phone #	Email
Shelter planned & potential:			
Sanitary suppliers (see liquid waste):			
Defines handers (see called weets).			
Refuse haulers (see solid waste):			
Potable water haulers (see water):			
Totable water maters (see water).			
Portable shower facility suppliers:			
Mobile/manufactured home suppliers:			
Other(s):			
Other(s):			
	Local Public Agencies:		
Housing Departments			
J J			
Building Departmentsy			
Building Boparamonisy			
Social Services			
Social Services			
Housing Authority			
Housing Authority			
0 11 51 11 1			
Sanitary Districts			
Other(s)			
	State Agencies:		
Housing & Community Development			
CDHS EPO			
CDHS Licensing & Certification			
OES			
Other(s)			
	Volunteer Agencies		_
Red Cross			
Salvation Army			
Charitable Organizations			
Other:			
		1	

#### **VECTOR CONTROL**

#### **Private Resources:**

- List of Pest Control Operators: address & phone
- List of pesticide suppliers: address & phone
- List of application equipment suppliers: address & phone
- Other(s)

- Mosquito Abatement Districts: address & phone
- Vector Control Districts
- County Agricultural Commissioner: address & phone
- Military Facilities: address & phone
- Animal Control: address & phone
- SPCA
- DHS, Infectious Disease Branch, Vector Borne Disease Section: address & phone
- U.C. Agricultural Extension: address & phone
- State Department of Food and Agriculture: address & phone
- Public Health Laboratories
- Other(s)

Vector Control			
	Private Resources:		
Type/Name	Contact Name	Phone #	Email
Pest control operators:			
2			
Pesticide suppliers:			
Application equipment suppliers:			
Application equipment suppliers.			
Agricultural pest control applicators			
Other(s):			
	Local Public Agencies	•	
County Agricultural Commissioner			
Mosquito Abatement Districts			
Vector Control Districts			
Military Facilities			
Animal Control			
7 iiiiii doniii di			
SPCA			
JI CA			
Othor(c)			
Other(s)			
	Clata Associa		
50000	State Agencies:		
DHS Vector Borne Disease Section			
UC Agricultural Extension			
Public Health Laboratories			
CDHS EPO			
OES			
Other(s)			
5(0)			

#### HAZARDOUS MATERIALS

#### **Private Resources:**

- List of hazardous waste reclaiming treatment and disposal sites: operator, address & phone
- List of hazardous waste haulers: operator, address & phone
- List of hazardous waste clean-up contractors: operator, address & phone
- List of emergency response companies: operator, address & phone
- List of safety equipment suppliers: operator, address & phone
- List ChemTrec: address & Phone
- List of DHS Certified Labs
- Other(s)

#### **Public Agencies:**

- List of poison control centers
- Other(s)

- CAL/EPA, Dept of Toxic Substances Control: address & phone
- Local HazMat response agencies: phone number & address
- Office of Emergency Services: address & phone
- DHS Environmental Health Investigations Branch: phone number & address
- State Dept of Fish & Game: address & phone
- State Highway Patrol: address & phone
- Air Quality District
- Sewer Districts
- Fire Department: Fire Prevention Inspectors
- US EPA

- Coast Guard
- Other(s)

Hazardous Materials			
	Private Resources:		
Type/Name	Contact Name	Phone #	Email
Treatment & Disposal Facilities :			
Haulers			
naulers			
Clean-up contractors:			
Household Hazardous Waste Facilities			
Emergency response companies:			
Emergency response companies.			
Safety Equipment Suppliers			
Certified labs			
Certified labs			
Portable shower facility suppliers:			
Other(s):			
	Local Public Agencies		
HazMat response agency(ies)	Local Public Agencies		
Trazimat response agency(les)			
City Fire			
ORY THE			
County Fire			
ooung i no			
County Agricultural Commissioner			
Air quality district			
County Public Works			
,			
City Public Works			
Sewage Treatment Plants - Public			
Sanitary Districts			
Other(s)			
	State Agencies:	1	
OES			
DTSC/CaIEPA			

CHP  CalTrans  Poison Control Center  CDHS Environmental Investigation Br.  RWQCB(s)  SWRCB  CDHS EPO  Other(s)  Federal Agencies  USEPA	CDFG		
CalTrans  Poison Control Center  CDHS Environmental Investigation Br.  RWQCB(s)  SWRCB  CDHS EPO  Other(s)  Federal Agencies	CDFG		
CalTrans  Poison Control Center  CDHS Environmental Investigation Br.  RWQCB(s)  SWRCB  CDHS EPO  Other(s)  Federal Agencies			
Poison Control Center  CDHS Environmental Investigation Br.  RWQCB(s)  SWRCB  CDHS EPO  Other(s)  Federal Agencies	CHP		
Poison Control Center  CDHS Environmental Investigation Br.  RWQCB(s)  SWRCB  CDHS EPO  Other(s)  Federal Agencies			
CDHS Environmental Investigation Br.  RWQCB(s)  SWRCB  CDHS EPO  Other(s)  Federal Agencies	CalTrans		
CDHS Environmental Investigation Br.  RWQCB(s)  SWRCB  CDHS EPO  Other(s)  Federal Agencies			
RWQCB(s)  SWRCB  CDHS EPO  Other(s)  Federal Agencies	Poison Control Center		
RWQCB(s)  SWRCB  CDHS EPO  Other(s)  Federal Agencies			
SWRCB  CDHS EPO  Other(s)  Federal Agencies	CDHS Environmental Investigation Br.		
SWRCB  CDHS EPO  Other(s)  Federal Agencies			
CDHS EPO Other(s) Federal Agencies	RWQCB(s)		
CDHS EPO Other(s) Federal Agencies			
Other(s)  Federal Agencies	SWRCB		
Other(s)  Federal Agencies			
Federal Agencies	CDHS EPO		
Federal Agencies			
	Other(s)		
USEPA		Federal Agencies	
	USEPA		
US Coast Guard	US Coast Guard		
Other	Other		

