

# City of El Cerrito Emergency Operations Plan



***City of El Cerrito***

10890 San Pablo Avenue  
El Cerrito, CA 94530  
(510) 215-4300  
[www.el-cerrito.org](http://www.el-cerrito.org)

*Emergency Management Services Provided By:*



**El Cerrito Fire Department**

***Prepared for:***

City of El Cerrito  
10890 San Pablo Avenue  
El Cerrito, CA 94530  
(510) 215-4300  
[www.el-cerrito.org](http://www.el-cerrito.org)

***Prepared by:***

Tetra Tech, Inc.  
1999 Harrison Street, Suite 500  
Oakland, CA 94612  
(510) 302-6300  
[www.tetrattech.com](http://www.tetrattech.com)



## PREFACE

The Emergency Operations Plan (EOP) outlines how the City of El Cerrito – its government, stakeholder agencies, community-based organizations (CBO), business community, and residents – coordinate their response to major emergencies and disasters. This plan is regularly updated by staff and approved by the City Council.

The EOP identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. City assets, resources, and departments are potentially vulnerable and may become overwhelmed. With this in mind, a primary goal of the EOP is to promote flexibility whenever possible and is not intended to limit the use of good judgement and common sense. This document is intended to facilitate emergency response and short-term recovery functions for emergencies and disasters which are outside of the scope of normal City operations.

The City of El Cerrito has officially adopted and integrated the following emergency management, response, and coordination systems:

- Incident Command System (ICS)
- Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS)

This EOP addresses the four phases of emergency management:

- Preparedness
- Response
- Recovery
- Mitigation

The City has adopted a “Whole Community” approach in which the inclusion and integration of community partners, neighbors, and other stakeholders are actively promoted in all phases of emergency management. Through these collaborative efforts, the City will be better prepared to meet the needs of its residents and daytime populace alike, especially those with disabilities and others with access and functional needs.

The City’s Emergency Operations Center (EOC) provides a centralized location where emergency management coordination and decision making can be supported during a critical incident, major emergency, or disaster. When activated, the EOC provides support for a number of critical tasks related to communications, coordination, resource management, and executive leadership.

If the City of El Cerrito determines the effects of an emergency are, or may become, beyond the capability of local resources, a local emergency can be proclaimed. A local proclamation of emergency allows the City Manager as the Director of Emergency Services to take measures necessary to protect and preserve public health and safety and supports requests for state and federal assistance. A proclamation also provides City staff with additional powers and authorities to increase the speed and effectiveness of City response activities.

Attachments to this EOP include a summary of authorities and references, a sample proclamation of local emergency, a summary of the hazards facing the City, selected acronyms, and a glossary.

The EOP is organized and defined as follows:

- Basic Plan (also referred to as EOP in this document) presents the planning assumptions, policies, and concept of operations that guide the responsibilities for emergency preparedness, response, recovery, and mitigation for the City of El Cerrito.
- Annexes - including informational, functional and hazard specific

There are a number of City plans, procedures, and other documents that support or relate to this Basic Plan and Annexes.



**AUTHORITY, APPROVAL & DISTRIBUTION**

This Emergency Operations Plan is sanctioned under the authority of the El Cerrito Municipal Code<sup>1</sup> and promulgated under the authority of the city manager as director of emergency services. State Authority can be found, in part, in the California Emergency Services Act<sup>2</sup> and various other codes and regulations. Federal Authority is found in The Robert T. Stafford Act<sup>3</sup>, Homeland Security Presidential Directive 5<sup>4</sup> and 8<sup>5</sup>. The system used nationally is NIMS (National Incident Management System) as well as the National Response Plan (NRP).

This document shall be the official Emergency Operation Plan for the City of El Cerrito and shall supersede all previous plans for this purpose. Nothing in this plan shall be construed in a manner that limits good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

This plan is approved by the El Cerrito City Manager and ratified by the city council. Copies of the plan will be distributed to each City Department, the Emergency Operations Center, and EOC Section Coordinators.

**City of El Cerrito**

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

<sup>1</sup> City of El Cerrito Municipal Code, Chapter 2.28.0100 (1992)

<sup>2</sup> California Emergency Services Act (2015).

<sup>3</sup> Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.

<sup>4</sup> Homeland Security Presidential Directive – 5 (2003).

<sup>5</sup> Homeland Security Presidential Directive – 8 (2003).



**CONTENTS**

Preface ..... ii

Authority, Approval & Distribution ..... iii

Contents ..... iv

**1.0 Introduction ..... 1**

    1.1 Purpose ..... 1

    1.2 Goals and Objectives ..... 1

    1.3 Scope ..... 2

    1.4 Limitations ..... 2

    1.5 Situation / Hazard Assessment ..... 2

    1.6 Planning Assumptions ..... 3

**2.0 Concept of Operations ..... 2**

    2.1 Field-Level Coordination ..... 2

    2.2 Local, Regional, and State-Level Coordination: SEMS ..... 2

    2.3 National Incident Management System (NIMS) and National Response Framework (NRF) ..... 4

        Mutual Aid ..... 4

**3.0 Emergency Management Organization ..... 5**

    3.1 Director and Assistance Director of Emergency Services ..... 5

    3.2 City Employees ..... 6

    3.3 Kensington Community Services District ..... 6

**4.0 Emergency Management Cycle ..... 6**

    4.1 Preparedness Phase ..... 6

    4.2 Response Phase ..... 8

    4.3 Recovery Phase ..... 8

    4.4 Mitigation Phase ..... 11

    4.5 Whole Community Approach ..... 11

**5 Emergency Operations Center ..... 13**

    5.1 EOC Locations ..... 13

    5.2 Activations & Deactivation ..... 13

    5.3 EOC Communication & Coordination ..... 15

    5.4 EOC Structure – Hierarchy of Command and Span-of-Control ..... 15

    5.5 EOC Action Plans ..... 16

**6 Emergency Declarations ..... 16**

    6.1 Local Proclamation ..... 16

    6.2 State of Emergency ..... 16

    6.3 State of War Emergency ..... 16

    6.4 Presidential Declaration ..... 17

**7 Public Information ..... 17**

**8 Continuity of Government ..... 17**

    8.1 Essential Facilities-Alternate Government Facilities ..... 18

    8.2 Preservation of Vital Records ..... 18

**9 Plan Development and Maintenance ..... 19**

**10 Authorities and References ..... 19**

    10.1 Local Authorities and References ..... 19

    10.2 State Authorities and References ..... 19

    10.3 Federal Authorities and References ..... 19

**ABBREVIATIONS ..... 20**





**CONTENTS (continued)**

**ANNEXES ..... 21**

**Annex 1 El Cerrito City Profile.....A1-1**

**Annex 2 Kensington Unincorporated Community Profile.....A2-1**

**Annex 3 Department Roles and Responsibilities.....A3-1**

*Building and Planning.....A3-1*

*City Attorney.....A3-1*

*City Clerk.....A3-1*

*City Council.....A3-1*

*City Manager.....A3-1*

*Community Development.....A3-1*

*Finance.....A3-1*

*Fire.....A3-2*

*Human Resources.....A3-2*

*Information Technology.....A3-2*

*Library.....A3-2*

*Recreation.....A3-2*

*Police.....A3-2*

*Public Works.....A3-2*

**Annex 4 Earthquakes.....A4-1**

*Overview.....A4-2*

*Purpose.....A4-2*

*Initial Response / Situational Awareness.....A4-2*

*Response.....A4-2*

*Recovery.....A4-4*

*Debris Removal – Public Property.....A4-5*

*Documentation.....A4-6*

*Potential Resource Requests.....A4-7*

*Preparation.....A4-8*

*Mitigation.....A4-8*

**Annex 5 Flooding.....A5-1**

*Overview.....A5-2*

*Purpose.....A5-2*

*Response.....A5-2*

*Recovery.....A5-3*

*Mitigation.....A5-4*

*Preparation.....A5-5*

**Annex 6 Wildfires.....A6-1**

*Purpose.....A6-2*

*Scope.....A6-2*

*Situation.....A6-2*

*Planning Assumptions.....A6-3*

*Increased Readiness (Monitoring).....A6-4*

*Response.....A6-4*

*Short Term Recovery.....A6-4*

*General Objectives.....A6-5*

*Enhances Readiness (Monitoring) Objectives.....A6-5*

*Response Objectives.....A6-5*

*Short Term Objectives.....A6-6*



**CONTENTS (continued)**

**Annex 7 Slides ..... A7-1**  
 Overview..... A7-2  
 Purpose..... A7-2  
 Response ..... A7-2  
 Recovery ..... A7-3  
 Mitigation..... A7-4  
 Preparation ..... A7-4

**Annex 8 Severe Weather ..... A8-1**  
 Purpose..... A8-2  
 Overview..... A8-2  
 Response ..... A8-2  
 Recovery ..... A8-3  
 Mitigation..... A8-5  
 Preparation ..... A8-5

**Annex 9 Care and Shelter ..... A9-1**  
 Overview..... A9-2  
 Purpose..... A9-2  
 Preparation ..... A9-2  
 Response ..... A9-2  
 Activation ..... A9-2  
 Notification..... A9-2  
 Set Up and Staffing..... A9-3  
 Demobilization ..... A9-3  
 Recovery ..... A9-3

**Annex 10 EOC Activation ..... A10-1**  
 Overview..... A10-1  
 Purpose..... A10-1  
     EOC Locations..... A10-1  
     EOC Functions..... A10-2  
 Response ..... A10-2  
     When to Activate the EOC..... A10-2  
     Levels of EOC Activation ..... A10-2  
     EOC Activation and Staff Notification Procedures..... A10-3

**Annex 11 De-Energization ..... A11-1**  
 Purpose..... A11-2  
 Background ..... A11-2  
 Objectives..... A11-2  
 Threat Assessment ..... A11-2  
 Potential Effects ..... A11-3  
 Planning and Assumptions ..... A11-3  
 Notification..... A11-4  
 Risk Communication & Public Information..... A11-4



## 1.0 INTRODUCTION

The EOP serves as a significant document for El Cerrito's emergency management activities. While resources may be called upon as needed, responsibilities are outlined in the EOP Basic Plan and associated annexes. To ensure adequate preparedness, city departments should actively participate in preparedness and planning activities including the development of departmental plans, policies and procedures as necessary to fulfill assigned roles and obligations.

The EOP embraces the Federal Emergency Management Agency's (FEMA) "whole community" approach to emergency management and, in addition to El Cerrito's resources, recognizes the role of non-governmental organizations (NGOs), community-based organizations (CBO), faith-based organizations (FBO), private-sector businesses, educational institutions, and other stakeholders. Additionally, the EOP is intended to reflect the wide variety of support that may be required by residents, visitors, and businesses, including people with disabilities and others with access or functional needs. Consideration for people with disabilities, access or functional needs will be given in emergency planning.

Certain groups and organizations will need to interface with the City's Emergency Operations Center (EOC) and among each other, including in circumstances where normal telecommunications may be impaired. By understanding the elements of this plan, the City and such organizations can facilitate that process.

Members of the community should be aware of the potential risks and hazards we face and the responsibility to prepare personally, at a family level, and in one's organization.

### 1.1 Purpose

The purpose of this EOP is to provide and outline the framework, concepts, and policies of El Cerrito's emergency procures and operations to ensure effective management and coordination of the City's response to emergencies and disasters. It identifies roles and responsibilities for various individuals and departments as they pertain to preparedness, response, recovery, and mitigation activities. This plan serves as a foundational document for other City plans, as well as a reference document for other government and non-government organizations and entities. This plan complies with current federal, state, and local laws and regulations as well as best practices.

### 1.2 Goals and Objectives

The overall objective of emergency management is to ensure the effective coordination of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the emergency management organization will accomplish the following objectives during an emergency/disaster:

- **Goal 1: Save Lives**
  - Objective 1.1: Prepare and disseminate emergency public information to alert, warn, and inform the public
  - Objective 1.2: Provide effective life safety measures.
- **Goal 2: Incident Stabilization and Restoration of Essential Services**
  - Objective 2.1: Maintain overall coordination/support of emergency response and recovery operations.
  - Objective 2.2: Coordinate and liaise with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies
  - Objective 2.3: Establish priorities and resolve conflicting demands for support.





- Objective 2.4: Provide accurate documentation and records required for cost recovery efforts.
- Objective 2.5: Provide for the rapid resumption of impacted businesses and community services.
- **Goal 3: Protection of Property and the Environment**
  - Objective 3.1: Provide effective response efforts to reduce property loss and damage to the environment.

### 1.3 Scope

The EOP serves as the foundational document for the City's emergency management activities. The EOP applies to any significant emergency association with any hazard or threat, natural, technical, or human-caused, which may affect the City and result in a planned, coordinated response effort by City agencies. While all City resources may be called upon as needed, specific departmental responsibilities are outlined in the EOP Basic Plan and associated annexes. To ensure the City is adequately prepared, all City departments are required to actively participate in preparedness and planning activities to include the development and review of departmental plans, policies, procedures, resource information and contact information as necessary to fulfill their assigned roles and obligations.

### 1.4 Limitations

While many of the elements outlined in the EOP are designed for flexibility and can be utilized as needed to address a number of emergency and non-emergency events, some activities require special activation or a formal disaster declaration by the City Council. Similarly, the EOP is not meant to outline procedures for routine incidents or minor emergencies which are adequately addressed through existing processes.

The EOP identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. Assets, resources, and departments are potentially vulnerable and may become overwhelmed. Deviations from the organizational and response structures outlined in the EOP may be required, based upon evolving needs and available resources.

With this in mind, the EOP is designed to promote flexibility whenever possible and is not intended to limit the use of good judgment and common sense in matters not foreseen or adequately addressed by elements of the EOP and its associated annexes, appendices, or plans.

### 1.5 Situation / Hazard Assessment

Emergency management is based on an understanding of a jurisdiction's risk. The City has undergone multiple hazard analysis processes per FEMA's "Comprehensive Preparedness Guide 201 (CPG 201)." The City has an approximate population of 25,508 people (2019 Estimate) and covers a geographic area of approximately 3.6 square miles.

El Cerrito will provide a response which is commensurate with the available staffing and resources at its disposal. El Cerrito does not have the capability and resources to provide adequate response for all emergencies and incidents during disasters. As needed, the City will request additional assistance through the Contra Costa County Operational Area.



This current best practice places risk into three categories: natural, technological (accidental), and human-caused (deliberate).

The current Hazard Mitigation Plan identifies the following as the top hazards for the City:

Hazard Type	Category
Earthquake	High
Landslides	High
Wildfire	High
Severe Weather	Medium
Flooding	Medium

Additional information regarding El Cerrito’s geography, demographics, and other hazards is contained in the Contra Costa County Hazard Mitigation Plan.<sup>6</sup>

### 1.6 Planning Assumptions

The following assumptions may be viable during emergency and/or disaster operations:

- El Cerrito is susceptible to a number of hazards and risks that may result in critical incidents which may include natural, technological, or human caused.
- Emergencies may occur at any time with little or no warning and may exceed the capabilities of local, state, and federal governments, and the private sector in the affected areas.
- All City departments will participate in planning and preparedness activities as required.
- City personnel will be adequately trained to perform the roles to which they are assigned.
- The City’s EOC will be partially or fully activated to support operations during critical incidents.
- The City of El Cerrito is primarily responsible for emergency action within their municipality and will commit all available resources to save lives, minimize injuries to persons, and minimize damage to property and the environment.
- City departments will participate; however, personnel may be unavailable or unable to report to work.
- The Kensington Fire District contracts with ECFD to provide fire, rescue, and emergency services. Kensington, located in the Berkeley Hills, is an unincorporated area in Contra Costa County.
- El Cerrito will utilize SEMS, ICS, and NIMS in emergency response and management of operations.
- The City will commit their resources to a reasonable degree before requesting mutual aid assistance.
- Non-essential City operations may be reduced or cancelled in order to prioritize resources.
- Following a major disaster or catastrophic incident, El Cerrito may have to rely on their own resources to be self-sustaining until mutual aid is available.
- Transportation infrastructure may be disrupted and access to critical facilities may be blocked.
- Critical infrastructure and utilities (natural gas, water, electricity, sanitary sewer, garbage, recycling, communications, etc.) may be severely impacted.
- Residents, businesses, and other entities may need to be self-sufficient for one week or more.
- Reasonable accommodations will be made for people with disabilities and/or access and functional needs, but additional planning, resources, and support may be required during emergencies.

<sup>6</sup> [Tetra Tech. 2018. “Contra Costa County Local Hazard Mitigation Plan.”](#)



## 2.0 CONCEPT OF OPERATIONS

In accordance with state and federal laws and guidance, the City of El Cerrito has officially adopted and integrated the following emergency management, response, and coordination systems into the current emergency management operations:

- Incident Command System (ICS)<sup>7</sup>
- Standardized Emergency Management System (SEMS)<sup>8</sup>
- National Incident Management System (NIMS)<sup>9</sup>

Collectively, the congruent operational systems outline how critical incidents, emergency, and disasters will be coordinated in the field, and all levels of government – local, county, regional, state and federal.

### 2.1 Field-Level Coordination

As mandated by both SEMS and NIMS, El Cerrito utilizes the Incident Command System (ICS) to manage response activities in the field. ICS provides for common terminology, processes, and position titles, while allowing the delegation of functions (or tasks) to subordinate positions in order to promote proper span of control and unity of command. ICS is applicable to any size incident and is designed to be scalable as the needs of an incident expand or contract. When utilized, the standardization of ICS principles and nomenclature is capable of integrating large numbers of personnel from disparate organizations.

#### Multi-Agency Coordination System (MACS)

The Multi-Agency Coordination System (MACS) is a part of NIMS and provides the basic architecture for facilitating the allocation of resources, incident prioritization, coordination and integration of multiple agencies for large-scale incidents and emergencies. A MAC group is made up of administrators or designees authorized to represent or commit agency resources and funds. MAC groups do not have direct involvement in the incident(s) and may function virtually. The principle functions and responsibilities associated with MACS include:

- Situation awareness / assessment
- Incident priority determination
- Critical resource acquisition and allocation
- Anticipating / identifying future resource requirements
- Coordinating policy issues
- Providing strategic coordination
- Joint Information Systems

### 2.2 Local, Regional, and State-Level Coordination: SEMS

Standardized Emergency Management System (SEMS) is intended to standardize response in emergencies and is intended to be flexible and adaptable to the needs of the emergency responders. SEMS forms the foundation of emergency management organization throughout the State of California and its use is required by all jurisdictions. SEMS requires agencies use basic principles and components of emergency management including Incident Command System, multi-agency coordinator, operational area concept and established mutual aid systems. Local government must use SEMS to be eligible for state funding of

<sup>7</sup> More information regarding ICS can be found within the [NIMS 3<sup>rd</sup> Edition Document](#).

<sup>8</sup> [California Emergency Services Act](#)

<sup>9</sup> [Robert T Stafford Act as amended](#)



response-related personnel costs. SEMS utilizes five organizational tiers which are activated as need be and they consist of: field response, local government, operational area, regional, and the state.

El Cerrito has incorporated the use of SEMS into its emergency management program.

### 2.2.1 Field Response

Field response includes on-scene activities and coordination, consistent with ICS, to make tactical decisions in direct response to the emergency of disaster. The field response is managed through an Incident Command Post (ICP). Resource requests and situation reports are routed from the field to the next SEMS organizational level, either through participating response agencies or the local EOC if activated.

### 2.2.2 Local Government

The City of El Cerrito, as the local government, retains the responsibility and authority for managing response activities within its jurisdiction. To support these efforts, the City may activate its EOC and Departments may activate respective Department Operations Center (DOCs). The EOC provides agency coordination, provides logistical support, establishes common operating procedures, identifies overarching priorities, and prioritizes available resources. Additionally, the EOC coordinates with Contra Costa County Operational Area (OA)/County EOC.