#### **MEDICAL WASTE**

#### **Private Resources:**

- List of health care facilities with medical waste incineration capabilities: operator, address & phone
- List of medical waste treatment/disinfection facilities: address & phone
- List of medical waste haulers: operator, address & phone
- List of medical waste transfer stations: operator, address & phone
- List of medical waste containers suppliers, e.g. red bags, sharps containers: address & phone
- See list of refuse haulers
- Other(s)

#### **Related Public Resources:**

- Local HazMat response agencies: phone number & address
- DHS, Environmental Management Branch, Medical Waste Program: address & phone
- Office of Emergency Services: address & phone
- Other(s)

Medical Waste			
	Private Resources:		
Type/Name	Contact Name	Phone #	Email
Treatment & Disposal Facilities :			
Transfer stations			
Medical waste haulers			
Refuse haulers			
Clean-up contractors:			
Emergency response companies:			
Medical waste container suppliers			
Other(s):			
	Local Public Agencies	:	
HazMat response agency(ies)			
City Fire			
County Fire			
Sewage Treatment Plants - Public			
Sanitary Districts			
Other(s)			
	State Agencies:		
OES	State Agencies.		
CDHS EMB Medical Waste Program			
CDHS EPO			
Other(s)			

#### RADIOLOGICAL INCIDENTS

#### **Private Resources:**

- List of facilities licensed to use radioactive material: address & phone
  - Nuclear Pharmacies
  - Hospitals with nuclear medicine departments
  - Food Irradiators
  - Blood Irradiators
  - Biotech Facilities
  - Radiography Facilities (non destructive testing)
  - Nuclear Power Plant
  - National Laboratory
- List of radiation detection equipment
  - Inventory including number and type of instruments
  - List identifying location of equipment
- List of radiation safety and monitoring equipment suppliers: address & phone
- List of licensed radiation operators: address & phone
- Other(s)

- DHS, Radiological Health Branch: address & phone
- DHS, Environmental Management Branch, Nuclear Emergency Response Program: address & phone
- Nuclear Regulatory Commission: address & phone
- U.S. Dept. of Energy: address & phone
- State O.E.S., Radiological Branch: address & phone
- Other(s)

Radiological Incidents			
	Private Resources:		
Type/Name	Contact Name	Phone #	Email
Nuclear pharmacies:			
Hospitals with nuclear medicine			
Hospitals with nacical medicine			
Food irradiators			
Biotech facilities			
Radiography facilities:			
Nuclear power plant:			
Dia ad inna diatana			
Blood irradiators			
Radiation safety/monitoring suppliers			
Licensed radiation operators			
011 ()			
Other(s):			
	Local Public Agencies		
HazMat response agency(ies)	Local i ablic rigelicies	·	
Tidzīwat response ageney(ies)			
City Fire			
Oity Till C			
County Fire			
Southly 1 in C			
Other(s)			
Offici(3)			
	State Agencies:		
OES – Radiological Branch	State Ageneres.		
CEO Radiological Branch			
CDHS Radiological Health Branch			
OBTIO Radiological Floatin Branch			
CDHS EMB Nuclear Emergency Resp.			
22.13 Emb Hadisar Emergency (163p.			
CDHS EPO			
Other(s)			
(0)			
	Federal Agencies		
Nuclear Regulatory Commission	1 odoral Agoriolos		
US Dept. Energy			
33 Dopt. Energy	<u> </u>		

USEPA		

#### TERRORISM/BIOTERRORISM INCIDENTS

Resource needs are generally dictated by the type of agent involved and is described in this manual for that specific agent (i.e. hazardous materials- chemical threats, radiological incident, etc.).

#### **Local Public Agencies:**

- County Office of Emergency Services: phone number & address radio frequency
- Police: phone number & address
- Sheriff: phone number & address
- Local fire agencies: phone number & address
- Local HazMat response agencies: phone number & address
- Fire Marshall: phone number & address
- Health Officer: Mutual Aid: phone & address
- Local bioterrorism coordinator: phone & address
- Mental Health Services: phone number & address
- Other(s)

#### State Agencies:

- State Office of Emergency Services: phone number & address
- Highway Patrol: phone number & address
- National Guard: phone number & address
- Other(s)

#### **Federal Agencies:**

- Federal Bureau of Investigation
- USEPA
- CDC

- FDA
- USDA

## **Volunteer Agencies:**

- Red Cross: phone number & address
- Salvation Army: phone number & address
- Other(s)

Terrorism/Bioterrorism Incidents				
Local Public Agencies::				
Type/Name	Contact Name	Phone #	Email	
County OES				
City Police				
Sheriff				
HazMat response agency(ies)				
naziviai response agency(ies)				
City Fire				
5.9 5				
County Fire				
Local BT Coordinator/Health Officer				
Mental Health				
Other(s)				
	Ctata Aganaias:			
OES	State Agencies:			
013				
Highway Patrol				
3 3				
National Guard				
CDHS EPO				
Other(s)				
	Enderal Agencies			
FBI	Federal Agencies			
1.0		+		
CDC		+		
		<del>                                     </del>		
USEPA				
FDA				
USDA				
Other				

## **OTHER**

- Local Environmental Health Offices Statewide: address & phone
- Local Health Officers Statewide: address & phone
- Other(s

#### STATE/FEDERAL AGENCY CONTACTS

#### Immediately Report Information on credible threats to:

Local Law Enforcement Officials and Office of Emergency Services Warning Center (916) 845-8911 and/or Federal Bureau of Investigation Regional Offices at (916) 481-9110 (Sacramento), (415) 553-7400 (San Francisco), (858) 564-1255 (San Diego), (310) 996-5000 (Los Angeles)

#### California Health Alert Network

This description is extracted from the California Department of Health Service Emergency Preparedness Office Website.