### 2.2.3 Operational Area

The Operational Area (OA) provides response coordination for all political subdivisions within the county's jurisdiction. The OA coordinates response activities within the county's jurisdiction through the County EOC, if activated. The OA serves as a link to the regional level and other OA's within the region.

El Cerrito is part of the Contra Costa Operational Area and coordinates with the Contra Costa County Office of Emergency Services (OES). The City participates in Contra Costa OA planning and during a critical incident, coordinates with the OA, through either the Contra Costa County OES or the Contra Costa County EOC, if activated.

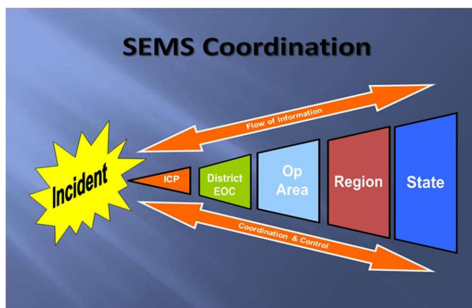
### 2.2.4 Regional

The State of California is divided into three regions that each maintains Regional Emergency Operations Centers (REOC) to coordinate resource requests, support mutual aid, and promote situational awareness between their respective OAs. The City of El Cerrito and Contra Costa County are in the Coastal Region.

### 2.2.5 State

The Governor, through California Office of Emergency Services (Cal OES) and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. Contra Costa County is part of the OES Coastal Region. Requests that exceed the capabilities of the Operational Area will be forwarded to the Region.

The Cal OES Director, assisted by State agency directors, their staff, and volunteer agency staff will constitute the State emergency management staff.





### 2.3 National Incident Management System (NIMS) and National Response Framework (NRF)

NIMS provides a comprehensive national framework for incident management applicable at all jurisdictional levels and across all functional disciplines. The majority of NIMS requirements applicable to the City of El Cerrito, including the adoption of ICS. Additional elements of NIMS outline coordination between federal agencies and the use of federal assets and resources.

NIMS is built on the following three components:

- Resource Management
- Command and Coordination, including the Incident Command System
- Communications and Information Management

The National Response Framework (NRF) is built upon the premise that incidents are typically handled at the lowest jurisdictional level. The NRF provides the framework for federal interaction with state, local, tribal, private sector and non-governmental entities in the context of domestic incident management to ensure timely and effective federal support.

El Cerrito has adopted the use of NIMS and ICS into its emergency management program.

#### Mutual Aid

The California Mutual Aid System operates within the framework of the California Master Mutual Aid Agreement (MMAA) and under the authority of the California Emergency Services Act. The system allows for the mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and the state with the intent to provide requesting agencies with adequate resources. Mutual aid is utilized by four primary response disciplines:

- Fire and Rescue
- Law Enforcement
- Coroner
- Emergency Management

The California Mutual Aid System includes six mutual aid regions in order to facilitate the coordination and flow of mutual aid requests. As part of the Coastal Region, the Contra Costa Operational Area and El Cerrito are part of Mutual Aid Region II.

The system includes a number of discipline-specific mutual aid systems that operate through designated mutual aid coordinators at the Operational Area, regional, and State levels. Mutual aid requests are coordinated within their geographic area before unfilled requests are forwarded 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 and by emergency management staff at the local government, operational area, regional, and state levels.

The City will assume responsibility for the support of mutual aid personnel and their equipment.

Commented [SB1]: Is this true?

### Mutual Aid Request Process



## 3.0 EMERGENCY MANAGEMENT ORGANIZATION

The City's Municipal Code<sup>10</sup> outlines the purpose of emergency services for the preparation and carrying out of plans for the protection of people and property within respective city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions with all other public agencies, corporations, organization, and affected persons.

### 3.1 Director and Assistance Director of Emergency Services

El Cerrito's Municipal Code designates the City Manager as the Director of Emergency Services<sup>10</sup> who has the responsibility and authority for managing the emergency organization with their city. The Director of Emergency Services is responsible for the coordination of "services and staff of the emergency organization of the city and resolve questions of authority and responsibility." The city manager serves as the primary EOC Director.

The Director of Emergency Services has overall management responsibility for the following:

- Creating and issuing rules and regulations pertaining to the protection of life and property.
- Obtaining supplies, equipment, and property to be used to protect life and property.
- Managing city employees during an emergency.
- Procuring and managing the assistance of citizens during times of emergency and ensuring their protection under California State law to registered disaster service workers.
- Requesting the use or assistance of city personnel or material(s) from any city department or agency.
- Executing the duties and responsibilities as City Manager; executing the special powers granted through El Cerrito Municipal Code, resolution, or emergency plan adopted by the council; executing powers granted by the council, or other legal authority.

<sup>10</sup> [El Cerrito Municipal Code - Emergency Organization](#)



- Designate the order of succession to the office should the director be unavailable to attend meetings or perform the required duties of the position. The order of succession is required to be approved by the council.
- The assistant director, appointed by the director, shall have duties and responsibilities as assigned by the director.

### 3.2 City Employees

One of the greatest resources for the City of El Cerrito is its employees. California Government Code designates that all public employees are Disaster Services Workers (DSWs).<sup>11</sup> Any employee of the City of El Cerrito may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require services at locations, times, and under conditions that are significantly different than normal work assignments and may continue into the recovery phase of emergency.

### 3.3 Kensington Community Services District

Kensington Community Services District (Kensington) is a special district in unincorporated area of Contra Costa County which is geographically located adjacent to the southeast portion of the City in the Berkeley Hills. Kensington provides police services, park and recreation, and waste management to its residents and contracts with El Cerrito for its fire protection and related services.

The area covers about 0.96 square miles and has a population of 5077 (2010 census).

## 4.0 EMERGENCY MANAGEMENT CYCLE

### 4.1 Preparedness Phase

The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These activities focus on maintaining or improving capabilities that will be used in the response or recovery phases. Preparedness actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. Members of the emergency management organization should prepare checklists detailing assignments, notification rosters, resource lists and other useful documents. Personnel should be acquainted with these documents through periodic training and reviews.



#### 4.1.2 Planning

Emergency planning includes a wide variety of plans at the strategic, operational, and tactical levels. Strategic plans include the EOP and many of its associated hazard-specific or functional annexes, while operational and tactical planning includes more detailed information such as standard operating procedures (SOP), checklists, personnel assignments, notification rosters, resource lists, and forms.

All City departments are required to participate in the development of relevant strategic and operational plans while ensuring that internal tactical planning is sufficient to meet the needs of their outlined roles and assigned objectives. This includes the development of department-specific SOPs required to meet the objectives outlined for each department.

<sup>11</sup> [CA Disaster Services Worker \(Gov Code 3101\)](#)



#### 4.1.2.1 Continuity Planning

Disasters or major emergencies have the potential to disrupt or interrupt critical and essential City services that are vital to the health and welfare of its residents. Planning for such possibilities addresses the continuation of government and succession of officers. To ensure this continuity the City will address the following:

- Identification and prioritization of essential services
- Establishment, promulgation and maintenance of orders of succession
- Identification of delegation of authority
- Identification of continuity of communication
- Identification and maintenance of continuity of facilities
- Maintenance of vital records
- Establishment of process of reconstruction
- Development of an effective test, training and exercise program to support continuity efforts
- Development of a Continuity of Operations Plan (COOP)

#### 4.1.3 Training

Training is an essential component of preparedness and greatly impacts the ability to respond to and recover from a critical incident.

ECCFD facilitates trainings and regularly communicates opportunities to staff members. Additionally, the cities prioritize trainings that promote staff understanding and familiarity with the following concepts:

- Incident Command System (ICS)
- California Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS)
- California Disaster Service Worker (DSW) [CA Government Code 3100]
- EOC Functions

The City Manager will ensure that staff members assigned to the EOC are properly trained and competent to fulfill their designated responsibilities. Staff members are encouraged to engage in on-going emergency management training to be familiar with current plans and guidance and capable of fulfilling the EOC role to which they are assigned.

#### 4.1.4 Exercises

Exercises are a primary tool for assessing preparedness and identifying areas for improvement. They are a valuable method to validate plans and train personnel. El Cerrito follows the Homeland Security Exercise and Evaluation Program (HSEEP) including seminars, tabletop and functional exercises.

A variety of exercises and trainings are used to assess capabilities and prioritize future planning and training needs. By simulating potential response and recovery scenarios, El Cerrito is able to validate existing plans and determine where additional training might be needed. ECCFD will develop a Training and Exercise Program that incorporates a building block approach in the development of planned exercises to facilitate increasing awareness and knowledge.

#### 4.1.5 Public Awareness & Education

The Fire and Police Departments, other City departments, and their partners promote public awareness and education in order to strengthen overall preparedness and community resilience. By providing community education, outreach, training, and coordination, the City increases the ability of community members and organizations to adequately prepare for and meet their own needs. By promoting self-reliance and preparedness, the cities reduce the overall burden on limited resources and competing needs that may arise during critical incidents.





Public Education is an essential tool to teach residents how to prepare for, react to and recover from a major emergency or disaster.

## 4.2 Response Phase

The response phase includes any actions taken immediately before, during, or directly after a critical incident in order to minimize the potential or existing impacts of the incident.

### 4.2.1 Pre-Event

Some incidents may provide sufficient warning to allow for pre-event or precautionary measures. Depending on the likelihood of significant impacts, pre-event response may include:

- Public warning
- Evacuations
- Resource Mobilization
- Staging
- Mutual Aid Requests
- Proclamation of a Local Emergency

### 4.2.2 Emergency Response

Emergency response activities are actions taken during or immediately after a critical incident to reduce or minimize actual impacts. While these activities are often associated with traditional response units – fire, law enforcement, emergency medical service (EMS), and public works – the size and complexity may require support from additional governmental agencies, non-government organizations (NGOs), businesses, and other partners.

During emergency responses, some incidents may escalate beyond the capabilities of field operation management that may necessitate the need for additional support and coordination requiring the activation of a Department Operations Center (DOC). When an incident or multiple incidents exceed the capabilities of a DOC, or when multiple department DOCs have been activated and more coordinated efforts are needed, the EOC should be activated.

When coordinating emergency response activities and prioritizing needs and objectives, the following hierarchy is utilized:

1. Life Safety
2. Incident Stabilization
3. Protection of property and infrastructure and restoration of essential services
4. Reduce impacts to the environment

Emergency response may include activities related to short-term recovery and often overlaps with long-term recovery operations.

### 4.2.3 Prolonged Emergency

In addition to continuing life and property protection; operations, mass care, relocation, public information, situation analysis, status and damage assessment operations will be initiated.

## 4.3 Recovery Phase

The Recovery Phase includes short and long-term activities focused on returning the community to pre-incident or improved conditions. In some situations, when a disaster declaration has been made, recovery activities may include the critical task of identifying, documenting and quantifying response and recovery costs eligible for reimbursement.



The Recovery Phase may begin during the Response Phase or as directed by the EOC Director. Depending on the incident the recovery process may be short or be a sustained operation lasting several years. A comprehensive recovery plan may provide more detailed actions for a prolonged recovery period.

The City may set priorities and secure resources. The following actions may help facilitate recovery efforts

- Conducting damage assessments
- Assessing housing needs – both support and solutions
- Issuing permits for repairs and demolition
- Debris removal
- Opening roadways and transportation routes
- Restoring utilities – water, electricity, gas, communications, sewer
- Opening local assistance centers (LACs)
- Resume government functions
- Coordinating efforts with County OES
- Working with local businesses to restore operations
- Coordinating with County, State and Federal officials regarding financial recovery for the City
- Coordinate with County Public Health efforts for disasters that included health issues
- Identify and prioritize essential functions and services

#### 4.3.1 Short-term Recovery

Short-term recovery operations begin during the response phase and may include activities such as the restoration of essential services, rapid debris removal, and the re-establishment of City services.

#### 4.3.2 Long-term Recovery

Long-term recovery operations are often required to address extensive damage to infrastructure or widespread devastation. Activities include the restoration and reconstruction of public facilities and disaster response cost recovery.

The recovery period has major objectives that may overlap with other phases of the emergency management cycle, including:

- Reinstatement of family and individuals' autonomy
- Provision of essential public services
- Permanent restoration of private and public property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts
- Coordination of state and federal, private and public assistance

As the immediate threat to life, property, and environment subsides, the rebuilding of El Cerrito will begin through various recovery activities. Long term planning efforts, including public safety and infrastructure sustainability, are included in the El Cerrito General Plan. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Examples of recovery activities may include:

- Restoring all utilities
- Establishing and staffing Local Assistance Centers (LACs) and Disaster Assistance Centers (DACs)
- Applying for state and federal assistance programs
- Conducting hazard mitigation analysis
- Identifying residual hazards
- Determining recovery costs associated with response and recover



### 4.3.3 Damage Assessment

Damage Assessment activities involves identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following major disasters, a process known as Preliminary Damage Assessment (PDA) is employed to determine preliminary eligibility for certain state and federal financial assistance and reimbursement programs.

### 4.3.4 Disaster Assistance Programs

If the disaster is significant enough to warrant a gubernatorial and a presidential disaster declaration, additional state and federal assistance may become available.<sup>12</sup> If determined to be eligible, the City and its residents may be able to participate in state and federal disaster assistance programs for the following:

- **Individuals** – may be eligible for loans and grants for housing assistance programs (for homeowners and renters), and uninsured disaster-related necessities (including personal property, medical, dental, and transportation expenses). Other Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) programs include crisis counseling, disaster unemployment assistance, and legal services, may be available.
- **Businesses** – may be eligible for low-interest loans to assist with uninsured physical damaged through the United States Small Business Administration (SBA).
- **Government** – assistance may be available through state assistance under the California Disaster Assistance Act (CDAA), as well as sever federal programs including the FEMA Public Assistance (PA) Grant Program, and the Hazard Mitigation Grant Program (HMGP).
- **Non-profit Organizations** - assistance may be available through the state CDAA, as well as several federal programs including FEMA PA Grant Program for eligible non-profit organizations.

### 4.3.5 Recovery Documentation

Documentation is the key to recovering eligible response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Various state and federal assistance programs require different types of documentation for eligible costs and in addition to structural damage, may include staff time, equipment, and materials utilized in response to the incident. To support the maximum recovery of eligible reimbursement, city departments must identify and support internal mechanisms for tracking and documenting appropriate costs.

### 4.3.6 After Action Report

As part of the recovery phase, and in accordance with SEMS, the State of California requires any city declaring a local emergency for which the governor proclaims a state of emergency, to complete and transmit an after-action report to the California Office of Emergency Services (Cal OES) within 90 days of the close of the incident period. The after-action report should include the following information:

- Documentation of response activities
- Identification of problems and successes during emergency operations
- Analysis of the effectiveness of SEMS components
- Plan of action for implementing improvements
- Cal OES After-Action Questionnaire

---

<sup>12</sup> Note: a local disaster proclamation does not automatically warrant the provision of state or federal assistance. The City will have to qualify for these additional resources. Most disasters do not rise to this level of significance and often insurance is the only resource available



#### 4.4 Mitigation Phase

Preventing damage and losses from disaster includes those efforts known as mitigation activities. Mitigation efforts occur both before and following disastrous events. Post-disaster mitigation is part of the recovery process. Preventing, eliminating, or reducing the impact of hazards that exist within El Cerrito and that are a threat to life and property are part of the mitigation efforts.

The current Countywide Local Hazard Mitigation Plan includes a Municipal Annex for El Cerrito which identifies mitigation action items. These documents identify which department is the responsible as the lead managing these actions. The Mitigation Plan is reviewed annually and updated every five years.

A number of mitigation activities may include the implementation, augmentation or promotion of the following:

- Local ordinances and statutes (zoning ordinance, building codes, ordinances and enforcement)
- Contra Costa County Hazard Mitigation Plan
- Structural measures
- Disaster, earthquake or flood insurance
- Public information and outreach and community relations
- Risk mapping
- Structural retrofitting
- Monitoring and inspection
- Land use planning
- General Plans
- Public Outreach and Education

#### 4.5 Whole Community Approach

El Cerrito's ability to respond and recover from significant emergencies and major disasters is highly dependent upon planning for the unique needs and specific requirements of the residents and non-resident commuters and visitors. To further identify and meet these needs, a "Whole Community" approach has been adopted to include and integrate community partners, neighbors, and other stakeholders in all phases of emergency management. Through these collaborative efforts, El Cerrito will become more resilient and better prepared to meet the needs of its residents and daytime population, especially those with disabilities and others with access and functional needs.

##### 4.5.1 Residents

Residents of El Cerrito play a fundamental role in emergency management by ensuring that they are prepared for emergencies and disasters. In most disasters, City residents will be the first to respond—family members caring for one another, neighbor helping neighbor. In a major disaster, residents may not have access to City services for days. Individual preparedness will ensure that the City's limited resources can go where they are most needed.

The City recommends that all residents prepare for disaster by taking first aid and CPR training, maintaining disaster supplies of food and water, and safekeeping personal documentation (e.g., personal identification and individual medical records). These actions will better prepare residents to evacuate or shelter-in-place for up to a week. Those families or residents with disabilities and others with access and functional needs may require additional personal planning before, during, and after an emergency to accommodate their need for assistance with communication, maintaining health and medical supplies, independence, support and safety, or transportation.



#### 4.5.2 Community Organizations / Volunteer Groups

El Cerrito has several volunteer organizations that promote emergency preparedness and assist during emergencies and disasters. These include Community Emergency Response Teams (CERT) and East Bay Amateur Radio Club. These organizations can play a vital role in assisting neighborhoods prepare for and assist with disasters and emergencies. The Amateur Radio Groups can assist with auxiliary forms of communication from neighborhoods CERT volunteers can activate and serve as role in providing basic assistance and support throughout various communities.

#### 4.5.3 Private Sector

El Cerrito has a vibrant business community that includes traditional retail, entertainment, and corporate businesses. The City engages with the private sector to better understand their needs, identify resources, and develop partnerships. Much of the City's private sector partners address preparedness planning internally as a way to minimize business disruptions and to support the wellbeing of their employees and also offer their resources and technical capabilities to the larger community. The City acknowledges this valuable support and will continue collaborative efforts with the private sector as a component of the overarching emergency management program.

#### 4.5.4 People with Disabilities

People with disabilities often require additional planning and support to ensure they receive equal access and coverage as required under the Stafford Act as well as other state and federal legislation such as the Americans with Disabilities Act (ADA) of 1990. Covered disabilities are not always apparent and may include impairments of mobility, vision, and hearing as well as some cognitive disorders and mental illnesses. To meet the needs of these individuals, El Cerrito is committed to supporting efforts and activities designed to improve and validate capabilities in support of people with disabilities, including but not limited to:

- Notifications and warning procedures
- Evacuation, transportation and sheltering considerations
- Accommodations for service animals
- Accessibility to information

#### 4.5.5 Individuals with Access & Functional Needs

In addition to people with disabilities, El Cerrito recognize that additional support may be necessary to support those with access and functional needs. These are not necessarily related to a specific condition, diagnosis, impairment and are based upon functional areas such as:

- Maintaining independence
- Effective communication
- Transportation
- Supervision
- Medical care

Individuals with access and functional needs may not have access to support networks outside of their immediate communities or be able to self-evacuate. As a result, they may have additional needs before, during, and after an incident. Those with functional needs often include children, the elderly, tourists, and other segments of the population, including:

- People with disabilities
- People living in institutionalized settings
- People from diverse cultures
- People with limited English proficiency
- People without transportation



- People who are economically disadvantaged
- Women who are pregnant

#### 4.5.6 Considerations for Pets and Animals

In 2006, the federal government passed the Pets Evacuations and Transportation Standards (PETS) Act as an amendment to the Stafford Act. The PETS Act directs state and local emergency preparedness plans address the needs of individuals with pets and companion animals during a disaster or emergency. American Red Cross procedures allow for assigned service animals to accompany individuals.