The web-based CAHAN system is designed to broadcast warnings of impending or current disasters affecting the ability of health officials to provide disaster response services to the public, and to provide a collaborative work environment where sensitive disaster planning and response information may be securely shared between California local and state health agencies. CAHAN utilizes the BioTerrorism Readiness Suite (BTRS) under service contract with Global Secure Systems. The Rapid Alert System and the Secure Document Library predecessors are now backup systems.

When a health alert is issued, CAHAN is capable of sending alerts to e-mail addresses, telephones, faxes, alphanumeric pagers, and cell phones with short message service capability. The abilities to alert and to be alerted are based on roles and agreements. The California Department of Health Services can send alerts to local health departments; local health departments can send alerts to each other and to the California Department of Health Services.

The system offers various works spaces dedicated to the development and exchange of information relating to emergency event planning, epidemiology, laboratory capacity, risk communication, and preparedness training. Further, the system offers organization-specific work areas to accommodate the products of local disaster planning and response efforts.

The system is restricted to state and local government disaster officials and response coordinators who are involved in contingency planning and management of disasters affecting public health. It is populated with public health officers, local health administrators, California Department of Health Services staff, and others. The system can accommodate at least 12 contacts per local health jurisdiction. User information is maintained through a secure web portal requiring user authorization; it is not available for public use.

#### **Quick List of Contact Phone Numbers**

State		
Agency	Phone #	
OES Warning Center	1-800-852-7550 (916) 845-8911	
DHS Duty Officer/Emergency Preparedness Office	(916)650-6416	

DHS DDWEM	
DHS Food and Drug Branch	(916) 650-6616
DHS Division of Communicable Disease Control	(800) 971-9631
Federal	
Centers for Disease Control (CDC) Hotline (24 hours)	770-488-7100
US Food and Drug Administration (FDA)	
Pacific Region Office	(510) 637-3960
San Francisco District – Main Number	(510) 337-6700
After Hours	(877) 650-8490
Los Angeles District – Main Number	(949) 608-2900
After Hours	(949) 644-7050
US Food and Agriculture, Animal and Plant Health Inspection	(916) 857-6170
Services, Veterinary Services	or Toll Free (877) 741-3690
Federal Bureau of Investigation (FBI)	
San Francisco	(415) 553-7400
Los Angeles	(310) 477-6565
Sacramento	(916) 481-9110
San Diego	(858) 565-1255

## Contacts by Incident Type (Annex)

Water Supply:				
State Agencies				
Type/Name	Contact Name	Phone #	Email	
CDHS ODW				
CDHS ODW - District Office(s)				
CDHS EPO				
State Water Resources Board				
Department Water Resources				
RWQCB(s)				
National Guard				
Public Utilities Commission				
Other(s)				
Federal Agencies				
USEPA				
Other(s)				

Food:			
State Agencies			
Type/Name	Contact Name	Phone #	Email

Food:			
Federal Agencies			
	Food: Federal Agencies		

Liquid Wastes Disposal				
State Agencies				
Type/Name	Contact Name	Phone #	Email	
RWQCB(s)				
SWRCB				
CDHS EPO				
Other(s)				
Federal Agencies				
USEPA				
Other(s)				

Solid Waste Disposal				
State Agencies				
Type/Name	Contact Name	Phone #	Email	
CIWMB				
RWQCB(s)				
CDHS EPO				
Other(s)				
Federal Agencies				
USEPA				
Other(s)				

Housing, Mass Care Shelter	Housing	g, Mass	Care Sh	nelter
----------------------------	---------	---------	---------	--------

Housing, Mass Care Shelters					
State Agencies					
Type/Name	Contact Name	Phone #	Email		
Housing & Community Development					
CDHS EPO					
CDHS Licensing & Certification					
Other(s)					
	Volunteer Agencies				
Red Cross					
Salvation Army					
Charitable Organizations					
Other(s)					

Vector Control				
State Agencies				
Type/Name	Contact Name	Phone #	Email	
DHS Vector Borne Disease Section				
CDFA				
UC Agricultural Extension				
Public Health Laboratories				
CDHS EPO				
Other(s)				
Federal Agencies				
CDC				
Military Facilities				
Other(s)				

Hazardous Materials					
State Agencies					
Type/Name	Contact Name	Phone #	Email		
DTSC/CalEPA					
CDFG					
CHP					
CalTrans					
Poison Control Center					
CDHS Environmental Investigation Br.					
RWQCB(s)					
CDHS EPO					
Other(s)					

Hazardous Materials						
Federal Agencies						
USEPA						
US Coast Guard						
Other(s)						

Medical Waste							
State Agencies							
Type/Name	Contact Name	Email					
CDHS EMB Medical Waste Program							
CDHS EPO							
Other(s)							
Federal Agencies							
CDC							
USEPA							
Other(s)							

Radiological Incidents							
State Agencies							
Type/Name	Contact Name	Email					
CDHS Radiological Health Branch							
CDHS EMB Nuclear Emergency Resp							
CDHS EPO							
Other(s)							
Federal Agencies							
Nuclear Regulatory Commission							
US Dept. Energy							
USEPA							
Other(s)							

Terrorism/Bioterrorism Incidents							
State Agencies							
Type/Name	Type/Name Contact Name Phone #						
OES							
Highway Patrol							
National Guard							
CDHS EPO							
Other(s)							
Federal Agencies							
FBI							

Terrorism/Bioterrorism Incidents						
CDC						
USEPA						
FDA						
USDA						
Other(s)						

# Appendix F – SEMS Training Matrix

#### STANDARDIZED EMERGENCY MANAGEMENT SYSTEM TRAINING MATRIX

#### FOR MEDICAL/HEALTH PROVIDER PERSONNEL

#### I. MATRIX OVERVIEW:

The purpose of this matrix is to provide guidelines to meet the Standardized Emergency Management System (SEMS) training requirements for medical/health provider personnel by type, category, or function. The recommendations in this matrix serve as guidelines for the <a href="minimum">minimum</a> training required at each SEMS level of the medical and public health response. These guidelines are not intended to replace the employer's responsibility to assess each employee's emergency response function as related to SEMS training needs and the minimum performance objectives. These requirements are detailed in the attached Appendix One, "SEMS Approved Course of Instruction (ACI), Minimum Performance Objectives" as specified in the SEMS Regulations and the SEMS Guidelines. In many cases, equivalent training that meets most of the SEMS ACI objectives may already be provided by an employer.

All personnel are also required to complete the National Incident Management System (NIMS) basic course. The Federal Emergency Management Agency offers this course as a web-based self-study course (IS-700). Management employees should complete the IS-800 course – The National Response Plan also available through FEMA web-based training.

## IT IS THE EMPLOYER'S RESPONSIBILITY TO MAINTAIN PERSONNEL COMPETENCY IN SEMS ACI OBJECTIVES.

The matrix is divided by EMS Agency/Health Department, Pre-Hospital Transport Provider, Hospitals, Non-Hospital Medical Care Facilities, Specialty Medical Groups & Contracted Services, and Specialty Health Groups & Contracted Services. Within each division there are several specific provider type descriptions for reference. Each of these divisions details the minimum SEMS ACI modules for each function.

#### Training Guidance from Office of Emergency Services (OES)

OES has released guidance to comply with Federal training requirements. The following table is adapted from the OES Guidance and summarizes this information along with a description of the courses. The table has been modified from the guidance provided on the OES Website to apply to environmental health professionals typically employed by pubic agencies.

Standardized Emergency Management System National Incident Management System Training Guidance – This Table is Modified and Adapted from the OES Draft Guidance found on the OES website.  -MATRIX-		Fiscal Year Requirements 2006 2007								
		SEMS EOC	SEMS Executive		6 001 SOI	ICS 200	(12 700) NIMS	NRP (IS 800)	00£ SOI	ICS 400
Required: All environmental health staff who may be tasked, directed or called upon to respond for an emergency. At all levels of government and all phases of emergency management.	X				X		X			
Personnel who respond to an incident to assist or support the organization but do not normally supervise others.	X				X	X	X			
Personnel who supervise a branch, division, group or unit in the field or Emergency Operations Center.	X	X	7			X	X	X	X	
Personnel in the Command/Management or General Staff at an Incident or Area Command or in a Emergency Operations Center.	X	X			X	X	X	X	X	X
Executives, administrators and policy makers within agencies that are required to support a SEMS emergency response.			X	X			X	X		X

We encourage you to take the NIMS course (FEMA IS 700) as soon as possible. As noted above, this course satisfies the requirement to demonstrate NIMS competency/training. It takes a couple of hours and FEMA will send a certificate of completion. The three basic courses suggested for all environmental health staff can all be completed by self-study.

#### II. SEMS ACI OVERVIEW:

The SEMS ACI curriculum consists of four courses including: an. Introductory Course, Field Course, Emergency Operations Center Course, and. Executive Course. The following provides a description of SEMS ACI Courses with Module Numbers, Titles and General Hours per Module. Each Course also contains a Refresher Section for maintenance of personnel performance and

competency. The module hours are only recommendations, the SEMS ACI is based upon meeting specified performance objectives, not rigid time requirements.

SEMS INTRODUCTORY: Time: 1-2 hours

Topics:

- Course Overview
- SEMS Components and Features
- SEMS Operating Requirements Individual Responsibilities
- Course Review and Summary

#### ICS FIELD:

Topics:

ICS 100 Orientation: (1 hour)

1 Self Paced ICS Orientation

ICS 200Basic: (12 hours)

- 2 Principles & Features of ICS
- 3 Organizational Overview
- 4 Incident Facilities
- 5 Incident Resources
- 6 Responsibilities Associated with ICS Assignments

#### ICS 300 Intermediate: (22 hours)

- 7 Organization and Staffing
- 8 Organizing for Incidents & Events
- 9 Incident Resource Management
- 10 Air Operations
- 11 Incident & Event Planning

#### ICS 400 Advanced: (22 hours)

- 12 General & Command Staff
- 13 Unified Command
- 14 Major Incident Management
- 15 Area Command
- 16 Mutual Aid
- 17 Field, Local Government
  - & Operational Area Coordination

#### SEMS EOC

Topics: (12 hours\*)

Chapter 1 SEMS and EOCs

Section 1Background

Section 2Principles of Disaster

Management in EOC's

Section 3 EOC Operational Considerations

Chapter 2 General EOC Features

Section 1 Local Government EOC Section 2 Operational Area EOC

Section 3 Region EOC

Section 4 State EOC

Chapter 3 SEMS Function Specific handbooks

\*Eight hours if Intro. Course taken previously

#### SEMS EXECUTIVE:

Topic: (1 hour)

SEMS Executive (self study)

In many cases, training already provided and maintained will meet the SEMS ACI performance objectives; therefore, employers have the option of determining "equivalent" training already provided and maintained that meets the SEMS ACI performance objectives (example - FireScope ICS training would meet most of the SEMS Field Course performance objectives). After training is provided, employers "self-certify" compliance with SEMS ACI and must maintain documentation of the "Self-Certification". This documentation is subject to review for compliance. The following provides a summary of each course related to personnel functions from the SEMS ACI:

#### **SEMS Introductory**

"This is an introductory course designed for all personnel that may become involved in a SEMS response involving multiple agencies or jurisdictions." (quoted from SEMS ACI). This course is pre-requisite to all other courses (except executive) and is designed to provide a beginning orientation to SEMS. Note: This course is SEMS specific. It is unlikely that any other training provided previously would meet the performance objectives.