El Cerrito works to include consideration for the needs of pets and companion animals in plans as appropriate. Berkeley Humane Society maintains shelters including mobile ones for various pets and can be potentially located near a designated shelter. Additional resources for the evacuation of larger animals, such as horses, may be available for coordination and request in Contra Costa County.

## 5.0 EMERGENCY OPERATIONS CENTER

El Cerrito operate an Emergency Operations Center (EOC) that provides a centralized location where emergency management coordination and decision-making can be supported during critical incident, major emergency, or disaster. When activated, the EOC provides support for a number of critical tasks related to communication, coordination, resource management and executive leadership.

### 5.1 EOC Locations

The primary EOC location is:

- City Hall located at 10890 San Pablo Avenue

Alternate EOC locations include:

- Fire Station 72 located at 1520 Arlington Boulevard
- Fire Station 65 located at 217 Arlington Avenue

Alternate locations would be used when the primary EOC would or might be unsafe or unusable.

### 5.2 Activations & Deactivation

The EOC equipment is maintained by ECFD and may be used for coordination and monitoring activities at any time without the need for a formal activation. However, depending upon the need and circumstances, an official EOC activation may be appropriate to support a number of activities, including:

- Field response
- Pre-planned events
- Local proclamation of emergency
- Governor's declaration of emergency
- Presidential declaration of a national emergency
- State of War

The EOC may be activated when an incident or event occurs in one or both cities. Incidents that occur in one municipality may be served by DOC activation(s). However, if an incident that is contained to one city overwhelms its jurisdiction's resources, including DOC capabilities, the EOC may be activated utilizing resources from both cities. When the EOC is activated for a city specific incident, that City Manager may serve as the initial EOC Director.



### 5.2.1 DOC Activation

A Department Operations Center (DOC) may active at the discretion of a senior fire, police or public works official based upon current or impending conditions that may substantially alter normal operations for a temporary time period. DOCs may also active in support of EOC and field operations during a disaster.

A DOC is managed by a senior department official and primarily supports field operations in operations, logistics, and planning.

### 5.2.2 EOC Activation Authority

The following municipal positions have the authority to activate the City's EOC:

- El Cerrito City Manager
- El Cerrito Police Chief
- El Cerrito Fire Chief
- El Cerrito Public Works Director

Individuals serving in an acting role or empowered to act on behalf the above positions may activate the EOC.

The Police Chief, Fire Chief, Public Works Director, Emergency Services Coordinator, and City Manager should be made aware of escalating or anticipated incidents or events which may have a significant impact on El Cerrito.

EOC activation may occur based upon escalating incidents or in anticipation of an incident or event. Activation of multiple DOCs may warrant the activation of the EOC. DOC commanders should be communicating with respective department heads of current and projected situation status.

### 5.2.3 EOC Activation Levels

When the EOC is activated, the County Operational Area OES/EOC will be notified.

The City may also establish Departmental Operations Centers (DOCs) for specific departments (e.g. Fire, Public Works or Police) as required to support field operations and coordinate other functions within their respective departments. Activation of multiple DOCs may warrant or necessitate the activation of the EOC.

EOC activation levels are scalable based in the evolving needs and may include full or partial staffing as required. See table below:

Level	Operational Status (Minimum Positions)	Trigger Event/Situation (examples include but not limited to)	Activities
<b>Level 1</b> Minimal Staffing	Emergency Services Coordinator	<ul style="list-style-type: none"> <li>• Small incident or event</li> <li>• One site</li> <li>• Potential threat of:                             <ul style="list-style-type: none"> <li>○ Flood</li> <li>○ Severe storm</li> </ul> </li> <li>• Escalating incident</li> </ul>	<ul style="list-style-type: none"> <li>• Situational Analysis</li> <li>• Public Information</li> <li>• Response Coordination</li> <li>• Resource Coordination</li> <li>• Reporting to State</li> </ul>
<b>Level 2</b> Partial Staffing	Management, EOC Section Coordinators Branches/Divisions/Units Liaison/Agency reps	<ul style="list-style-type: none"> <li>• Large scale evacuations</li> <li>• 2+ incident sites</li> <li>• Severe Weather Warning</li> <li>• Earthquake with minor damage</li> <li>• Major scheduled event</li> </ul>	<ul style="list-style-type: none"> <li>• Situational Analysis</li> <li>• Public Information</li> <li>• Response Coordination</li> <li>• Resource Coordination</li> <li>• Logistics Support</li> <li>• Reporting to State</li> </ul>



<p><b>Level 3</b> Full Staffing as needed</p>	<p>All positions (as required)</p>	<ul style="list-style-type: none"> <li>• Large Winter Storm</li> <li>• Terrorist incident</li> <li>• Major Earthquake</li> <li>• Regional Disaster</li> <li>• Major Wildland Fire in Urban interface</li> </ul>	<ul style="list-style-type: none"> <li>• Situational Analysis</li> <li>• Public Information</li> <li>• Response Coordination</li> <li>• Resource Coordination</li> <li>• Logistics Support</li> <li>• Recovery Operations</li> <li>• Sustained Operations</li> <li>• Reporting to State</li> </ul>
---	--	---	--

Similarly, the deactivation of the EOC will be scalable based on the decreasing needs of El Cerrito. Appropriate EOC functions and roles will be deactivated as the situation allows and as directed by the EOC Director.

### 5.3 EOC Communication & Coordination

The EOC has the capability to communicate and coordinate with field personnel, incident commanders, DOCs, external stakeholders, volunteer community groups, and other government agencies.

Coordination with field elements from the EOC may be coordinated through relevant DOCs or directly with an Incident Commander. If a DOC is not activated, the Incident Commander may communicate directly with their department specific representative, typically located in the Operations Section of the EOC.

The EOC will communicate and coordinate with the Contra Costa County EOC and other cities in the Operational Area. Affected cities will provide situational awareness and relevant resource status to the County EOC.

Additionally, the EOC can communicate with designated volunteer community groups through the Amateur Emergency Communication Group (HAMs).

### 5.4 EOC Structure – Hierarchy of Command and Span-of-Control

As outlined in ICS the EOC will be organized in to five major areas:

- Management
- Operation
- Planning
- Logistics
- Finance

Management of personnel within the EOC will be accomplished through the assignment of Section Coordinators for Operations, Planning, Logistics, and Finance functions. Section Coordinators will report to the EOC Director.

The four essential ICS functions in SEMS and NIMS are identified as “sections” in the EOC. All other functions are organized as branches, groups or units within these sections. Only functional elements that are required to meet current objectives will be activated.

- **Management** - Responsible for overall emergency policy and management coordination
- **Operations** - Responsible for supporting operations, coordinating emergency response efforts and shelter operation support
- **Planning** - Responsible for collecting, evaluating and disseminating information; assist in developing Emergency Action Plan; and responsible for the collection of all documentation material
- **Logistics** - Responsible for providing facilities, services, personnel, equipment, materials, and resources
- **Finance** - Responsible for financial expenditures, records, and other administrative aspects





## 5.5 EOC Action Plans

At local, operational area, regional and state levels, the use of EOC action plans (EAP) provide designated personnel with knowledge of the objectives to be attained and the steps required for achievement. Action plans give direction and provide a basis for measuring achievement of objectives and overall system performance in the EOC. The EOC Director will determine and direct the drafting of EAPs.

## 6.0 EMERGENCY DECLARATIONS

### 6.1 Local Proclamation

California Government Code allows a local emergency to be proclaimed by a city council or designed official by city council.

If the City of El Cerrito determines that the effects of an emergency are or may exceed the capabilities of local resources, a local emergency can be proclaimed. El Cerrito municipal code has empowered the city manager or mayor to issue a proclamation for the city. Such a proclamation is valid for three (3) days and must be ratified by the city council for it to remain valid. Proclamations must be made within ten (10) days of occurrence to qualify for assistance under the California Disaster Assistance Act and must be renewed every 14 days.

### 6.2 State of Emergency

After a proclamation of a local emergency, the governing body, having determined that local resources are not sufficient to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency in the area to fully commit state and mutual aid assistance and provide resources to assist local government.

To support its request for a gubernatorial proclamation, it is essential that the City forward an estimate of damage and financial loss to Cal OES through the Contra Costa County OES as quickly as possible. Estimates of loss are an important part of the criteria that Cal OES considers when making a determination to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster. A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded, to the Contra Costa County OES Director for transmission to the Cal OES Director:

- Copy of the local emergency proclamation
- Initial damage estimate summary that estimates the severity and extent of the damage

Cal OES prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's proclamation, Cal OES prepares the proclamation.

The Governor may also proclaim a state of emergency without a local request if the safety of persons and property in the state are threatened by conditions of extreme peril, or emergency conditions are beyond the emergency response capacity and capabilities of local authorities. Local damage assessment documentation and submission may be required for reimbursement.

### 6.3 State of War Emergency

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever the state or the nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent. The provisions of the Governor granted under a State of War Emergency are the same as those granted under a State of Emergency.



## 6.4 Presidential Declaration

Following the proclamation of a state of emergency, the Cal OES Director may recommend that the Governor request a Presidential Declaration of a major disaster under the authority of Public Law 93-288. The Governor's request to the president is submitted through the FEMA. Supplementary justification data may be required to accompany the state and local proclamations and Initial Damage Estimate.

## 7.0 PUBLIC INFORMATION

During a major emergency, disaster, or significant event providing residents and the public with useful and updated information is essential. The EOC Public information Officer (PIO) will oversee messaging during an EOC activation. If the EOC is not activated, then either the lead department or City's PIO will be responsible.

- Alerts and Notifications – during an incident the City will utilize various communication tools to disseminate information and directions to its residents. Recognizing that some residents may have limited access or functional needs. The City will strive to address communication in various forms. Communication tools include but are not limited to:
  - Social media (including Next Door)
  - City alert system (currently Notify Me)
  - City website
  - Local news stations
  - CERT Teams, volunteer groups, and community or faith-based organizations

Public Education can be a useful tool to prepare residents in advance of incidents – how to prepare for, react to, and recover from various situations.

## 8.0 CONTINUITY OF GOVERNMENT

Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency/disaster situation. Continuity of government is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities. All levels of government share a constitutional responsibility to preserve the life and property of their citizens. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

A major emergency or disaster could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major emergency, law and order must be preserved and essential government services must be maintained. To this end, it is particularly essential that local units of government continue to function.

### *. Line of Succession – El Cerrito Emergency Services*

The Municipal Code designates the city manager to be the director of emergency services and an assistant director of emergency services to be appointed by the director. In the event that neither the director nor assistant director is available to perform the director's duties, that role may be performed by the fire chief, police chief, director of public works or senior fire, police, or public works official present until relieved by an individual of higher presence.



Primary City Position	Alternate
Mayor	Mayor Pro Tempore
City Manager	1. Assistant City Manager 2. Police Chief 3. Fire Chief
City Attorney	1. Assistant City Attorney 2. Assistant City Attorney 3. Assistant City Attorney
Fire Chief	1. Fire Marshal 2. Battalion Chief – Operations 3. Battalion Chief – Support Services
Police Chief	1. Captain 2. Lieutenant – Patrol 3. Lieutenant - Administrative
Finance Director / City Treasurer	1. Accounting Supervisor 2. Finance Supervisor 3. Senior Accountant
Community Development Director (Planning)	1. Planning Manager 2. Senior Planner 3. Associate Planner
Community Development Director (Building)	1. Building Official 2. Inspector II 3. Neighborhood Preservation Officer
Public Works Director / City Engineer	1. Engineering Manager / Senior Engineer 2. Operations / Environmental Services Manager
Recreation Director	1. Recreation Supervisor 2. Management Analyst 3. Community Services Coordinator

### 8.1 Essential Facilities-Alternate Government Facilities

In the event an alternate location is needed to perform the day-to-day governmental functions, staff will be notified to report to one of several identified governmental facility locations where those functions can be carried out. Based upon current conditions and situation status, the alternate location will be determined by the department head or senior city official.

### 8.2 Preservation of Vital Records

In El Cerrito the City Clerk is responsible for managing the preservation of vital records. Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples documents may include:
  - vital statistics and public records
  - land and tax records
  - license registers
  - articles of incorporation
  - payroll information
  - contracts and leases
  - plans, policies, and procedures for critical processes
  - ordinances and resolutions
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plan and procedures, personnel rosters, etc.



- Re-establish normal governmental functions and protect the rights and interests of government: constitutions and charters, statutes and ordinances, court records, official proceedings and financial records.

Each department within El Cerrito should identify, maintain, and protect its own essential records, plans, procedures, documents, and other important operating functions.

## 9.0 PLAN DEVELOPMENT AND MAINTENANCE

El Cerrito Fire Department is responsible for the review, revision, management and distribution of the EOP.

The EOP is subject to periodic formal approval by the city council, whereas the Annexes are revised as needed and are not subject to formal review and city council approval. The Annexes are considered an extension of the EOP.

The EOP Basic Plan will be reviewed on a biennial basis by ECFD. The EOP may be modified at any time as a result of a post-incident or post-exercise evaluation, or changes in responsibilities, laws, or regulations.

Annexes will be reviewed biennially or as conditions, responsibilities, guidelines and the like warrant or require. Additional annexes may be added following review by ECFD.

## 10.0 AUTHORITIES AND REFERENCES

### 10.1 Local Authorities and References

- City of El Cerrito Municipal Code Chapter 2.28.010-100
- City of El Cerrito Emergency Operations Plan (2007)
- Contra Costa County Local Hazard Mitigation Plan (2018)
- City of Santa Rosa Emergency Operations Plan (2017)
- City of Burlingame and Town of Hillsborough Emergency Operations Plan (2018)
- Contra Costa County Emergency Plan (2015)
- Contra Costa County Office of Emergency Services

### 10.2 State Authorities and References

- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code
- California Disaster Assistance Act
- California Code of Regulations, Title 19
- California Disaster and Civil Defense Master Mutual Aid Agreement
- Standardized Emergency Management Systems Guidelines, 2006
- California-Federal Emergency Operations Center Guidelines: Integrating Federal Disaster Response Assistance with California's Standardized Emergency Management System
- State of California Emergency Plan, October 1, 2017
- Orders and Regulations that may be promulgated by the Governor during a State of Emergency or a State of War Emergency
- California Governor's Office of Emergency Services

### 10.3 Federal Authorities and References

- National Fire Protection Association (NFPA)
- Federal Emergency Management Agency (FEMA)
  - National Incident Management System (NIMS), 3<sup>rd</sup> Edition, October 2017
  - National Response Framework, 3<sup>rd</sup> Edition, June 2016
  - Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101 Version 2.0, November 2010

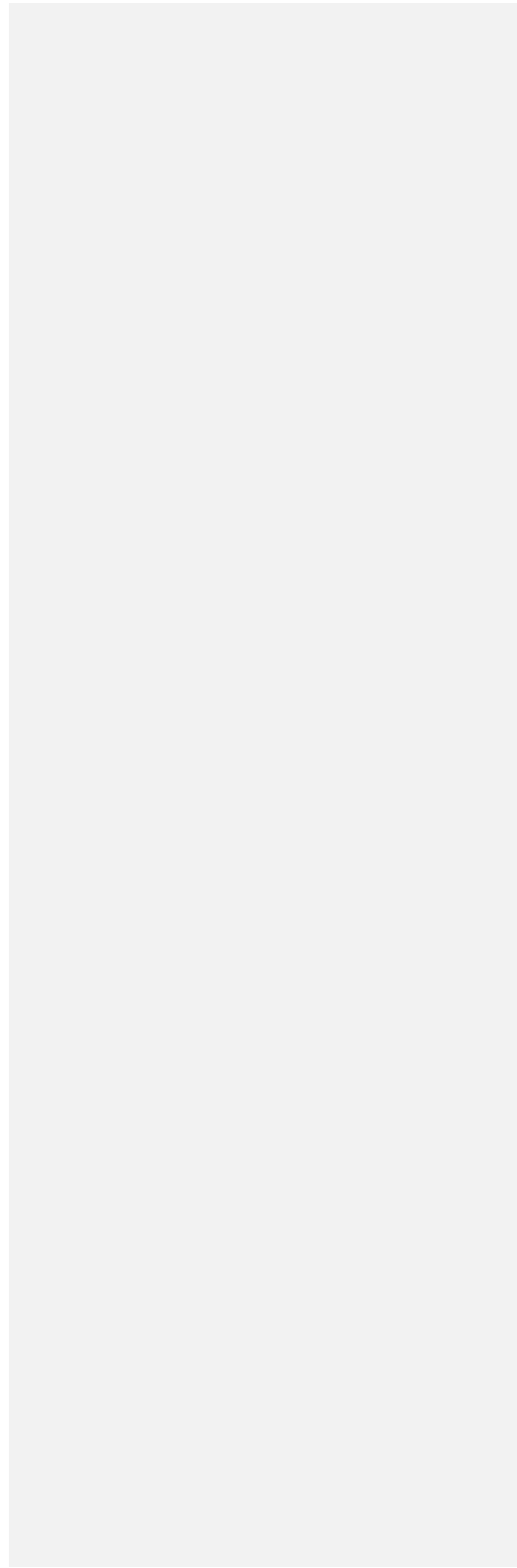


## ABBREVIATIONS

AAR	After Action Report
ADA	Americans with Disabilities Act of 1990
AECS	Auxiliary Emergency Communications Services (Amateur Radio)
ARC	American Red Cross
Cal OES	Governor's Office of Emergency Services
CBO	Community-based Organizations
CDAA	California Disaster Assistance Act
CERT	Community Emergency Response Team
CESA	California Emergency Services Act
COG	Continuity of Government
COOP	Continuity of Operations Plan
DOC	Department Operations Center
DSW	Disaster Service Worker
EAP	Emergency Action Plan (EOC Plan)
ECFD	El Cerrito Fire Department
ECPD	El Cerrito Police Department
EOC	Emergency Operations Center
EOP	Emergency Operation Plan
EMS	Emergency Medical Services
FBO	Faith-Based Organization
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Material
HMP	Hazard Mitigation Plan (aka LHMP)
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan (Field plan)
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JFO	Joint Field Office
JIC	Joint Information Center
JPA	Joint Powers Authority
MACS	Multi Agency Coordination System
MMAA	Master Mutual Aid Agreement (California fire agencies)
NGO	Non-governmental Organization (Non-profits)
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OA	Operational Area
OES	Office of Emergency Services
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PPD	Presidential Policy Directive (National Security Directive)
SEMS	Standardized Emergency Management System
TEP	Training and Exercise Plan



## **ANNEXES**





## ANNEX 1 EL CERRITO CITY PROFILE

- **Date of Incorporation**—1917

- **Current Population**—25,508 (2019 estimates). As of Census 2010, there were 10,000 households, and 7,385 families residing in the city.

- **Population Growth**—Based on data from the California Department of Finance, El Cerrito has experienced a modest rate of growth of 8.2% over the last 10 years. The overall population has increased 8.2 percent since 2010. With this rate of growth, anticipated development is considered moderate. While the growth rate has been virtually flat for many years due to the built-out nature of existing city lots, current development on the San Pablo Avenue corridor is adding 300 housing units to the market. Additional development already approved will add another 700 housing units including assisted and affordable housing as well as market value units.

- **Location and Description**—El Cerrito is a moderately sized city of 3.9 square miles, located in western Contra Costa County on the south and west facing slopes of the Berkeley Hills, which rise from the Bay Plain to the top of the ridgeline (approximate elevation of 900 feet).