#### **SEMS Field**

#### ICS Orientation I-100

Field Course pre-requisite for all other field modules. Also meets requirements for all Support and Assistance Personnel defined as: "Individuals who, as part of their job duties, will likely respond to multi-agency incidents to assist or support the emergency organization; but not supervise others. May also be referred to as entry level personnel. This definition would not include clerical staff unless decided necessary by the emergency response agency" (quoted from SEMS ACI).

#### ICS BasicI-200 (Modules 2-6

Basic level field modules are pre-requisite for Intermediate level field modules. Also meets requirements for all Basic Level Supervisory Personnel defined as: "Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency emergency incident in the field, and be expected to initiate the emergency organization; or supervise others in the emergency organization (may also be referred to as first-level supervisory personnel involved with ICS applications)" (quoted from SEMS ACI).

#### ICS Intermediatel-300 (Modules7-11)

Intermediate level field modules are pre-requisite for Advanced level field modules. Also meets requirements for all Intermediate Level Supervisory Personnel defined as: "Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency emergency incident in the field, and be expected to supervise an ICS Section, Group, Branch or Division (may also be referred to as personnel who hold ICS supervisory positions)" (quoted from SEMS ACI).

#### ICS Advanced I-400 (Modules 12-17)

Advanced level field modules meet requirements for Advanced Level Command Personnel defined as: "Individuals who, as part of their job duties or expertise, will likely respond to a multi-agency emergency incident in the field, and be expected to fulfill a command, command staff or any key management role in a major incident (may also be referred to as senior personnel who function in management roles at large incidents)" (quoted from SEMS ACI).

#### SEMS EOC:

The SEMS EOC course materials consist of a Participant Reference Manual, PowerPoint visuals, a generic table-top exercise and a test. The Participant Reference Manual is divided into three Chapters. Chapter One contains material applicable to all EOCs/DOCs at any SEMS level. Chapter Two covers instructional material applicable to EOCs at the Local Government, Operational Area, Region or State levels. Chapter Three consist of Functional Handbooks for both local government and operational areas covering job descriptions, responsibilities and checklists for Management, Operations, Planning/Intelligence, Logistics and Finance/Administration sections of EOCs.

The SEMS EOC course is required for individuals defined as "The course is designed for support, supervisory, management and executive personnel, who as part of their job duties or special assignment, will likely perform a SEMS function within a EOC/DOC. These individuals would be expected to initiate the SEMS organization, work within that SEMS organization, and/or supervise one or more of the five SEMS functions within their EOC/DOC (Local Government, Operational Area, Region, or State)." (quoted from SEMS ACI).

#### SEMS Executive:

"Executives, administrators and policy makers within agencies that are required to support a SEMS emergency response. The executive course provides basic information on the role of executives in implementing, using and maintaining SEMS within their agencies or organizations" (quoted from SEMS ACI). This is a self-study course, but may be provided by instructor delivery. The SEMS Introductory Course is not a pre-requisite requirement for the SEMS Executive Course.

### III. MATRIX PAGE REFERENCE BY BASIC MEDICAL/HEALTH PROVIDER TYPE:

The purpose of this section is to provide a source for rapid page and matrix reference by basic Medical or Health Provider type descriptions.

EMS Agency/Health Department	Pages	6, 7
Pre-Hospital Transport Provider	Pages 8, 9	9, 10
General Acute Care Hospital	Pages	11
Clinic & Non-General Acute Care Hospital Medical Care Facilities	Page	12
Specialty Medical Groups & Contracted Services	Page	12
Specialty Health Groups & Contracted Services	Page	13

### IV. SEMS ACI MATRICES BY MEDICAL/HEALTH PROVIDER TYPE:

The following matrices provide minimum SEMS ACI personnel training guidelines for various types of Medical or Health organizations:

A. EMS AG	ENCY/HEALTH DEPARTMENT:	
Organization	Personnel Type/Function	Minimum SEMS ACI Modules
Type		
1. Local	Director, Administrator or Coordinator	Intro to ICS and EOC - Chapter 1 and
County EMS	that would operate within an EOC; or	2.
Agency.	direct or supervise a section, group,	
	branch or division within a	
	Department Operations Ctr.	
	Director, Administrator or Coordinator	Intro to ICS; Field - Orientation –; ICS
	that would direct or supervise a	100; ICS 200 - Basic Module 1, 2, 3, 4,
	section, group, branch or division in	5, 6; Intermediate – ICS 300 Module 7,
	field ICS structure.	8, 9, 10, 11. (If Command Staff role
		add Advanced – ICS 400 Module 12,
		13, 14, 15, 16, 17)
	Other EMS Agency Staff - Support	Intro to ICS; EOC Chapter 1, Section
	Role in Department Operations Ctr.	1.
	Other EMS Agency Staff - Support	Intro to ICS; Field - Orientation – ICS
	Role in field only.	100

The Local EMS Agency is responsible for medical disaster planning and response within most jurisdictions. The local EMS Agency also commonly serves as the focal point for emergency public health activity and mutual aid within many jurisdictions. Intro to ICS and Field –ICS 100; and Execare self-study courses, but may be instructed in classroom environment.

If the EMS Agency director or administrator would function in an observation role only (no direction, command, or operations responsibility) - Exec. should be taken as a minimum.

A. EMS AG	ENCY/HEALTH DEPARTMENT	r <u>.</u>
Organization	Personnel Type/Function	Minimum SEMS ACI Modules
Туре		
1. Local	Health Officer, Director,	Intro to ICS and EOC - Chapter 1 and 2
Health	Administrator or Coordinator	
Department.	operating within an EOC; or	
	supervising a section, group,	
	branch or division within a DOC.	
	Health Officer, Director,	Intro to ICS; Field - Orientation – ICS 100;
	Administrator or Coordinator that	Basic - ICS 200 Module 1, 2, 3, 4, 5, 6;
	would supervise within a field ICS	Intermediate – ICS 300 Module 7, 8, 9, 10,
	structure.	11. (If Command Staff role add Advanced
		- ICS 400 Module 12, 13, 14, 15, 16, 17)
	Other Health Dept. Staff - Support	Intro to ICS; EOC Chapter 1, Section 1.
	Role in DOC.	
	Other Health Dept. Staff - Support	Intro to ICS; Field - Orientation – ICS 100
	Role in field only.	

Comments/Notes: The Local Health Department is responsible for public health disaster planning and response within the jurisdiction. The County EMS Agency may also be within the Health Department as a division, or be organized as separate entity from the Health Department. Some jurisdictions may organize emergency operations by separate emergency medical and public health operations, or both may be combined. This matrix is primarily applicable to separate public health emergency operations. Intro to ICS; and Field Orientation ICS 100, and Exec - are self-study courses, but may be instructed in classroom environment.

If the Health Department director, administrator, or health officer would function in an observation role only (no direction, command, or operations responsibility) - Exec. should be taken as a minimum.

B. PRE=HOSPITAL TRANSPORT PROVIDER:		
Organization Type	Personnel Type/Function	Minimum SEMS ACI Modules
1. Ambulance Service	Administrative Level (oversight	Exec., Rec. Intro to ICS and
Ground 9-1-1	only)	Field – ICS 100 - Orientation
Response &	Management or Supervisory	Intro to ICS and Field –ICS 100
Transport	Staff that would fulfill a	- Orientation and ICS 200 –
(ALS or BLS; that will	Command Staff role within field	Basic, Module, 2, 3, 4, 5, 6;
likely fill a Medical	ICS.	ICS 300 – Intermediate,
Group Supervisory		Module 7, 8, 9, 10, 11.
role or fill a Command		
Staff role within ICS).	Management or Supervisory or	Intro to ICS and Field –ICS 100
	other staff that would supervise	- Orientation and ICS 200 –
	an ICS section, group, branch	Basic, Module, 2, 3, 4, 5, 6;
	or division	ICS 300 – Intermediate,
		Module 7, 8, 9, 10, 11
		Intro to ICS and Field –ICS 100
	ALS Level Field Personnel	Orientation and ICS 200 –
		Basic, Module, 2, 3, 4, 5, 6
	BLS Level Field Personnel	Intro to ICS and Field –ICS 100
	DLS Level i leiu reisoililei	Orientation
	Dispatch Personnel	Intro to ICS and Field –ICS 100
		Orientation

*Comments/Notes:* If Ambulance Service administrative personnel will direct personnel in the field - the management level modules are applicable. If administrative, management, supervisory or field personnel are expected to function within an Area Command Center - All Field Modules should be taken. If administrative, management, supervisory or field personnel are expected to function within an EOC, the EOC Level Course Chapters one and two should be taken. Intro to ICS; Field ICS 100-Orientation; and Exec - are self-study courses, but may be instructed in classroom environment. The Ambulance Service described in this section would respond to multiagency incidents on a daily basis and fulfill a key role in disaster medical response.

B. PRE-HOSPITAL TRA	INSPORT PROVIDER:	
Organization Type	Personnel Type/Function	Minimum SEMS ACI Modules
2. Ambulance Service	Administrative Level (oversight	Exec., Rec. Intro to ICS and
Ground or Air	only)	Field – ICS 100 - Orientation
Ambulance	Management, Supervisory, or	Intro to ICS and Field –ICS 100
Transport in a	other staff that would support	- Orientation
Support Capacity or	an ICS group, section, branch	
Secondary Response	or division.	
(ALS or BLS; that will		Intro to ICS and Field –ICS 100
not fill a Medical Group	ALS Level Field Personnel	- Orientation
Supervisory role or fill		
a Command Staff role	BLS Level Field Personnel	Intro to ICS and Field –ICS 100
within ICS).	DL3 Level Fleid Personnel	- Orientation
	Dispatch Personnel	Intro to ICS and Field –ICS 100
		Orientation

The Ambulance Service description in this section assumes that the ambulance service functions primarily in a support and patient transport capacity to some other form of primary EMS response. Personnel would likely function in the field in a support capacity to a Medical Group Supervisor from another agency, and function as a support resource in disaster medical response. Intro to ICS, Field - ICS 100 - Orientation; and Exec are self-study courses, but may be instructed in classroom environment.

B. PRE-HOSPITAL TRANSPORT PROVIDER:		
Organization Type	Personnel Type/Function	Minimum SEMS ACI Modules
3. Ambulance Service - Non-Emergency	Administrative Level (oversight only)	Exec., Rec. Intro to ICS and Field – ICS 100 - Orientation
Transport or Inter- Facility or Critical Care Transfer Service Only.	Management, Supervisory, or other staff that would support an ICS group, section, branch or division.	Intro to ICS and Field –ICS 100 - Orientation
	ALS Level Field Personnel	Intro to ICS and Field –ICS 100 - Orientation
	BLS Level Field Personnel	Intro to ICS and Field –ICS 100 - Orientation

#### Comments/Notes:

The Ambulance Service described in this section would not fulfill a day to day emergency response role in a primary or support capacity, but would be a key resource for disaster medical response. If listed as a disaster medical resource within the County Emergency Plan or County EMS SOP, Ambulance Service personnel should be trained in SEMS as specified above. Intro to ICS; Field ICS 100 - Orientation and Exec are self-study courses, but may be instructed in classroom environment

C. GENERAL ACUTE CAI	RE HOSPITAL:	
Organization Type	Personnel Type/Function	Minimum SEMS ACI

		Modules
General Acute Care	Administrative/Management	Intro to ICS and EOC –
Hospital	Staff that would manage a	Chapter 1 and 2
	facility DOC or a unit within the	·
	DOC	
	Emergency Department	Intro to ICS and Field –ICS
	Medical/Nursing Supervisory	100 - Orientation
	Staff	
	Emergency Department	Intro to ICS and Field –ICS
	Medical/Nursing Supervisory	100 - Orientation
	Staff	
	Medical/Nursing Supervisory	Intro to ICS and Field –ICS
	Staff - Other	100 - Orientation
	Facility Supervisory Staff	Intro to ICS and Field –ICS
	(maintenance, supply, etc)	100 - Orientation

Previous training in the Hospital Emergency Incident Command System (HEICS) will meet many of the SEMS ACI objectives. ICS would be applied to emergency incident operations occurring at the hospital and for medical disaster response. Intro to ICS; Field ICS 100-Orientation and Exec are self-study courses, but may be instructed in classroom environment.