The city is approximately 17 miles northeast of San Francisco and 12 miles north of Oakland. It forms part of the highly urbanized area along the eastern shore of San Francisco Bay together with the cities of Albany, Berkeley, and Richmond. El Cerrito is ideally situated within the San Francisco Bay Area due to its proximity to exceptional mass public transportation systems, small city hospitality within a major urban area, diverse culture, parks and spectacular vistas of the San Francisco Bay.

The City is traversed by Interstate 80 (Eastshore Freeway), and the Bay Area Rapid Transit (BART) District's rail system that bisects the City with an elevated track and two stations. The two BART stations are near the north (Del Norte) and south (El Cerrito Plaza) boundaries of the city. The Del Norte Station is also a major public mass transit transfer station that provides extensive bus service throughout the San Francisco Bay Area. Both El Cerrito BART Stations are served by multiple mass public transportation services which includes; AC Transit, WestCAT Transit, Vallejo Transit and Golden Gate Transit services, which are all bus systems.

- **Climate**—The climate of El Cerrito is greatly influenced throughout the year by its proximity to the San Francisco Bay. The rainy season lasts from November through April, accounting for about 90 percent of the average annual precipitation of 25.2". The dry season, lasting from June through October, is typically marked by regular intrusions of low clouds and fog and long spells of high temperatures and low humidity. During a typical year, the colder lows are in the low to mid-40s and the warmer highs reach the mid-80s. The prevailing southwest wind blows across the cold upwelling water that is almost always present along the San Francisco Bay and Pacific Ocean coast. The immediate coast is largely affected by the cold California current.

- **Governing Body Format**—The City of El Cerrito is a Charter City organized as a council-manager form of local municipal government. The City Council consists of five members elected at large for four-year, overlapping terms. The Council selects the Mayor from among its members for a one-year term.

The Mayor and City Council provide community leadership, develop policies to guide the City in delivering services and achieving community goals, and encourage citizen understanding and involvement. The City Manager is appointed by the City Council and is responsible for administration of municipal affairs. All City departments operate under the supervision of the City Manager. Through the City Manager, City staff, using the resources appropriated by the Council in the budget to achieve desired service results in the community, carries out the policies of the Council. The City employs approximately 170 people in nine departments: Police Services, Fire Services, Administration, City Clerk, Finance, Community Development, Recreation,



Human Resources and Public Works. The City Council also appoints a city attorney to advise them and City staff on legal affairs, to see that laws are effectively enforced and, when necessary, to defend the City in litigation.

• **Development Trends**—El Cerrito is largely a bedroom community for San Francisco and other Bay Area cities. Most employment in the city comes from retail or service industries. As of Census 2019 estimates, the median income for a household in the city was \$96,914.00.

California law requires counties and cities to prepare and adopt a comprehensive plan to guide development. The plan must consist of an integrated, internally consistent set of goals, policies, and implementation measures and must focus on issues of the greatest concern to the community. City actions, such as those relating to land use, annexations, zoning, subdivision, design review, redevelopment, and capital improvements, must be consistent with the plan. The City of El Cerrito adopted its general plan under this state mandate in July 2000. Future growth and development within the City will be managed as identified in the General Plan. The City developed and adopted its Strategic Plan in 2013 and updated it in 2015.

The City is faced with a host of potential health and safety hazards due to earthquakes, landslides and mudslides, fires, extreme weather/storms, flooding, dam failure, hazardous materials/transportation accidents and terrorist attack. The city is located in the heart of earthquake country, with the Hayward Fault Line running inside the city limits and parallel to its eastern boundary. Several other faults run roughly parallel to the ridgeline, with an extensive portion of the Alquist-Priolo fault zone mostly located within the City of El Cerrito. The City is largely an urban housing area with commercial areas intermixed with wildland urban interface (WUI) areas. In fact, over 40% of the City is located in a **Very High Fire Hazard Severity Zone (VHFHSZ)** The wildland-urban interface areas are in portions of the city that have steep hillside grades and narrow winding roadways. This makes them extremely vulnerable to wildfire and landslides as portions of both the east and west facing slopes of the El Cerrito hillside are known to be active landslide areas. These areas can be adversely affected by earthquake, fire or excessively heavy rainfall.

• **Hazards**—Based on Contra Costa Multijurisdictional Hazard Mitigation Plan - El Cerrito Annex<sup>13</sup>, ranks these as the top hazards in the City

Hazard Type	Category
Earthquake	High
Landslides	High
Wildfire	High
Severe Weather	Medium
Flooding	Medium

<sup>13</sup> [Contra Costa County Hazard Mitigation Plan, Volume 2](#)





**ANNEX 2 KENSINGTON UNINCORPORATED COMMUNITY PROFILE**

- **Population**—5,077 (2010)<sup>14</sup>. As 2014 – 2018 U.S. Census data, there were 2,333 households in the community.
- **Location and Description**— The community is located in an unincorporated area of Contra Costa County in the Berkeley Hills adjacent to southeast corner of the City of El Cerrito. The area covers 0.95 square miles.
- **Climate**— The climate of Kensington is greatly influenced throughout the year by its proximity to the San Francisco Bay. The rainy season lasts from November through April, accounting for about 90 percent of the average annual precipitation of 25.2". The dry season, lasting from June through October, is typically marked by regular intrusions of low clouds and fog and long spells of high temperatures and low humidity. During a typical year, the colder lows are in the low to mid-40s and the warmer highs reach the mid-80s. The prevailing southwest wind blows across the cold upwelling water that is almost always present along the San Francisco Bay and Pacific Ocean coast. The immediate coast is largely affected by the cold California current.
- **Governing Bodies Format**—The Kensington Police Protection and Community Service District (KPPCSD) Board provides governance and oversight to police services, park and recreation, and waste management. Fire Service is provided by the Kensington Fire District whose boundaries are the same as KPPCSD. The Kensington Fire District contracts with the City of El Cerrito to provide fire service.
- **Hazards**—Based on Contra Costa Multijurisdictional Hazard Mitigation Plan - Kensington Fire District Annex<sup>15</sup>, ranks these as the top hazards in the City

Hazard Type	Category
Earthquake	High
Wildfire	High
Landslide	High
Severe Weather	High

<sup>14</sup> [U.S. Census](#)

<sup>15</sup> [Contra Costa County Hazard Mitigation Plan, Volume 2](#)



## ANNEX 3 DEPARTMENT ROLES & RESPONSIBILITIES

### Building and Planning

- Manage and conduct post-incident/event city facility safety assessment
- Manage structural assessment function and establish structure re-entry standards
- Lead damage assessment efforts

### City Attorney

- Support proclamations of local emergencies
- Assess City operations and provide legal counsel as needed
- Ensure procurement process comply with necessary regulations

### City Clerk

- Facilitate and administer proclamations of local emergencies
- Oversee preservation of vital documents and records
- Monitor continuity of government
- Administer loyalty oath to Disaster Service Workers volunteers as needed

### City Council

- Support public information efforts as needed
- Support community engagement
- Attend public meetings as needed
- Review potential or threatened litigation as needed
- Review and approve proclamation of local emergency
- When appropriate, view impacted or affected areas, shelters, and other facilities
- Review requirements for special legislation and development of policy
- Consider short- and long-term recovery staff recommendations

### City Manager

- EOC Director
- Establish EOC response priorities
- Lead incident action planning, support, and coordination
- Authorize proclamations of local emergencies
- Develop and maintain communication with respective city councils
- Approve public information release
- Support public warnings and alerts
- Primary liaison to City Council

### Community Development

- Coordinate and provide emergency assistance
- Develop and coordinate interim and long-term disaster housing
- Support damage assessment efforts
- Lead initial planning efforts for long-term recovery
- Assist with damage assessment effort

### Finance

- Provide emergency procurement support
- Anticipate and track financial resources for staff, mutual aid requests, volunteers
- Develop financial mechanisms, procurement applications and contracts to support procurement
- Oversee staff timekeeping



- Oversee compensations and claims
- Provide fiscal oversight and tracking of expenses
- Ensure correct FEMA forms are utilized for potential reimbursement

#### Fire

- Orchestrate all firefighting and fire rescue operations
- Lead EMS operations and coordinate with EMS ambulance provider agency
- Conduct hazardous material response operations
- Facilitate and coordinate emergency management and EOC operations
- Support emergency public warning and alerts
- Support evacuation and re-entry operations
- Support damage assessment efforts
- Provide incident planning and management support as needed
- Support and facilitate CERT activities

#### Human Resources

- Protect, restore and sustain city staffs
- Enforce city safety procedures
- Develop and coordinate human resources including contractors
- Identify any employee needs (e.g. childcare, shelter)
- Screen and track volunteers

#### Information Technology

- Protect, restore, and sustain cyber and information technology resources
- Oversee and manage telecommunication infrastructure
- Provide additional technology support as needed

#### Library

- Provide additional technology support as needed
- Provide additional administrative support as needed
- Provide additional resource management support as needed
- Provide additional shelter management support as needed

#### Recreation

- Manage emergency care and shelter operations
- Support infrastructure restoration
- Assist in tree clearance from public rights of way
- Support re-entry operations

#### Police

- Conduct law enforcement operations
- Lead evacuations operations
- Conduct emergency public warning and alerts
- Provide facility and resource security
- Impose and enforce curfew as directed
- Provide public safety and security support
- Provide traffic control
- Provide access and control to affected areas

#### Public Works

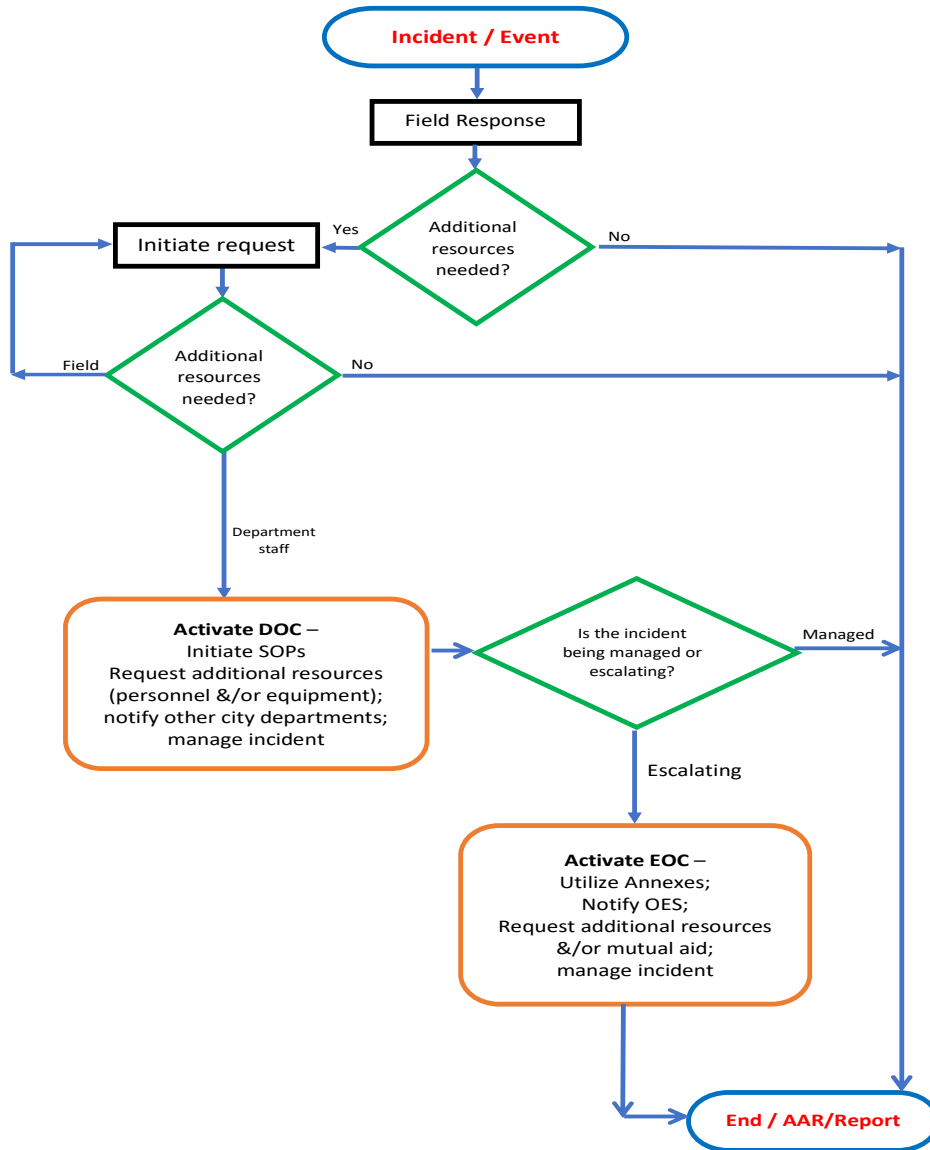
- Conduct infrastructure protection, emergency repair, and restoration



- Support movement operation/restrictions (traffic and access)
- Support public warnings and alerts
- Conduct debris clearance and manage debris operations
- Conduct flood fight operations
- Provide engineering services
- Coordinate with state agencies on state-controlled highways and roads
- Restore transportation infrastructure
- Manage city facilities
- Maintain, repair and restore wastewater infrastructure
- Maintain, repair and restore wastewater treatment plant operations
- Support damage assessment efforts
- Support evacuation and re-entry operations
- Provide potable water in support of care and shelter operations
- Coordinate with local water providers
- Coordinate with utility provider for the restoration of electrical and gas utility services



**ANNEX 4 EARTHQUAKES**





Overview

The San Francisco Bay Area is subject to major earthquakes. As demonstrated by past earthquake events, such as the 1906 and 1989 earthquakes, a large earthquake will cause major damage on a regional basis, destroying or damaging thousands of buildings, disrupting transportation and utility systems, and causing thousands of injuries or fatalities. Response to a disaster of this magnitude will severely strain the resources of both the public and private sectors in the region.

Purpose

This annex is a scenario-specific application of the EOP. Unlike other natural disasters, earthquakes occur without notice or warning and could strike anytime. The unpredictable nature of an earthquake and its aftershocks create probability of catastrophic damage throughout the county. The severity of the earthquake's impacts may overwhelm the capabilities for response for El Cerrito.

Initial Response / Situational Awareness

In accordance with the principles of the SEMS, NIMS and ICS the response to an emergency or disaster will be managed at the lowest level possible. Accordingly, El Cerrito will have the primary responsibility for responding to the impacts of the earthquake that occur within their own jurisdictions.

Given that an earthquake is a no-notice incident, it is critical to obtain situational awareness of the incident so that the appropriate resources can be deployed into the affected areas. While the ability to perform reconnaissance and to gather, verify, consolidate, and distribute confirmed situation information is vital to the response, it is equally important that initial response strategies are developed with an accurate picture of the potential scope of the disaster.

It is anticipated that resource requests will be relayed to mutual aid partners without delay and automatic aid for fire resources. When resources are exhausted, the Operational Area will be requested to support the OES Region. Allocation of resources will be made based on life safety, incident stabilization, and preservation of important property.

In an area-wide catastrophic disaster, El Cerrito recognize that immediately following the earthquake, mutual aid assistance may be limited or non-existent and may need to rely upon available local resources.

Reference: Bay Area Earthquake Plan (2016)

Response

Public Safety and Public Works will be the initial responders following an earthquake. Following a brief initial department assessment (equipment and response capabilities), responders will follow policies, procedures, and protocols. Intelligence, field reports, and information will determine if activation is warranted.

Response agencies: El Cerrito Fire Department El Cerrito Public Works Department
El Cerrito Police Department Various city departments

Support agencies: Contra Costa County EMS Contra Costa County OES
American Red Cross Salvation Army
Contra Costa County Human Services Agency
Allied agencies (local, county, state, federal)



## DURING

The response phase occurs from the onset of an earthquake and lasts until lifeline systems are at least partially restored. During this phase, functions that are critical to saving lives, to protecting people, and meeting basic human needs are performed. During this phase, functions that are critical to securing critical infrastructure and safeguarding records are also performed. This would include the activation of the EOC.

### All EOC Sections

- Obtain current overall situational update for effected area
- Support current field operations
- Ensure adequate staffing to manage incident
- Plan for additional operational periods

### Management

1. Orchestrate support of field operations
2. Manage EOC operations - establish objectives and operational periods
3. Draft and distribute relevant and timely media and public information releases (alerts)
4. Communicate with respective city council
5. Liaison between EOC and allied agencies

### Operations

1. Monitor and support all field operations
2. Ensure departments and responders follow appropriate protocols and procedures
3. Communicate with incident command post (ICP)
4. Support non-incident related operations
5. Keep PIO informed of urgent and important information
6. Keep Logistics Section updated on equipment requests (current and anticipated needs)
7. Request additional resources (internal and/or external) [personnel and/or equipment]
8. Support mass care and shelter operations
9. Support field evacuation operations
10. Support alerts and notifications
11. Complete appropriate documentation

### Planning

1. Facilitate and draft Emergency Action Plan (EAP)
2. Consider and plan for incident impact on city
3. Monitor current and predicted weather conditions
4. Document necessary and appropriate damage for possible claims/reimbursement
5. Update Web EOC as warranted with relevant information
6. Plan for additional operation periods
7. Support evacuation process
8. Initiate planning process for transition from Response phase to Recovery

### Logistics

1. Fulfill requested resource request
2. Secure additional request as possible
3. Contact local vendors or OES for mutual aid requests
4. Support evacuation or shelter operations
5. Support evacuation process
6. Anticipate possible needs from interactions with OPS Section



## Finance

1. Track expenditures of personnel, time costs, equipment, and related purchases
2. Track receipts and financial records

### *Phase 1 (initial occurrence through day 14)*

Focus is upon notification, situational awareness, initiation of response resources with a priority on lifesaving and damage assessment. Continued priority remains on lifesaving, as well as life-sustainment operations to include medical treatment, sheltering/mass care services, and possibly evacuation. Mutual aid resources will have been requested and may be activated and possibly deployed in many cases.

EOC activation would follow the EOC Activation Annex and the Emergency Action Plan Annex.

Public Works / Engineering Division and Building Division is responsible for overseeing the evaluations of city-owned facilities.

Following an earthquake, three levels of evaluations take place. These should be performed by qualified individuals.

- Rapid evaluations (ATC-20 Rapid) – a quick safety review of the building, with approximately 10 - 20 minutes spent on each building;
- Detailed evaluations (ATC-20 Detailed)– a more thorough assessment/evaluation of the integrity of the framing system and building's structure that may take from one to four hours; and,
- Engineering evaluations – comprehensive assessments performed by professional engineers and architects at the request of the facility owner(s) to ascertain the damage, its cause, and how to repair it.

### *Phase 2 (Day 14 – through 6 month)*

Continued life-sustaining operations as required and focus on essential emergency repairs to critical infrastructure. Federal Emergency Management Agency (FEMA) disaster assistance programs will be implemented for housing, debris management, and repair/restoration of critical infrastructure. State and federal supplemental assistance will have arrived.

The EOC will remain activated as determined by the EOC Director and/or city manager.

## Recovery

There are usually no clear distinctions between when the response phase ends and the recovery phase begins. This is even more difficult to distinguish during an earthquake due to possible aftershocks. There is typically a period after the earthquake in which both phases are in effect simultaneously. The recovery phase can last for years. During this phase, the state and federal governments may provide disaster relief upon a Governor's Proclamation and a Presidential Disaster Declaration.

Functions during this phase include federal relief for public and individual assistance, establishment of Disaster Recovery Centers (DRCs), establishment of temporary housing facilities, and federal disaster loans and grants. Long-term recovery includes restoration of affected areas to their normal or to an improved state. Recovery and re-entry update information will be provided through the media. Re-entry control points must be established for the public who have a need to re-enter into the disaster areas following an earthquake.