If the facility director or administrator would function in an observation role only (no direction, command, or operations responsibility) - Exec. should be taken as a minimum

D. CLINIC & NON-GENERAL ACUTE CARE HOSPITAL MEDICAL FACILITIES:		
Medical providers that are identified as a medical disaster resource in the County Emergency Plan and/or	Administrative/Management Staff that would manage a facility DOC or a unit within the DOC	Intro to ICS and EOC – Chapter 1 and 2
County EMS Agency Medical Resource Documents.	Supervisory Staff	Intro to ICS and Field –ICS 100 - Orientation
	Medical Staff	Intro to ICS and Field –ICS 100 - Orientation

ICS would be applied to emergency incident operations occurring at the facility and for medical disaster response. Intro to ICS; Field ICS 100 - Orientation 1 and Exec are self-study courses, but may be instructed in classroom environment.

If the facility director or administrator would function in an observation role only (no direction, command, or operations responsibility), Exec. should be taken as a minimum

E. SPECIALTY MEDICAL GROUPS & CONTRACTED SERVICES:		
Medical providers that are identified as a medical disaster resource in the County Emergency Plan and/or	Administrative/Management Staff that would manage a facility DOC or a unit within the DOC	Intro to ICS and EOC – Chapter 1 and 2
County EMS Agency Medical Resource Documents.	Supervisory Staff	Intro to ICS and Field –ICS 100 - Orientation
	Medical Staff	Intro to ICS and Field –ICS 100 - Orientation

#### Comments/Notes:

ICS would be applied to emergency incident operations occurring at any facility and for medical disaster response. Modules Intro to ICS; Field ICS 100 - Orientation; and Exec are self-study courses, but may be instructed in classroom environment.

If the facility director or administrator would function in an observation role only (no direction, command, or operations responsibility), Exec. should be taken as a minimum

F. SPECIALTY HEALTH GROUPS & CONTRACTED SERVICES:		
Organization Type	Personnel Type/Function	Minimum SEMS ACI Modules
Health providers that are	Administrative/Management	Intro to ICS and EOC –
identified as a public health	Staff that would manage a	Chapter 1 and 2
disaster resource in the County	facility DOC or a unit within the	·
Emergency Plan and/or	DOC	
County Health Department		
Public Health Resource	Supervisory Staff	Intro to ICS and Field –ICS
Documents.		100 - Orientation
	Medical Staff	Intro to ICS and Field –ICS
		100 - Orientation

ICS would be applied to emergency incident operations occurring at the facility and for medical disaster response. Modules Intro -to ICS; Field ICS 100 - Orientation and Exec are self-study courses, but may be instructed in classroom environment.

If the facility director or administrator would function in an observation role only (no direction, command, or operations responsibility), Exec. should be taken as a minimum

#### APPENDIX ONE

## SEMS APPROVED COURSE OF INSTRUCTION PERFORMANCE OBJECTIVES

#### A. SEMS Introductory Course

- 1. Understand the purpose and scope of SEMS, as well as the basic definitions of the common terms associated with SEMS.
- 2. Understand the basic elements of the SEMS law, SEMS organizational/response levels, the functions of SEMS, and the basic concepts of SEMS.
- 3. Understand the basic operating requirements and individual responsibilities to successfully operate within, and support, a SEMS response in the field and/or Emergency Operations Center..

#### B. SEMS Field Course – ICS 100, 200, 300, 400

- 1. Understand the ICS basic organization, terminology and common responsibilities (Module 1).
- 2. Understand the principles and features that constitute ICS (Module 2).
- 3. Understand the more expanded ICS organization, how it initially develops, expands and/or contracts, and how transfer of command is properly conducted (Module 3).
- 4. Understand the principal facilities used in conjunction with ICS (Module 4).
- 5. Understand the components that allow for the most effective use of resources in ICS (Module 5).
- 6. Understand what a person needs to know prior to, and during an ICS assignment to an incident (Module 6).
- 7. Understand all titles and responsibilities of the organizational elements within each section of ICS, including general duties, staffing, and reporting relationships (Module 7).
- 8. Understand ways in which incidents and events are organized to ensure achievement of incident objectives, including the briefing process and utilization of forms (Module 8).
- 9. Understand the principles and stages of resource management, responsibilities related to resource ordering, the function of Staging Areas in resource management, and the importance of planning for resource demobilization (Module 9).
- 10. Understand the functions and positions within the Air Operations Branch (Module 10).

- 11. Understand the ICS planning process, to include: the development of incident objectives, strategies and tactics; the use of operational periods; the planning meeting; and the Incident Action Plan/IAP (Module 11).
- 12. Understand the importance, activation criteria, principles and roles of the Command and General Staff positions, as well as the roles of deputy positions, assistants and agency representatives within ICS (Module 12).
- 13. Understand the purpose and advantages of Unified Command, the Unified Command organization, how Unified Command is established, its major functions, and how the concept of cost sharing might apply under Unified Command (Module 13).
- 14. Understand how to organize for, and problems associated with, major or complex incidents or events (Module 14).
- 15. Understand why, when, where and how Area Command is established, and the responsibilities, organization, facilities and communication required for Area Command (Module 15).
- 16. Understand the concepts and procedures associated with the Master Mutual Aid Agreement, and the specific Mutual Aid System, if any, applicable to the student (Module 16).
- 17. Understand the basic concepts and procedures associated with local Emergency Operations Centers and Operational Areas, when activated for a major emergency (Module 17).