## AFTER

### Management

1. Orchestrate support of recovery efforts
2. Ensure needed city operations/services are in place (Continuity of Operations)
3. Continue to release relevant public information and media reports; orchestrate multiple communicate avenues to residents and businesses regarding recovery information
4. Review EOC operations and staffing and adjust appropriately – plan for operational periods as necessary

### Operations

1. Continue support of field operations transitioning from response to recovery using appropriate protocols and procedures
2. Oversee restoration of normal city operations
3. Support shelter operations; oversee transition from temporary sheltering to long term temporary housing options
4. Support alerts and notifications
5. Support re-entry operations of evacuated residents

### Planning

1. Draft and orchestrate development of EAP
2. Continue to document and track recordings of activities
3. Draft plan and coordinate re-entry process of any evacuated residents
4. Develop medium term recovery plans
5. Collect documentation for AAR

### Logistics

1. Continue to support field operations by obtaining necessary resources either from local vendors or mutual aid
2. Support shelter and evacuation center operations and transitioning from city managed short term care to external long-term options
3. Support re-entry process of evacuated residents

### Finance

1. Collect expense reports, prepare summary reports
2. Use appropriate forms for possible claims and/or reimbursement
3. Submit forms when required

After action reports should be generated; these should include any improvements, recommendations, suggestions and plans.

### Debris Removal – Public Property

In accordance with FEMA's Debris Removal Guidance, debris removal from public property may be eligible for public assistance grants. Eligible applicants include state and local governments, Indian tribes, and certain private non-profit organizations. To be eligible for FEMA funding, the debris removal work must:

- Be a direct result of a Presidentially declared disaster;



- Occur within the designated disaster area; and,
- Be the responsibility of the applicant at the time of the disaster.

In addition, debris removal work must be necessary to:

- Eliminate an immediate threat to lives, public health and safety;
- Eliminate immediate threats of significant damage to improved public or private property;
- Ensure the economic recovery of the affected community to the benefit of the community-at-large.

### *Debris Removal – Private Property*

In accordance with FEMA's Debris Removal Guidance, debris removal from private property is typically not eligible for disaster assistance grants because it is the ultimate responsibility of the property owner to remove the debris. If debris on the private property is obstructing any public roadways or facilities, or is causing a local public health threat, the local government had the authority to be reimbursed for debris removal expenses. In addition, the State or local government may in some cases need to demolish a private facility that is unsafe and causing a threat of safety to life, property, and the environment.

The demolition of unsafe privately-owned structures and subsequent removal of demolition debris may be eligible when the following conditions are met:

- The structures are damaged and made unsafe by the declared disaster, and located in the area of the disaster declaration;
- The applicant certifies that the structures are determined to be unsafe and pose an immediate threat to the public;
- The applicant has demonstrated that it has legal responsibility to perform the demolition;
- A legally authorized official has ordered the demolition of unsafe structures and removal of demolition debris;
- The applicant has indemnified the federal government and its employees, agents, and contractors from any claims arising from the demolition work; and,
- The demolition work is completed within the completion deadlines outlined in 44 CFR §206.204 for emergency work.

### *Phase 3 (6 months through 3 to 5+ years)*

Continued support of Phase II with housing assistance, FEMA assistance programs, and initiation of long-term recovery strategy/programs with a goal toward fully implemented long-term recovery programs. This phase is to be considered a "recovery" phase, which will include the implementation of significant state and/or federal assistance programs.

### **Documentation**

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Under the State's California Disaster Assistance Act (CDAA), documentation is required for any earthquake damage sustained to the following:

- Public buildings
- Flood control works
- Irrigation works
- City streets
- Bridges
- Other public works facilities



Under federal disaster assistance programs, documentation must be obtained regarding earthquake damages sustained to:

- Roads (Public)
- Water control facilities
- Public buildings and related equipment
- Public utilities
- Facilities under construction (all facilities or only public facilities)
- Recreational and park facilities
- Educational institutions (Public)
- Certain private non-profit facilities

Earthquake debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the federal programs. It will be the responsibility of the County, local jurisdictions, and special districts to collect documentation of these damages.

The information documented should include the location and extent of damage, estimates of costs for debris removal, emergency work and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

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

#### Potential Resource Requests

Regardless of preparation, El Cerrito will experience shortages of critical resources necessary to respond to the earthquake. Assumptions regarding necessary resources are described below. These resources may be available through the Mutual Aid system, the State and Federal governments, or the private sector.

- Teams to support fire-fighting operations and search & rescue
- Law enforcement resources for security
- Vehicles to move first responders, evacuees, and displaced residents
- Medical health professionals and resources
- Vehicles to move the injured and medically fragile
- Bedding, food, water, generators, medical supplies, sanitation supplies, qualified staff, and security for shelters
- Additional shelter space
- Mental health professionals and counselors
- Building inspectors
- Heavy equipment and operators for emergency shoring and debris removal, reduction, transport, and disposal
- Equipment, staff, and supplies for handling fatalities
- Water, food, supplies, sanitation facilities, and generators to support emergency operations and to support residents
- Fuel
- Qualified emergency managers and other staff to support EOC and DOC operations
- Public Information Officers (PIOs)
- Interpreters and translators
- Structural and civil engineers
- Utility restoration teams (power, gas, water, sewer)
- Communication restoration teams (satellite, cellular, wired, voice/data/video)



## BEFORE

### Preparation

The preparedness phase occurs to and in anticipation of a catastrophic earthquake. This phase focuses on promotion of increased public awareness of the potential emergency, preparation of necessary materials, and equipment or response to the emergency, and training for emergency response personnel. Typical functions of the preparedness phase include conducting public information programs, maintaining emergency resources inventory lists, and conducting exercise and training programs.

The following activities are associated with the preparedness phase:

- Provide training and information to mitigate the effects of a catastrophic event (earthquake)
- Train and equip response personnel
- Identify local staging areas and fuel sources
- Identify transportations resources and facilities, to include transportation for the injured, disabled, and others with access and functional needs
- Identify large, adequately equipped shelter facilities and transportation resources
- Identify adequate locations that could serve as Points of Distribution (PODs)
- Promote employee personal preparedness
- Encourage public preparedness

### Mitigation

It is recognized that preventing a catastrophic event from happening cannot occur; however, there are measures that can be taken to lessen the effects.

Such measures could include:

- adopting seismic resistant design standards, some of which are currently being followed
- comply with floodplain management guidelines
- adopting seismic non-structural design standards such as FEMA guides.

This document has been reviewed and accepted by:

\_\_\_\_\_  
El Cerrito Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
El Cerrito Public Works Department

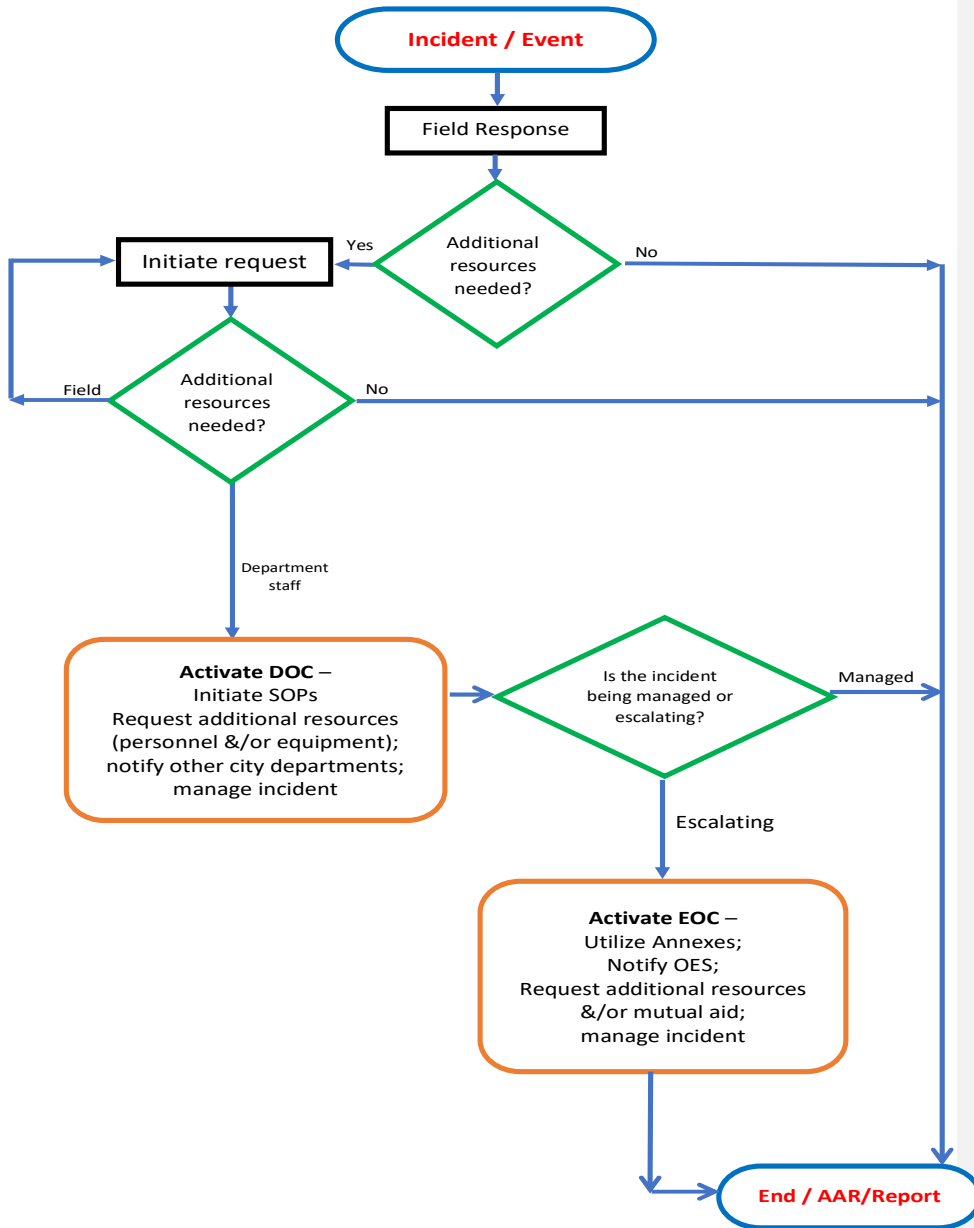
\_\_\_\_\_  
Date

\_\_\_\_\_  
El Cerrito Fire Department

\_\_\_\_\_  
Date



**ANNEX 5 FLOODING**





## Overview

Floods are one of the most common natural hazards in the United States. They can develop slowly over a period of days or occur quickly with disastrous consequences that can affect El Cerrito or the region. A flood is defined as the inundation of normally dry land resulting from rising and overflowing of a body of water. Heavy rains are the most frequent cause of flooding in the County with flood problems occurring primary along streams located on the bayside. Storm water and overland flows can exacerbate flooding and create shallow zones in parts of the County.

The Hazard Mitigation Plan identifies various types of floods:

- Storm water runoff – a result of local draining issues and high groundwater levels. Locally, heavy precipitation, especially during high lunar tides, may induce flooding. Urban drainage flooding is caused increased water runoff due to urban development and drainage systems.
- Riverine – is overbank flooding of river and streams.
- Flash flooding – “a rapid and extreme flow of high water into a normally dry area, or rapid water level rise in a stream or creek above a predetermined flood level beginning within 6 hours of the causative event.” NWS 2009

Most area floods occur during or following winter storms in the winter months. A flood can be the result of a substantial amount of rainfall in a short period of time or when the ground has become saturated from numerous storms and can no longer absorb additional rainwater.

## Purpose

This Annex provides information and guidance that are specific to mitigation, planning, response and recovery actions that may be necessary to manage flooding situations in El Cerrito.

*Lead agency:* El Cerrito Public Works Department  
*Support agencies:* El Cerrito Police Department  
El Cerrito Fire Department  
El Cerrito Recreation Department  
Contra Costa County OES

## Response

The degree of impact will dictate the degree of response.

Field responders will maintain communication and report on the status of conditions. An Incident Commander or supervisor will determine the need for any escalation using respective policies and procedures.

# DURING

*If the EOC has been activated:*

### All EOC Sections

- Obtain current overall situational update for affected area
- Support current field operations
- Ensure adequate staffing to manage incident
- Plan for additional operational periods



### Management

1. Orchestrate support of field operations
2. Manage EOC operations - establish objectives and operational periods
3. Draft and distribute relevant and timely media and public information releases
4. Communicate with respective city council
5. Liaison between EOC and allied agencies

### Operations

1. Monitor and support all field operations
2. Ensure departments and responders follow appropriate protocols and procedures (SOPs)
3. Communicate with incident command post (ICP)
4. Support non-incident related operations
5. Keep PIO informed of urgent and important information
6. Support field evacuation operations
7. Support any mass care and shelter operations
8. Keep Logistics Section updated on equipment requests (current and anticipated needs)
9. Request additional resources (internal and/or external) [personnel and/or equipment]
10. Complete appropriate documentation

### Planning

1. Facilitate and draft Emergency Action Plan (EAP)
2. Consider and plan for incident impact on city
3. Monitor current and predicted weather conditions
4. Support any field evacuation operations
5. Document necessary and appropriate damage for possible claims/reimbursement
6. Update Web EOC as warranted with relevant information
7. Initiate planning process for transition from Response phase to Recovery

### Logistics

1. Fulfill requested resource request; secure additional request as possible; contact local vendors or OES for mutual aid requests
2. Support any evacuation or sheltering operations

### Finance

1. Track expenditures of personnel, equipment, and related purchases
2. Track receipts and financial record
3. Use and sub  
Use appropriate form for potential reimbursement

### Recovery

Recovery process may take some time depending on the extent of damage, water level in effected waterway, and current and upcoming weather conditions. Public works will be the lead for overseeing repairs to waterways and storm related management systems.

In addition to channel maintenance, repair to soil erosion may be necessary. While the cost of such might be covered in flood or storm incidents, the management of repair may occur outside of the immediate incident.



## AFTER

### Management

1. Orchestrate support of recovery efforts
2. Ensure needed city operations/services are in place
3. Continue to release relevant public information and media reports
4. Review EOC operations and staffing and adjust appropriately

### Operations

1. Continue support of field operations transitioning from response to recovery using appropriate protocols and procedures
2. Oversee restoration of normal city operations
3. Support any re-entry process
4. Support closure of any shelter operations and assist in transition of displaced residents
5. Oversee re-opening of closed roadways and removal of barricades and other traffic notification devices

### Planning

1. Continue to document and track recordings of activities
2. Collect documentation for AAR
3. Coordinate and support re-entry process of any evacuated areas

### Logistics

1. Continue to support field operations by obtaining necessary resources either from local vendors or mutual aid
2. Support any re-entry process
3. Support any evacuation or sheltering operation and transition to closing facility

### Finance

1. Collect expense reports, time costs; prepare summary reports; submit forms for possible claims and/or reimbursement
2. Utilize correct form for reimbursement

After action reports should be generated; these should include any improvement suggestions and plans. Suggestions and plans should have an effect on future planning and preparation efforts.

## BEFORE

### Mitigation

Mitigation efforts, consistent with the current Hazard Mitigation Plan focus on maintaining and managing channels, waterways, creeks, drains, spillways, and storm drains from any debris, erosions, vegetation, or anything that might impede or restrict water flow and runoff. Waterways that empty into the San Francisco Bay should also be clear of any obstruction.

The Public Works Department of El Cerrito is responsible for managing programs for city owned properties and facilities. Property owners are responsible for waterways which flow through private properties.





Storm management systems, including pump stations, should be regularly maintained and closely monitored during winter storms. Adequate alerting and notification systems should be in place.

Mitigation efforts should include:

- Enacting, updating and enforcing any land use and vegetation management codes
- Building and new and redevelopment use codes to mitigate impacts to waterways
- Regular inspection, maintenance and upgrading of storm drains, spillways, waterways (creeks and channels)
- Regular inspection, maintenance and improvements of retaining walls and breakwaters

### Preparation

As the winter season approaches, departments should be aware of current and upcoming weather conditions. Department should stage any appropriate equipment and supplies needed.

Residents should be reminded to clear any debris and vegetation on their property that might be adjacent to a creek, stream or waterway.

Public works should pre-identify hazard prone areas and share that information with fire, police and emergency management. Emergency management will monitor incoming weather information and distribute it to fire, police and public works. El Cerrito Parks and Recreation should refresh intelligence regarding shelter locations and condition in case of any evacuations.

---

This Annex has been reviewed and accepted by:

---

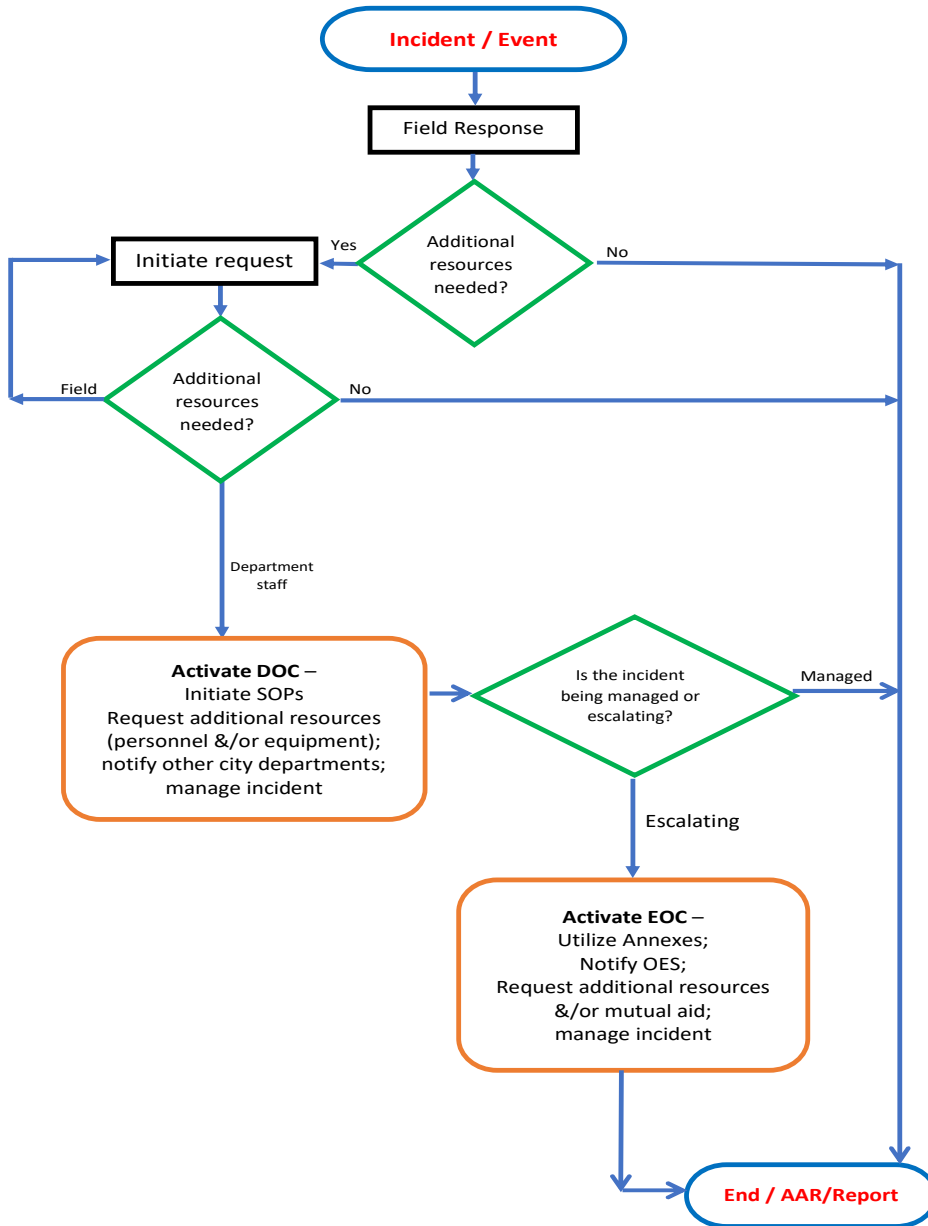
El Cerrito Public Works Department

---

Date



**ANNEX 6 WILDFIRES**





## INTRODUCTION

### Purpose

This Annex is intended to ensure an effective and coordinated response to a significant wildfire event. This annex provides direction for city departments, community groups and allied stakeholders ensuring interagency coordination in accordance with the City's EOP.

This Annex is designed to accomplish the following:

- Serve as a planning document to support further development of major incident plans by City departments and agencies.
- Provide an overview of the threats that wildfire poses to City and define the potential range of impacts.
- Provide the response management team with contextual information to guide initial response planning.

### Scope

This Annex has been developed in accordance with the City EOP. In keeping with the EOP's "all-hazards" approach for local emergency management, the response policies and protocols for a wildfire event will align with those established in the EOP. The Annex supplements the EOP by providing considerations for a response to a major wildfire event in the City.

This Annex does not alter existing City department emergency response standard operating procedures (SOPs), processes, or resources. Emergency response agencies (such as fire, law enforcement, and emergency medical services [EMS]) will adhere to existing department SOPs in accordance with all legal requirements.

*Lead agency:* El Cerrito Fire Department  
*Support agencies:* El Cerrito Police Department  
El Cerrito Public Works Department  
El Cerrito Recreation Department  
Contra Costa County OES

### Situation

According to the California Governor's Office of Emergency Services (Cal OES), wildfire "represents the third most destructive source of hazard, vulnerability, and risk, both in terms of recent state history and the probability of future destruction of greater magnitudes than previously recorded<sup>16</sup>. The most damaging type of fire is the Wildland-Urban Interface (WUI) fire which occurs where the built environment and natural areas are intermixed (i.e. the border of urban areas).

Unlike other natural hazards such as flood, wildfires can rapidly escalate in size and threat. Major fires can generate their own wind patterns moving the fire in rapid and unexpected directions. Secondary effects of wildfire may include economic losses, reduction in harvestable timber, contamination of reservoirs, destruction of transmission lines, and contribute to flooding and mudslides.

A major fire may result in hazardous debris including destroyed or damaged structures, weakened infrastructure, damaged trees as well as ash containing lead, asbestos or household hazardous waste.

The City's eastern boundary abuts Tilden Nature Area and adjacent woodland areas. In a major wildfire, multiple local fire agencies may form a Unified Command (UC) to manage the incident. This command

<sup>16</sup> [California State Hazard Mitigation Plan, 2013](#)



structure may address tactical operations, coordinate fire mutual aid resources, and organize logistics and public information.

The National Weather Service issues Red Flag Warnings and Fire Weather Watches to alert fire departments and residents of the onset, or possible onset, of critical weather and dry conditions that could lead to rapid or dramatic increases in wildfire activity.

- Red Flag Warnings are issued for weather events which may result in extreme fire behavior that will occur within 24 hours. A Red Flag Warning is the highest alert.
- Fire Weather Watches are issued when dangerous weather conditions could exist in the next 12 to 72 hours.

### Planning Assumptions

#### *Impact Assumptions*

This Annex is based on a developing wildfire causing significant actual or potential loss of property. General impacts may include:

- Hundreds of residents may need to be alerted and evacuated with little or no notice.
- Hundreds of residents may require shelter because of evacuation or damage to homes.
- Electrical service and voice/data/radio communications may be impacted due to downed lines or damage to transmitters/antennas.
- Damage or loss of power to water and wastewater collection systems may cause disruption of vital services.
- Smoke will present visibility issues for residents and responders as well as indirect public health risks.
- A major wildfire event could generate tons of debris including construction and demolition, damaged trees, and hazardous waste.
- Structural damage to transportation infrastructure may take weeks or months to repair. These systems may be damaged or disrupted including bridges, roads, signage, and barriers.

#### *Response Assumptions*

- City residents have little or no experience with wildfire evacuations. This could significantly delay or disrupt evacuation operations.
- Law enforcement will be significantly challenged to coordinate and conduct notification, evacuation, and traffic management missions.
- A wildfire incident may impact the City with little or no warning. In a no-notice event, there may be insufficient time to notify local residents, prepare the City's emergency response organization and implement the City's Emergency Operations Plan.
- Additional law enforcement resources may be needed to maintain public order, augment rescue operations, and secure critical operations.
- The demand for emergency public information will be immediate and sustained. Social and traditional media coverage will be extensive.
- Assistance in the form of spontaneous volunteers, donated goods, and monetary donations will begin to flow into the City. Although this may provide desperately needed resources, it will create coordination and logistical support challenges.

## **CONCEPT OF OPERATIONS**

The EOP defines the City's general emergency response organization, authorities, policies, priorities, and procedures. In the event of a significant wildfire event, this Annex provides potential specific objectives that the emergency response organization may integrate into its operations (see Section 3 – Objectives).



### Increased Readiness (Monitoring)

Once weather forecasts and fire conditions indicate a potential for a significant wildfire event, City departments may increase their readiness to conduct response operations. These efforts may include:

- Enhanced staffing
- Adjusting work hours
- Readying equipment and supplies
- Reducing non-critical operations
- Conducting protective operations
- Increased observation and monitoring of areas at greatest risk

The City's Emergency Operations Center (EOC) may be activated to develop enhanced situational awareness, expedite decision making, conduct stakeholder coordination, develop public information, and provide greater support to City departments.

### Response

The City will provide immediate response via its public safety departments coordinating in the field using the ICS. The City's EOC will provide support to field personnel, coordinate the efforts of other City departments and collaborate with the Contra Costa County Operational Area and other allied stakeholders utilizing SEMS.

In the first few hours or days of a major wildfire event, the City will:

- Respond to the community's immediate life safety needs of warning and evacuation by making use of systems alert and notification systems as well as door-to-door notifications if needed
- Conduct fire suppression, property protection, EMS, and law enforcement operations as needed
- Assemble resources for a sustained response and for providing basic mass care, shelter, and information services to the community
- Begin to transition from immediate emergency response efforts to sustained operations
- Conduct sustained operations and begin to transition into recovery

When threatened by wildfire, some residents, businesses, and institutions may elect to evacuate without order or direction. A voluntary evacuation of a community may result in traffic congestion and raise concerns about protection of property. The local Incident Commander will coordinate with the Police Department for support when operations are affected by a spontaneous evacuation.

### Short Term Recovery

The immediate response to a major wildfire event will focus on saving lives, providing resources to sustain City residents, and stabilize the situation. At some point, however, the City will transition to a phase in which recovery operations take precedence. Rapid initiation of recovery operations is critical to restoring confidence in the community.

Activities in this phase include mitigating life-safety hazards, enhanced security operations, utility restoration, limited debris clearance, resident re-entry, sustained public information, coordination of donations, and damage assessment. See Section 3 for objectives related to short-term recovery.



## OBJECTIVES

### General Objectives

Immediately following a major wildfire event, and for as long as a state of emergency exists within the City, response to the event will be the first priority of all City departments and agencies. All available City Disaster Service Workers (DSWs) will be directed to achieve the following objectives:

- Save lives
- Reduce immediate threats to life, public health and safety, public and private property, and the environment
- Provide necessary care, shelter, and medical services to City residents and other members of the general public
- Restore the operations of facilities, whether public or privately owned, that are essential to health, safety, and welfare of the community, including critical City facilities, utilities, and transportation infrastructure
- Assess damage to infrastructure, public facilities, and the built environment
- Expedite the restoration of services, the economy, and the community at large; and begin the process of recovery
- Keep the public informed

### Enhances Readiness (Monitoring) Objectives

- Develop situational awareness regarding wildfire hazards, fire conditions and weather forecasts
- Develop and provide public information regarding forecasts, recommended preparedness actions
- Develop/refine public warning and evacuation messages
- Prepare to conduct warning and evacuation operations
- Consider activation of the EOC
- Assess and modify staffing levels/schedules
- Identify and prepare potentially needed equipment and supplies
- Relocate or safeguard equipment and facilities
- Reduce or halt non-critical operations

### Response Objectives

In addition to those tasks and objectives outlined in the EOP, the following specific operational objectives should be incorporated into initial response operations and planning:

- Direct and assist immediate life-saving warning and evacuation operations
- Deploy law enforcement resources to support response activities and maintain law and order
- Identify at-risk populations, notify them, and begin evacuation if warranted
- Activate the EOC as needed.
- Develop real-time situational awareness to guide public information efforts. Consider deploying an EOC liaison to the Incident Command Post (ICP)
- Establish contact with the Contra Costa County Operational Area and allied stakeholder agencies
- Conduct emergency evacuation and traffic management operations as needed
- Identify potential sites for evacuation centers to accommodate displaced populations while emergency shelters are being opened
- Begin public information messaging regarding recommended personal protective actions, evacuation centers, and community assistance needed. Assess the need to activate the Joint Information Center (JIC)
- Develop a consolidated situation assessment and declare a state of emergency. Consider requesting a FMAG declaration<sup>17</sup>.
- Coordinate the receipt and deployment of incoming resources to prioritized missions
- Designate staging areas and begin planning to accommodate support personnel

<sup>17</sup> See [Fire Management Assistance Grant Program Guide, 2014](#) and [Cal OES FMAG guidance](#)



- Assess the situation at critical facilities and the condition of emergency communications systems
- Implement recall of City staff as needed
- Coordinate with the Contra Costa County Health Department to identify and address the threat posed by degraded air quality
- Complete an initial damage assessment of the City, identifying areas affected, major incidents, and operational status of critical services. Begin to develop Essential Elements of Information (EIs) – see Attachment 1
- Assess critical resource shortfalls and begin requesting support through mutual aid and the Contra Costa County Operational Area. Consider resources needed for the next 14 days.
- Establish perimeter control around unsafe areas
- Assemble damage assessment information and submit the Cal OES Initial Damage Estimate (IDE)
- Assess conditions at designated emergency shelter sites and begin to supply with beds, water, food, medical support, generators, sanitation, and facility security; and begin to open emergency shelters to residents and DSWs
- Identify people with special support requirements and transfer to appropriate care facilities
- Designate primary traffic routes and implement debris clearance, route recovery, and traffic control
- Conduct outreach for situation status and resource needs for affected facilities needing support from City, including transit sites, schools, commercial buildings, and sites of historic/cultural significance
- Initiate social and traditional media briefings to inform residents on City operations, steps they can take, services available to them, ongoing rumor control efforts, and ways in which the community can help
- Establish shelter support coordinator teams and evaluate the shelter sites
- Establish plans for how to provide care for people with special support requirements that cannot be met in congregate care shelters
- Review and enhance security plans to maintain public order
- Review incident status reports to prioritize incident commands that can begin suspending emergency response operations and transition to sustained response and recovery operations
- Ensure that air quality, hazardous materials spills, and other environmental situations are monitored and risks addressed
- Coordinate with the Contra Costa County Operational Area to survey all licensed food establishments, including the emergency shelter/evacuation centers, feeding sites, and disaster kitchens to ensure there are no unsafe food handling or other sanitation or safety concerns

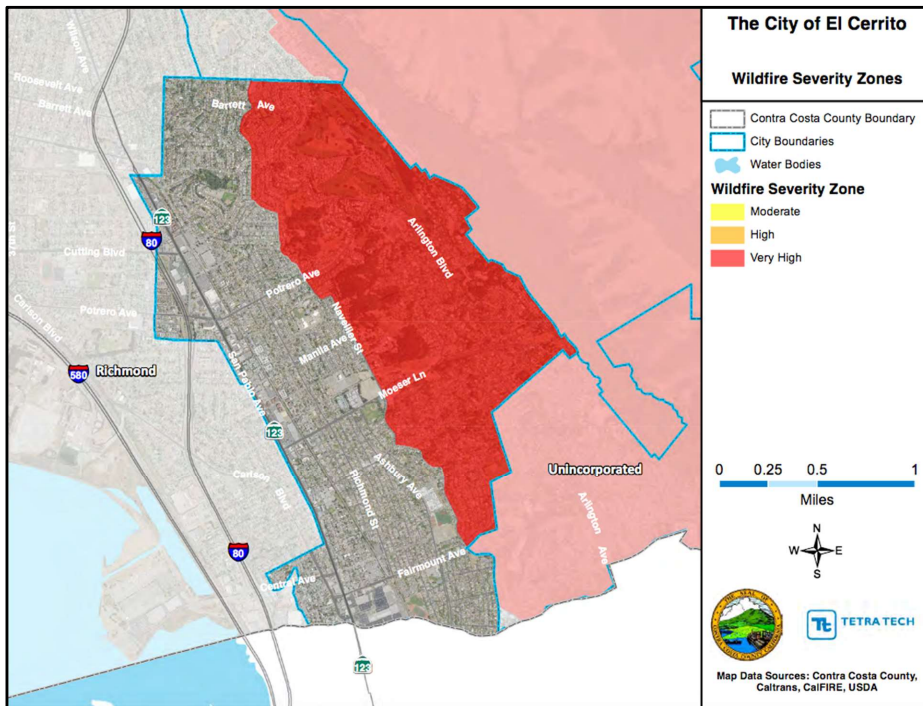
#### Short Term Objectives

- Develop public information to address how to safely clean-up fire damage, deal with insurance companies, dispose of debris, and access potential sources of assistance
- Coordinate with the Contra Costa County Operational Area to facilitate the recruitment, training, and deployment of volunteers and donations
- Work with the American Red Cross (ARC) and other organizations to provide information to support their Disaster Welfare Inquiry Program
- Develop a program to integrate the safety of volunteers and volunteer organizations in recovery operations
- Establish a debris management plan and begin to gather and transport debris from critical sites or routes
- Coordinate with the business community regarding business resumption activities
- Produce, regularly update, and distribute a multi-lingual, multi-format, disaster “Fact Sheet” to the media, people in shelters, field response personnel, residents and businesses
- Implement a process to allow limited entry (where safe) for recovery of personal items
- Coordinate with the Contra Costa County Operational Area to provide prioritized community behavioral health services (ex. those whose homes have been damaged/lost, shelter residents, children, and individuals who have suffered significant loss)
- Anticipate and support initial damage assessment visits by state and federal officials wanting to confirm the immediate and long-term unmet recovery needs of the City



- Conduct long-term recovery planning to address issues of interim housing, debris management, expedited permitting, environmental safety monitoring, soil stabilization, erosion control, coordination with non-governmental and non-profit organizations, and participation in state/federal disaster assistance programs

**El Cerrito Wildfire Severity Zones**



**Kensington Wildfire Severity Zone is the located in the south-east portion El Cerrito in lighter red**

This Annex has been reviewed and approved.

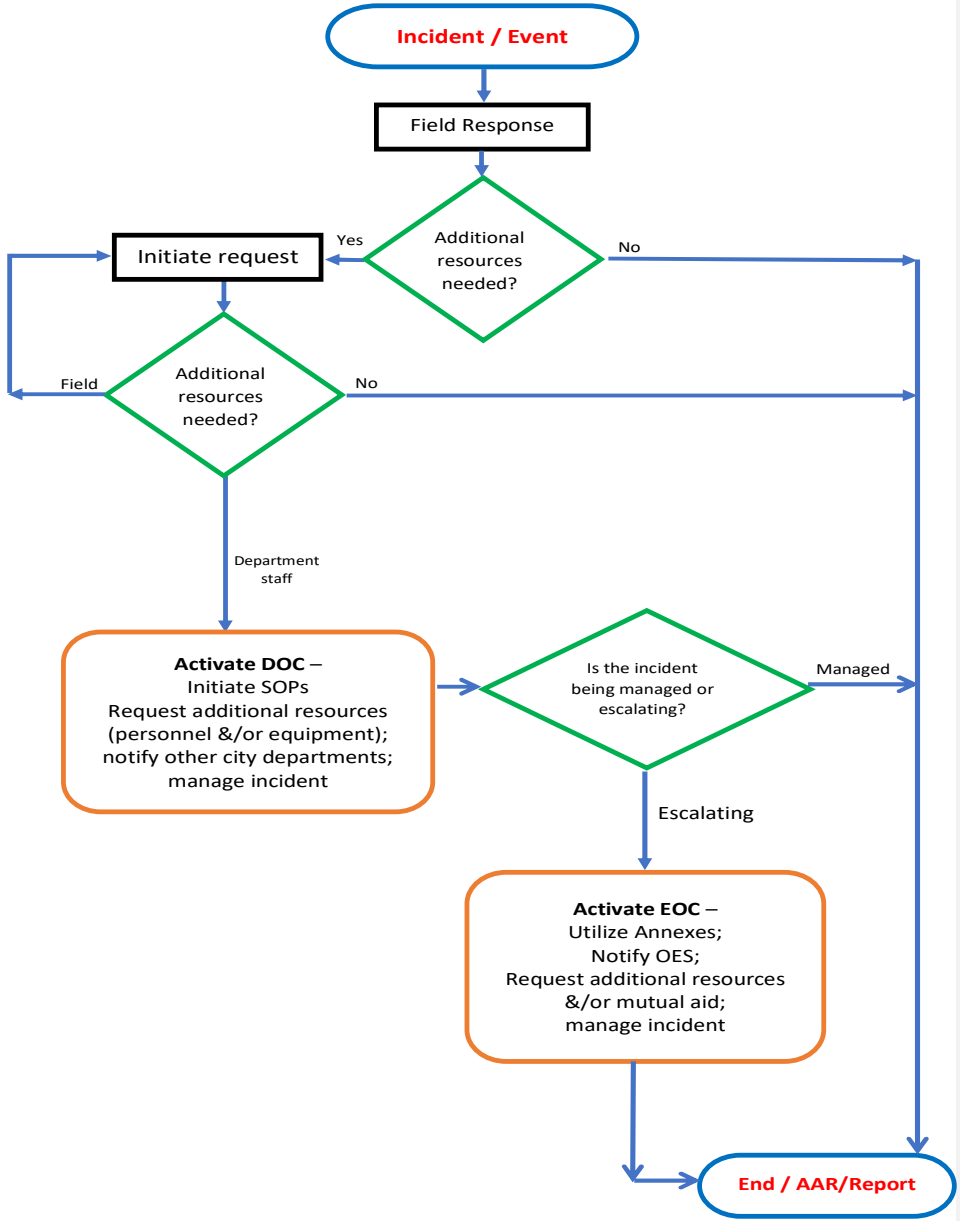
El Cerrito Fire Department \_\_\_\_\_

Date \_\_\_\_\_





**ANNEX 7 SLIDES**





## Overview

Storms, earthquakes, fires, volcanic eruptions, or human modification of the land can initiate landslides and mudslides. They can move rapidly down slopes or through channels and can strike with little or no warning at avalanche speeds.

Winter storms are sometimes the cause of slides in El Cerrito. The eastern portion of the City has areas in the foothills; these include residential homes and outbuildings. Some homes are built in a hillside while others are below street level on the side of a hill. These building can also be affected by sliding land.

Landslides can pose a serious hazard to properties on or below hillsides. When landslides occur — in response to such changes as increased water content, earthquake shaking, addition of load, or removal of downslope support — they deform and tilt the ground surface. The result can be destruction of foundations, offset of roads, breaking of underground pipes, or overriding of downslope property and structures.

## Purpose

This Annex provides information and guidance that are specific to mitigation, planning, response and recovery actions that may be necessary to manage slide situations in El Cerrito.