#### C. SEMS EOC Course

- 1. Understand essential SEMS terms related to an Emergency Operations Center (Module EOC), as well as the five SEMS response levels and their relationship to the four SEMS EOC levels (Module 1).
- 2. Understand the essential principles associated with disaster management, including knowledge of the fundamental differences and similarities between an emergency vs. a disaster, the role of the Emergency Services Director, the goals of emergency/disaster management, and keys to successful emergency/disaster management (Module 2).
- 3. Understand how an Emergency Operations Center (Module EOC) relates to disaster management and SEMS, the diversity in purpose and scope of California EOCs, and the basic principles for an effective EOC (Module 3).
- 4. Understand the principles of ICS applicable to EOCs, EOC functions and responsibilities, and the use of inter-agency coordination in EOCs (Module 4).
- 5. Understand the concepts and procedures for the Local EOC, including activation criteria, purpose, scope, basic responsibilities, need for communications, inter-agency coordination, and the common tasks of the five SEMS functions associated with the Local EOC (Module 5).

- 6. Understand the concepts and procedures for an Operational Area EOC, including activation criteria, purpose, scope, basic responsibilities, need for communications, interagency coordination and the common tasks of the five SEMS functions associated with the Operational Area EOC (Module 6).
- 7. Understand the concepts and procedures for a Region EOC, including activation criteria, purpose, scope, basic responsibilities, need for communications, inter-agency coordination and the common tasks of the five SEMS functions associated with the Region EOC (Module 7).
- 8. Understand the concepts and procedures for the State EOC, including activation criteria, purpose, scope, basic responsibilities, need for communications, inter-agency coordination and the common tasks of the five SEMS functions associated with the State EOC (Module 8).
- 9. Understand how a coordination takes place between SEMS levels during an interagency disaster response, including similarities, differences and key principles associated with a field and EOC SEMS response (Module 9).

#### D. SEMS Executive Course

- 1. Understand the purpose and scope of SEMS, the basic elements of the SEMS law, the five SEMS organizational/response levels, the five functions of SEMS, and the general need for executives to support SEMS in their jurisdiction.
- 2. Understand the basic operating requirements for ICS, and what specifically is needed from the executive to support a SEMS/ICS Inter-agency emergency response in the field.
- 3. Understand the basic operating requirements for EOCs, and what specifically is needed from the executive to support a SEMS Inter-agency emergency response in an Emergency Operations Center environment.
- 4. Understand the scope of guidance and training material made available by the state to support SEMS implementation and training.

#### **APPENDIX TWO**

## HOSPITAL EMERGENCY INCIDENT COMMAND SYSTEM (HEICS) INFORMATION

The Hospital Emergency Incident Command System (HEICS) is an effective emergency management system for hospitals that is designed specifically for hospital emergency operations. HEICS is applicable for internal or external emergencies or events and uses common Incident Command System principles, components and features. HEICS is currently the premiere emergency management system model for hospitals in California.

Implementation of HEICS does require emergency plan development, staff training and maintenance. What HEICS provides is common emergency management structure, detailed staff operational procedures, functional checklists and a basic staff training curriculum. Adequate planning, staff training and training maintenance in HEICS will meet the SEMS training performance objectives for the SEMS ACI Field Level Course.

It is important to note that HEICS training is primarily in detailed operational procedures for hospital emergency operations. HEICS training does not include SEMS ACI Introductory Course information or SEMS ACI EOC Course information. The SEMS ACI training provides a "big-picture" view of emergency management within California, while HEICS training primarily provides detailed role and responsibility education on an individual basis. For an effective emergency management team within a hospital, both SEMS ACI training (for the big-picture) and HEICS training (for the operational detail) is recommended.

For any questions related to the SEMS Approved Course of Instruction or the Hospital Emergency Incident Command System, please contact your local EMS Agency or the California EMS Authority.

\*

#### Appendix G – Acronym List

Below is a list of frequently used acronyms. We have identified the meaning of each within the text but include this list for your convenience.

CCDEH California Conference of Directors of Environmental Health

**CDF&G** California Department of Fish and Game

CDC US Centers for Disease Control

CDFA California Department of Food and Agriculture CDHS California Department of Health Services

CISD Critical Incident Stress Debriefing
DHS State Department of Health Services
DOC Departmental Operations Center
EOC Emergency Operations Center

EPO California Department of Health Services Emergency Preparedness Office

FDA US Food and Drug Administration

FRP Federal Response Plan

FEMA Federal Emergency Management Agency
HEICS Hospital Emergency Incident Command System

ICPIncident Command PostICSIncident Command SystemMOUMemorandum of UnderstandingNIMSNational Incident Management System

**OA** Operations Area

OADMHC Operational Area Disaster Medical Health Coordinator

OES Governor's Office of Emergency Services

PIO Public Information Office or Officer
PSA Public Service Announcement

RDMHC Regional Disaster Medical Health Coordinator
REOC Regional Emergency Operations Center
RIMS Response Information Management System
SEMS Standardized Emergency Management System

SOC State Operations Center
SOP Standard Operating Procedure
TTY Telecommunications Typewriter

**USEPA** United States Environmental Protection Agency

# YOUR PLAN!

Attach your plan here and don't forget to update it and use it. GOOD JOB!



# CALIFORNIA ASSOCIATION OF ENVIRONMENTAL HEALTH ADMINISTRATORS

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