*Lead agency:* El Cerrito Public Works Department

*Support agencies:* El Cerrito Police Departments  
El Cerrito Fire Department  
Contra Costa County OES

# DURING

## Response

Slides may occur without warning. Field responders should respond according to the response protocols and practices. Escalating situations or number of incidents may warrant additional city resources. On site incident commanders or DOC (if activated) leaders will determine the need for escalating the incident.

*If the EOC has been activated:*

Response agencies will follow standard operating protocols and procedures.

### EOC Section Roles and Responsibilities

#### All EOC Sections

- Obtain current overall situational update for affected area
- Support current field operations
- Ensure adequate staffing to manage incident
- Plan for additional operational periods

## Management

1. Orchestrate support of field operations
2. Manage EOC operations - establish objectives and operational periods
3. Draft and distribute relevant and timely media and public information releases
4. Communicate with respective city council
5. Liaison between EOC and allied agencies



### Operations

1. Monitor and support all field operations
2. Ensure departments and responders follow appropriate protocols and procedures (SOPs)
3. Communicate with incident command post (ICP)
4. Support non-incident related operations
5. Support any field evacuation operations
6. Support any mass care and shelter operations
7. Keep PIO informed of urgent and important information
8. Keep Logistics Section updated on equipment requests (current and anticipated needs)
9. Request additional resources (internal and/or external) [personnel and/or equipment]
10. Complete appropriate documentation

### Planning

1. Facilitate and draft Emergency Action Plan (EAP)
2. Consider and plan for incident impact on city
3. Monitor current and predicted weather conditions
4. Coordinate any field evacuation operations
5. Document necessary and appropriate damage for possible claims/reimbursement
6. Update Web EOC as warranted with relevant information
7. Initiate planning process for transition from Response phase to Recovery

### Logistics

1. Fulfill requested resource request; secure additional request as possible; contact local vendors or OES for mutual aid requests
2. Support any evaluation or sheltering operations
3. Support any field evacuation operations

### Finance

1. Track expenditures of personnel, equipment, and related purchases
2. Track receipts and financial records
3. Use appropriate forms for possible reimbursement

## AFTER

### Recovery

Depending on the extent of the damage property owners may be displaced and need assistance in relocation efforts. If the damage is minimal, residents may consult with city officials and subject matter experts as well as their insurance companies on ways to repair the area. However, severely damaged building may be unusable and not suitable for occupancy in which case city officials and experts may be called upon to determine what actions are necessary to address the situation.

If the slide has affected roadways, public works is charged with overseeing the clearing and clean up. Working with the police department, access to impacted areas may be limited to neighborhood traffic only.

### EOC Section Roles and Responsibilities

#### Management

1. Orchestrate support of recovery efforts
2. Ensure needed city operations/services are in place
3. Continue to release relevant public information and media reports
4. Review EOC operations and staffing and adjust appropriately



### Operations

1. Continue support of field operations transitioning from response to recovery using appropriate protocols and procedures
2. Oversee restoration of normal city operations
3. Oversee re-opening of closed roadways and removal of barricades and other traffic notification devices
4. Support any re-entry process of evacuated residents
5. Support any evacuation or sheltering operation and transition to closing facility

### Planning

1. Continue to document and track recordings of activities
2. Monitor any related weather or environmental conditions
3. Coordinate and support any re-entry operations of evacuated residents
4. Collect documentation for AAR

### Logistics

1. Continue to support field operations by obtaining necessary resources either from local vendors or mutual aid
2. Support any evacuation or sheltering operation and transition to closing facility
3. Support any re-entry process of evacuated residents

### Finance

1. Collect expense reports, time costs; prepare summary reports; submit forms for possible claims and/or reimbursement
2. Use appropriate form for possible reimbursement

After action reports should be generated; these should include any improvement suggestions and plans. Suggestions and plans should influence future planning and preparation efforts.

## BEFORE

### Mitigation

In concert with the Hazard Mitigation Plan and Annexes, efforts to minimize impacts can include:

- Updating General Plan, associated building and land use codes and regulations
- Updated fire codes including wildland urban fire interface
- Employing soil erosion testing, tools and techniques
- Monitoring problematic and identified areas
- Informing residents of potential hazards and mitigation efforts they may choose to employ
- Develop and maintain plans for responses to slides
- Practice rescue procedures in event of needed trapped or stranded individuals
- Homeowners should explore coverage options with their insurance companies

### Preparation

Since many of the area slides occur during severe winter weather, first responder agencies and residents should have an awareness of changing conditions and make necessary preparations.



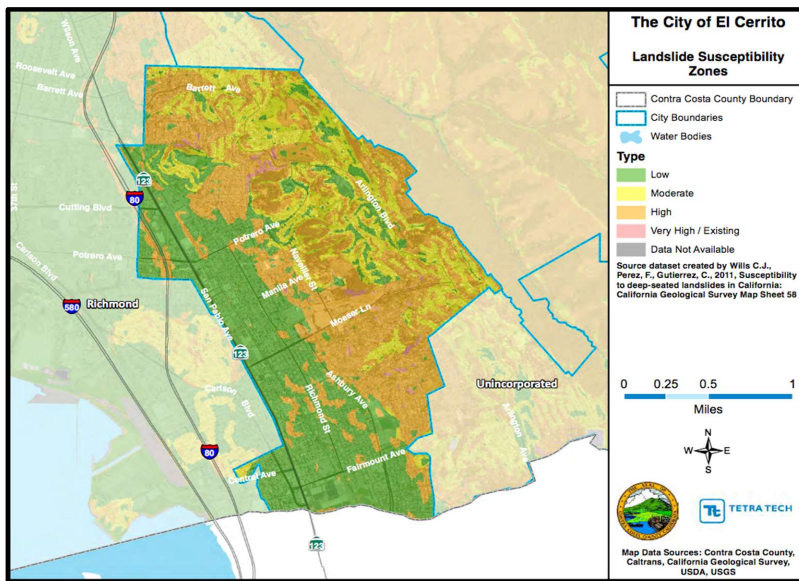
Fire, law, and public works should have sufficient equipment and personnel to manage incidents and request mutual aid as needed. Plans should be in place to address a slide situation should one occur. This could include:

- Road closures
- Utility disruptions or outages – gas leaks, downed power lines, water main breaks
- Multiple affected buildings
- Trapped or stranded residents
- Evacuated residents
- Portable water shutoff and bypassing

This document has been reviewed and accepted by:

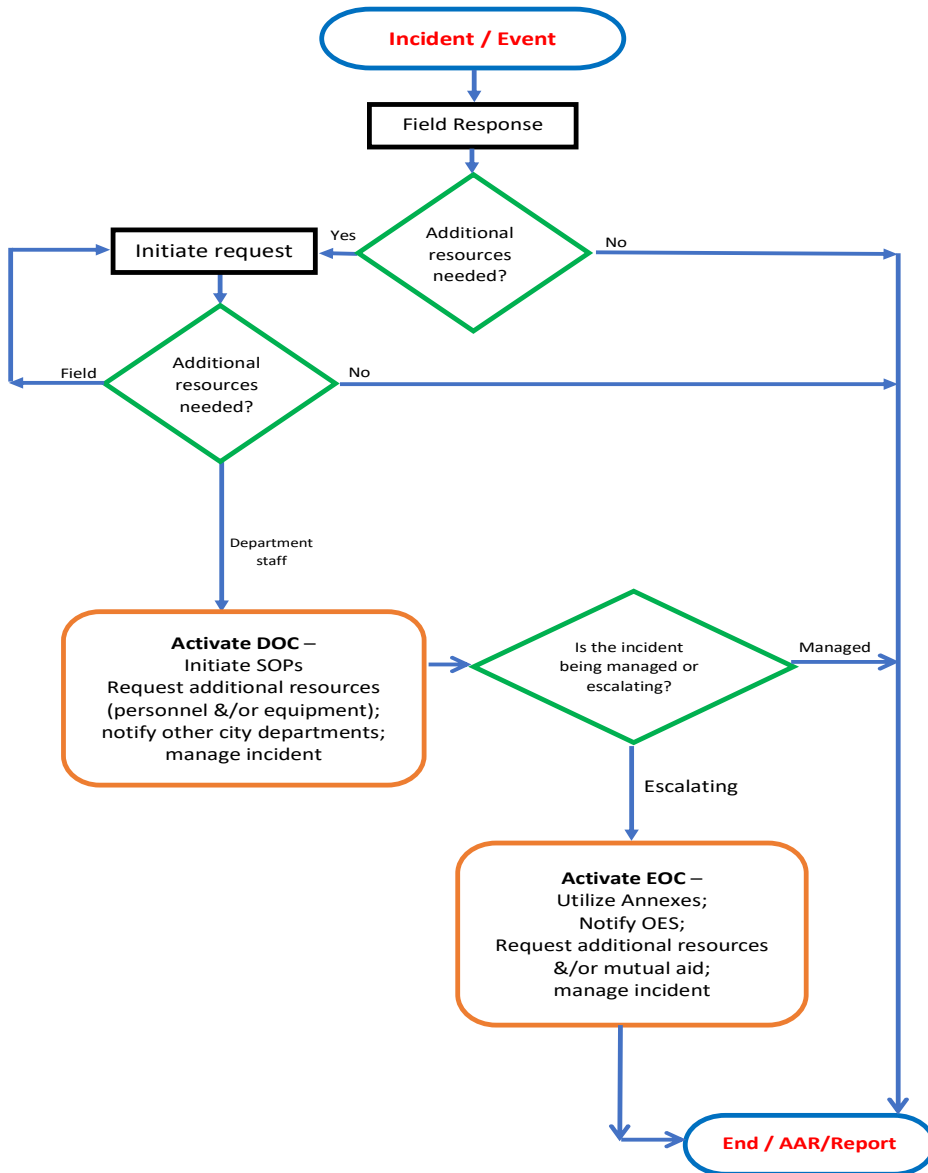
El Cerrito Public Works Department

Date





**ANNEX 8 SEVERE WEATHER**





### Purpose

This Annex provides information and guidance that are specific to mitigating, planning, response, and recovery actions that may be necessary to manage severe weather situations in El Cerrito and to be used following the need to activate the EOC.

1. Multiple DOCs have been activated and better coordination is warranted, or
2. Conditions are such that overall coordination would be beneficial at a higher level

### Overview

Severe weather usually occurs during the fall and winter months and is accompanied by wind and rain and potentially associated with flooding, slides, downed trees, and utilities outages.

**Lead agency:** El Cerrito Public Works Department

**Support agencies:** El Cerrito Police Department  
El Cerrito Fire Department  
El Cerrito Parks & Recreations  
Contra Costa County OES

**Once activated, use the following for EOC operations:**

## DURING

### Response

Response will depend on the actual intensity of and impact from the storm. First responder units and departments will respond according to their respective Standard Operating Procedures (SOPs).

#### All EOC Sections

- Obtain current overall situational update for affected area
- Support current field operations
- Ensure adequate staffing to manage incident
- Plan for additional operational periods

### Management

- 1) Orchestrate support of field operations
- 2) Manage EOC operations - establish objectives and operational periods
- 3) Draft and distribute relevant and timely media and public information releases
- 4) Communicate with respective city council
- 5) Liaison between EOC and allied agencies

### Operations

- 1) Monitor and support all field operations
- 2) Ensure departments and responders follow appropriate protocols and procedures
- 3) Field crews should monitor prone / problem areas
  - a. Flood prone areas
  - b. Creeks, streams and waterways
- 4) Manage downed trees and other debris
- 5) Monitor effectiveness of pump stations
- 6) Prioritize storm related response to incidents
- 7) Keep PIO informed of urgent and important information



- 8) Keep Logistics Section updated on equipment requests (current and anticipated needs)
- 9) Public Works Branch Director updates OPS Section Coordinator especially when significant changes occur
  - a. Change in intensity of storm
  - b. Significant utility outages
  - c. Roadway closures
- 10) CERT activation; community groups assistance
- 11) Support any mass care and shelter operations
- 12) Request additional resources (internal and/or external) [personnel and/or equipment]
- 13) Assist with damage assessment
- 14) Support any field evacuation operations
- 15) Complete appropriate documentation

### Planning

- 1) Draft Emergency Action Plan (EAP) – facilitate input from all EOC Sections
- 2) Support field evacuation operations
- 3) Consider need for evacuation centers
  - a. Location
  - b. Staffing
  - c. Water and food
  - d. Informing residents
  - e. Transportation
  - f. Pet care
  - g. Use tracking system
- 4) Monitor current and predicted weather conditions
- 5) Document necessary and appropriate damage for possible claims/reimbursement
- 6) Collect damage assessment documentation
- 7) Update Web EOC as warranted with relevant information
- 8) Initiate planning process for transition from Response phase to Recovery

### Logistics

- 1) Make contact with vendors
- 2) Fulfill requested resource request; secure additional request as possible; contact local vendors or OES for mutual aid requests
- 3) Support any field evacuation operations

### Finance

- 1) Track expenditures of personnel, equipment, and related purchases
- 2) Track receipts and financial records
- 3) Pay for any immediate storm related costs

## AFTER

### Recovery

Planning for recovery should start during the response phase. While there is no specific time when the response phase transitions to the recovery phase, it will probably occur after the storm has passed through the area. Even though there may still be a number of calls for service because of the impact, the intensity has subsided. The EOC should continue to document storm related expenses for potential reimbursement.





### Management

- 1) Orchestrate support of recovery efforts
- 2) Ensure needed city operations/services are in place
- 3) Continue to release relevant public information and media reports
- 4) Review EOC operations and staffing and adjust appropriately

### Operations

- 1) Continue support of field operations transitioning from response to recovery using appropriate protocols and procedures
- 2) Oversee damage clean up and debris removal
- 3) Continue support of any shelter locations until shelter or EOC is closed
- 4) Oversee re-opening of closed roadways and removal of barricades and other traffic notification devices
- 5) Oversee restoration of utilities
- 6) Assist in collecting damage assessments
- 7) Support re-entry process of evacuated resident

### Planning

- 1) Continue to document and track recordings of activities
- 2) Draft EOC deactivation plan
- 3) Monitor any relevant weather-related activity
- 4) Coordinate re-entry process and operations of any evacuated residence
- 5) Collect damage assessment reports

### Logistics

- 1) Support local assistance centers, Small Business Administration (SBA) assistance
- 2) Continue to support field operations by obtaining necessary resources either from local vendors or mutual aid
- 3) Support reentry process of evacuated residents
- 4) Support any evacuation or sheltering operation and assist in transition for closing

### Finance

- 1) Pay for any outstanding incident related expenses
- 2) Collect expense reports, prepare summary reports; submit forms for possible claims and/or reimbursement; use appropriate forms for reimbursement
- 3) Support local assistance centers, Small Business Administration (SBA) assistance

An After-Action Report should be generated; these should include any improvement suggestions and plans. Suggestions and plans should have an effect on mitigation and preparation efforts.



## BEFORE

### Mitigation

Weather history has shown that weather patterns change. The actual start date and intensity of winter weather varies; however, knowing that the area tends to experience winter storms regularly allows for actions that could mitigate their impact. This could include the following:

- Maintaining and clearing storm drains inlets and pipelines
- Maintaining and clearing of creeks, trash ramps, and trash bars
- Maintaining creek and drain monitoring equipment
- Continual street sweeping activity to prevent the intrusion of debris into storm drain system
- Regular maintenance, repairs and upgrades of storm water and sanitary sewer pumps, pump stations and related equipment
- Drafting of storm response plans
- Removal of debris or dead plants or trees in advance of storm season
- Ensure tree and branch maintenance near power lines
- Ensure needed storm response supplies are stocked, including sandbag equipment, generators have been serviced and fuels and barricades are workable and in stock
- Encourage residents to register for Contra Costa County's CWS Alerts
- Reminding residents to "storm ready" their property, check and restock emergency supplies, and have plans in case of power outages; utilizing community groups to educate public on storm preparations
- Maintain updated information on shelters and evacuation centers
- Provide staff with seasonal weather outlook from National Weather Service (NWS)
- Remind residents who live adjacent to a creek to minimize flow impact by keeping the creek clean and clear of debris

Mitigation efforts also should be coordinated and in concert with the Hazard Mitigation Plan (2018), neighboring jurisdictions and the County.

### Preparation

During winter storm season, it is important that people are prepared for and know how to respond.

Since various departments are designated as first responders (fire, police and public works), they should stay updated on current and upcoming weather conditions. When a storm is predicted for the area, departments should make appropriate plans based on the potential impact. This could include:

- Staging of resources or material at strategic locations
- Staffing personnel to ensure adequate coverage
- Notifying residents
- Staff meetings or planning sessions
- Monitoring of storm's progress
- Contacting NWS
- Interacting with county allied agencies
- Checking equipment and supplies
- Refueling of vehicles in accordance with storm readiness plans
- Inspect known local "hot spots"
- Review local tide charts

**Lead agency:** El Cerrito Public Works Department

**Support agencies:** El Cerrito Police Department  
El Cerrito Fire Department  
Contra Costa County OES



This annex has been reviewed and accepted by:

\_\_\_\_\_  
El Cerrito Public Works

\_\_\_\_\_  
Date

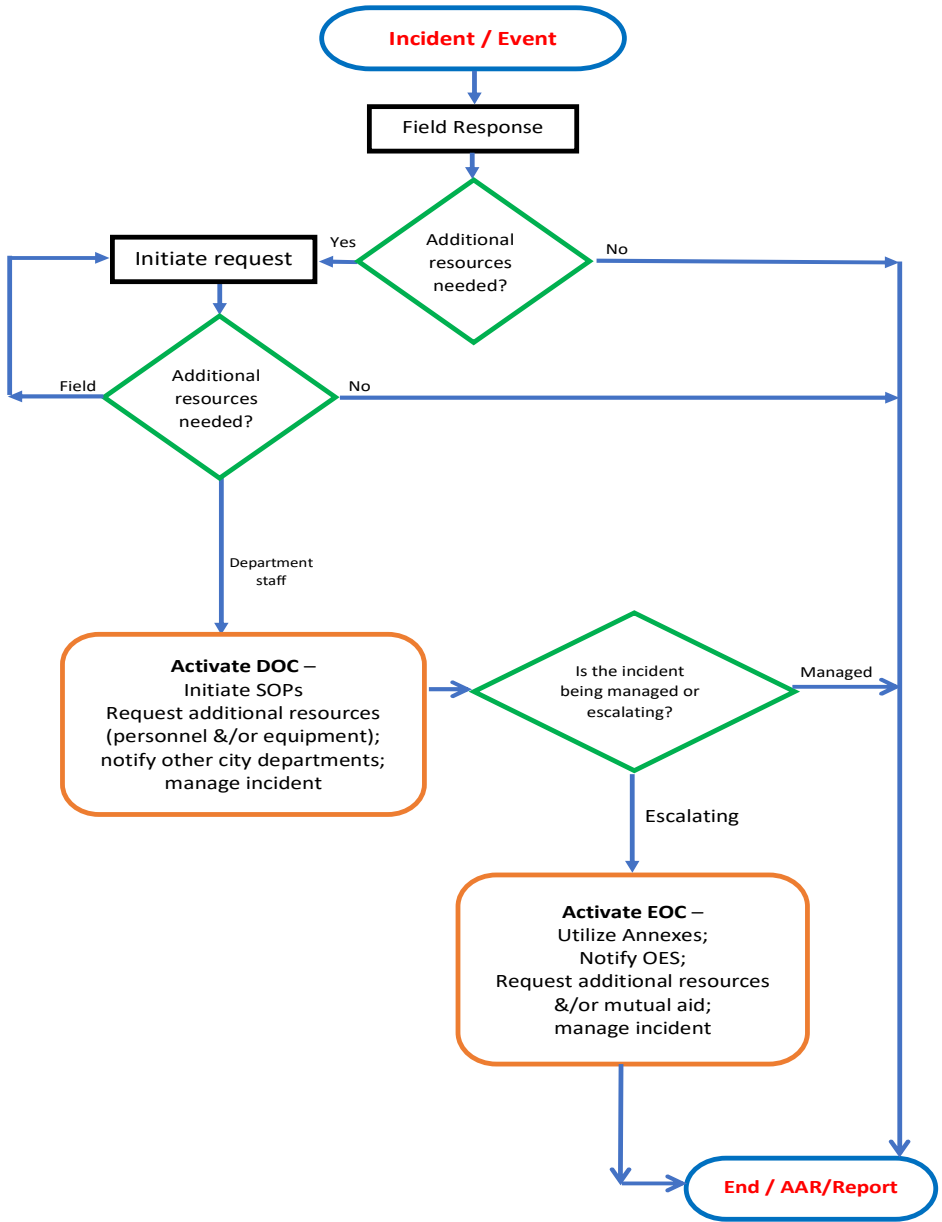


Potential Severe Weather incident timetable

Flood/ Winter Storm	Incident			
	+1 Hour	+2 Hours	+6 Hours	+10(+) Hours
<b>Management</b>	Activate EOC Initial Press Release/press conference	Policy meeting to determine next steps	Updated Press release	Determine when "All clear" Plan for next cycle of operations if needed Emergency declaration if needed
<b>Operations</b>	Activate section Order Public Works equipment CERT activation Support field incidents responders	Enforce road closure Deploy 1 <sup>st</sup> responders CERT deployment	Enforce road closure Begin damage assessment	Enforce road closure Report damage assessment Inspect buildings/tag Clear debris/roadways Plan for next cycle of operations if needed
<b>Planning</b>	Activate section Brief Section Coordinators on NWS update Calculate and map inundation area	Brief Section Coordinators on NWS update Calculate inundation area	Brief Section Coordinators on NWS update Collect damage assessment data	Brief Section Coordinators on NWS update Collect damage assessment data Plan for next cycle of operations if needed
<b>Logistics</b>	Activate section Request PW equipment Establish contact w/ vendors if necessary	Arrange delivery of needed PW assets	Continue to support	Continue to support Plan for next cycle of operations if needed
<b>Finance</b>	Activate section Account for activated personnel (EOC & field personnel assigned to incident) Establish contact w/ vendors if necessary	Start process of keeping track expenditures	Continue to support	Tabulate damage costs and expenditures of County resources Plan for next cycle of operations if needed



**ANNEX 9 CARE AND SHELTER**





Overview

Following a major disaster many residents may be unable to use or return to their residents, have no alternate housing and/or transportation to another location may be impossible or delayed. Therefore, it may necessary for El Cerrito to provide temporary sheltering locations. The Care and Sheltering of local residents reside with the City; working collaboratively with County OES and the local Red Cross chapter, locations have been identified that comply with established guidelines for either evacuation centers or shelter locations.

Purpose

This Annex provides information and guidance that are specific to planning, response and recovery actions that may be necessary to manage care and sheltering situations. This annex applies to large scale disaster or catastrophic situations and not day -to-day emergencies.

Preparation

In advance and in preparation working in collaboration with Contra Costa County Office of Emergency Services, Contra Costa County Employment and Human Services, and the local American Red Cross chapter, El Cerrito will pre-designate suitable, acceptable and qualified care and shelter locations which comply with current standards.

Shelter staff members will receive appropriate training on care and management from xxxxxx.

Commented [SB2]: Does the City have designated shelters and who trains the staff?

Accommodations will take in consideration people with disabilities and access and functional needs.

Response

Lead agency: El Cerrito Recreation Department

- Support agencies: El Cerrito Police Department, El Cerrito Fire Department, El Cerrito Public Works, Contra Costa County OES, American Red Cross, Contra Costa County Human Services

Shelter operations may be supported by community-based organizations, faith-based organizations, and non-profit organizations.

Duration and scope of local shelters will be proportional to the situation's severity and assistance needed.

Activation

During an emergency or disaster, the EOC will be monitoring the situational status of the current incident and the displacement of residents. Based upon intelligence and information from field operations sent to the EOC Planning Section and other section, the EOC Director will determine the need to activate and direct the Care and Shelter Branch to oversee and support the opening of shelters for affected residents.

Notification

The EOC Public Information Officer (PIO), working with the Care and Shelter branch to coordinate messages and notifications, will communicate the location shelters and other relevant information.



## Set Up and Staffing

Various facilities in Contra Costa County have been designated as general population shelters capable of being set-up to receive residents. The American Red Cross maintains the National Shelter System (NSS) database of qualified shelter locations. XXXXXX has been designated as a shelter location for the City of El Cerrito.

Commented [SB3]: See note above

A local Care and Shelter Coordinator will be designated. Additional staff will be supplied by the city and supplemented by Red Cross and Human Services Agency volunteers. CERT team members who have been shelter trained may also assist.

Care should be taken for individuals requiring shelter including those that may require additional assistance which may include the following:

1. Seniors residents
2. Medically fragile or dependent
3. Limited English proficiency or non-English speakers
4. Limited mobility; access and functional needs
5. Unaccompanied minors

Service animals are allowed to accompany individuals throughout all stages of a disaster.

During a disaster, mass care operations will require an influx of resources from outside the area to be fully operational. A full complement of resources will be contingent on the severity of the event, impact to transportation infrastructure and the ability to move resources and supplies into the affected area.

The Red Cross maintains Shelter Management Coordinators to support local officials and volunteers in the staffing of shelters.

Other facilities, such as faith-based organizations, may offer assistance to their organization members and others in the community. While they may receive relief supplies, organization and management would be supplied by such facilities.

**Long Term Sheltering** - There will be groups (families and individuals) that may require long term sheltering. This will be dependent on factors that arise due to the type, severity and location of the disaster. If the need for long term sheltering is determined through the local assessment process, then a request for federal assistance is made so that temporary housing resources will be provided if a federal disaster is declared. FEMA defines long term sheltering as more than two weeks.

## Demobilization

Once a shelter has been activated, the decision for the demobilization order will be a coordinated effort with the Red Cross and El Cerrito EOC. All evacuees must be returned to their homes, family member's homes, or moved to another facility before the shelter can be closed.

Factors that impact the decision to close a shelter include an urgency to return the shelter to its day-to-day use, availability of transportation, or the availability of long-term accommodations.

## Recovery

During the recovery process, emphasis will be placed on cleanup, shelter demobilization, and critiquing operational performance. The Care and Shelter staff will participate in the demobilization and recovery process; coordinate provision of support for cleanup and recovery operations, as needed; and request the provision of financial and behavioral health services for individuals and emergency workers, where appropriate.



Most of the immediate needs of the population will have been provided, and if the disaster surpasses local available resources, federal and state governments will become heavily involved in providing financial aid to victims. Local Assistance Centers (LACs) will be set up to coordinate the delivery of needed services.

The EOC Care and Shelter Branch has responsibility for phasing out the shelter facilities and assisting displaced persons in obtaining next phase temporary housing and other aid. The demobilization plan of action, drafted by the Care and Shelter Branch, will outline public/private partnership roles, responsibilities, resources, and protocols for the recovery transition period.

This document has been reviewed and accepted by:

\_\_\_\_\_  
Recreation Department

\_\_\_\_\_  
Date





## ANNEX 10 EOC ACTIVATION

### Overview

Incidents and/or events in El Cerrito may rise to a level which require significant resource and incident management support and oversight. This may be from a natural or man-made disaster or an event that has significant impact to the City. The EOC can support field operations by coordinating their resources and more efficiently assess the situation and respond to requests from the field.

### Purpose

This annex outlines the procedures and guideline for activating the EOC.

The EOC Director will determine the staffing needs for the EOC. The emergency management staff at the CCFD will maintain the list of EOC personnel and EOC teams. "SMC Alert" is used to send notification to EOC Staff. All members of the EOC Staff are responsible for ensuring their SMC Alert account information is current.

- When a major emergency or disaster strikes, centralized emergency management is necessary. The EOC provides this needed centralized management. When activated, representatives from both jurisdictions and assigned private agencies such as American Red Cross will report to the EOC to coordinate decision-making, department activities, and liaison with different levels of government as well as with private entities and non-governmental organizations.
- The EOC provides a centralized focus of authority and information and allows for face-to-face coordination among personnel who must set priorities for use of resources and evaluate the need to request mutual aid.
- The role of the EOC is to support Field Operations, coordinate with Contra Costa County Operational Area, other neighboring city EOCs and various Department Operations Centers.
- Field Incident Commander(s) has/have the responsibility to report his/her/their incident status and necessary resource requests, to manage the incident, to the EOC's and DOC's. The EOC's and DOC's then communicate all incident status and needed resource requests to the Contra Costa County Operational Area EOC.
- All pertinent information is then used by the Policy Group and Planning to create the Action Plan for the next operational period.

### EOC Locations

The primary EOC location is:

- City Hall located at 10890 San Pablo Avenue

Alternate EOC locations include:

- Fire Station 72 located at 1520 Arlington Boulevard
- Fire Station 65 located at 217 Arlington Avenue

Use of alternate locations would be when use of the primary EOC would be or potentially be unsafe or unusable.



**EOC Functions**

Functions	Responsibility
Receive and disseminate notifications of warnings	EOC Director, Emergency Services Coordinator
Coordinate emergency operations between: <ol style="list-style-type: none"> <li>1. Contra Costa County Operational Area, Cities, towns, local and state agencies, different levels of government</li> <li>2. Special districts, Utility companies, school districts, non-profit organizations and outside agencies</li> <li>3. The media and general public</li> </ol>	<ol style="list-style-type: none"> <li>1. All EOC Sections</li> <li>2. EOC Agency Representatives</li> <li>3. Public Information Officer (PIO) and Joint Information Center (JIC)</li> </ol>
Develop polices and determine if a local proclamation is needed	EOC Director
Develops objectives, disseminate public information, provide legal advice,	EOC Management Section
Develops strategy to implement objectives and the allocation of resources based on policy	Operations Section
Collect Intelligence and disseminate information to EOC, Department Operating Centers (DOC), and Operational Area EOC. (Operational Area will contact State and Federal agencies on behalf of the local jurisdictions.)	Planning Section
Coordinate the logistics support of resources and personnel and ensure the integrity of communications and information services. Work with Finance to track all contracts to assure reimbursement.	Logistics Section
Track costs of response personnel, equipment, and damage to county property. Coordinates the financial recovery of the county. Ensure that there are policies regarding bidding in regard to contract work during an emergency.	Finance Section

**Response**

**When to Activate the EOC**

The EOC is activated at the request of field response personnel (Incident Commander or field supervisor), Department Operation Centers (DOCs) or senior fire, police or public works official to provide support during any significant incident or event.

If the activation of the EOC is needed, the Emergency Services Coordinator or their designee will contact the City Manager. If the City Manager is not available, they will attempt to contact his or her alternate.

**Levels of EOC Activation**

The City has three (3) levels of EOC activation:

- **Level 1– Minimum Staffing** Key personnel needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. (Usually used during a warning phase or a build-up phase.) At the discretion of the Director of Emergency Services the EOC may not be physically set up at this level. Normally this level consists of the Emergency Services Coordinator monitoring the situation.
- **Level 2 – Partial Staffing.** Additional personnel for specific functions needed to conduct operations as designated by the Incident Commander and the Director of Emergency Services or designee. This can include a person from the Logistics section to order supplies, a person from



the Plans section to track the situation status, and one more members of the Operations section, including Fire, Law, EMS and Care and Shelter. One or more of the DOCs may be activated depending on the nature of the incident.

- **Level 3 – Full Staff.** The level of activation would be a complete and full activation with all organizational elements at full staffing according to the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Level	Operational Status	Trigger Event/Situation <i>(examples include but not limited to)</i>	Activities
<b>Level 1</b> Minimal Staffing	Emergency Services Coordinator	<ul style="list-style-type: none"> <li>• Small incident or event</li> <li>• One site</li> <li>• Potential threat of:               <ul style="list-style-type: none"> <li>○ Flood</li> <li>○ Severe storm</li> </ul> </li> <li>• Escalating incident</li> </ul>	<ul style="list-style-type: none"> <li>• Situational Analysis</li> <li>• Public Information</li> <li>• Response Coordination</li> <li>• Resource Coordination</li> <li>• Reporting to State</li> </ul>
<b>Level 2</b> Partial Staffing	Management, EOC Section Coordinators, Branches/Divisions/Units Liaison/Agency reps	<ul style="list-style-type: none"> <li>• Large scale evacuations</li> <li>• 2+ incident sites</li> <li>• Severe Weather Warning</li> <li>• Earthquake with minor damage</li> <li>• Major scheduled event</li> </ul>	<ul style="list-style-type: none"> <li>• Situational Analysis</li> <li>• Public Information</li> <li>• Response Coordination</li> <li>• Resource Coordination</li> <li>• Logistics Support</li> <li>• Reporting to State</li> </ul>
<b>Level 3</b> - Full Staffing	All positions (as required)	<ul style="list-style-type: none"> <li>• Large Winter Storm</li> <li>• Terrorist incident</li> <li>• Major Earthquake</li> <li>• Regional Disaster</li> <li>• Major Wildland Fire in Urban interface</li> <li>• Other events as required</li> </ul>	<ul style="list-style-type: none"> <li>• Situational Analysis</li> <li>• Public Information</li> <li>• Response Coordination</li> <li>• Resource Coordination</li> <li>• Logistics Support</li> <li>• Recovery Operations</li> <li>• Sustained Operations</li> <li>• Reporting to State</li> </ul>

**EOC Activation and Staff Notification Procedures**

In the event of any significant incident a police, fire, or public works supervisor will make recommendations if EOC activation is needed. He/she will then contact the City Manager and recommend activation based upon the severity of the incident and/or the City’s needs. Escalating or intensifying incidents may warrant EOC activation.

Upon permission to activate, the requesting supervisor will:

- Determine which EOC positions need to be activated and initiate recall of personnel
- Notify EOC Staff of the EOC activation and who needs to respond
- Contact County OES with the following information:
  - The EOC is being activated at Level 1, 2, or 3
  - EOC contact number will be established by initial EOC responders
  - First arriving EOC staff will fill needed EOC positions regardless of usually assigned roles
- Contact Police and Fire Dispatch Centers with activation information
- Set up EOC
  - Send a Status Report as soon as possible to County OES



- Create a Jurisdiction Situation Report in Web EOC and/or hard copy
- Initiate use of form ICS 211 Personnel Check In
- Use form ICS-214 Unit Log to document all activities in your unit or section
- Start an incident in Web EOC to document all EOC activities, resources and mission requests, so jurisdictions involved in the response may see the situation status and resources being requested.
- Issue any alerts community, warnings or notifications
- When EOC staff arrives begin situation briefing. Establish an Emergency Action Plan (EAP), set objectives and priorities, establish operational periods, and begin planning cycle

## EOC Activation – “The First Hour”

When the EOC is activated, staff will typically be arriving at various times depending upon their availability and response time. Since all personnel will not normally respond at the same time, the first arriving personnel should begin the process of setting up the EOC and begin evaluating the incident.

### Initial Organization:

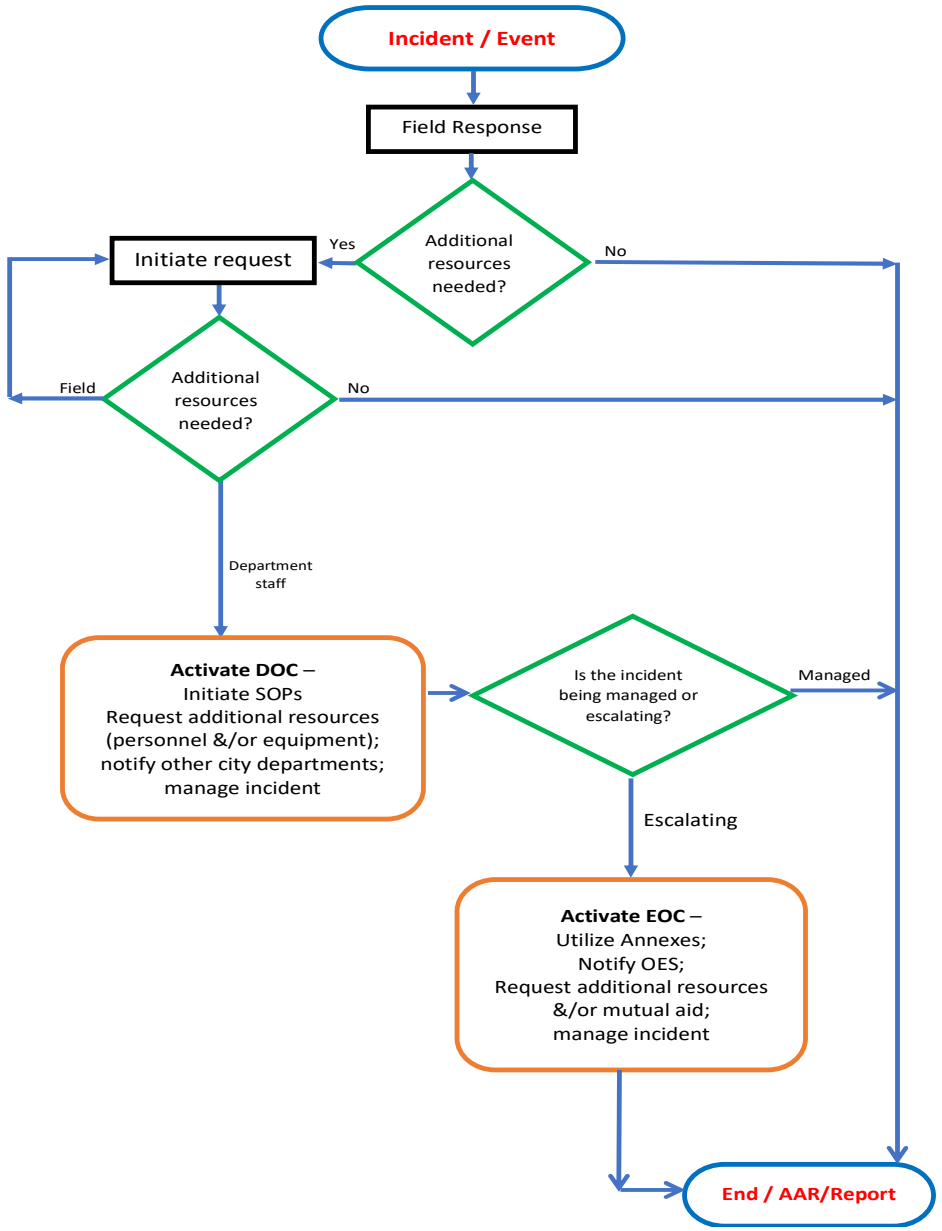
1. Establish a Chain of Command
  - Who is in Charge? (EOC Director)
  - Which sections of the EOC organization are needed?
2. Initiate contact with Field Operations
  - Determine the complexity and initial assessment (Initial Damage Estimate –IDE)
  - Identify committed resources
  - Identify requested resources
  - Check with Public Safety (Police & Fire) communications
  - Check Web EOC
  - Refer to City’s EOP
3. Notify Operational Area (Op Area) – Contra Costa County OES that the EOC is open

### Priorities:

1. Support Life Safety Efforts
  - What are the risks for public and first responders?
  - What are the personnel and resource needs?
  - Expand notifications – staff and public
  - Identify the needs for potential:
    - ✓ Evacuation Center
    - ✓ Shelter location(s)
    - ✓ Disaster Assistance Center
2. Support incident stabilization
  - Determine if this is a stable incident or an escalating incident
  - Are the City/Town services to be continued
  - Evaluate economic impact to community
  - Which department can support first responders?
3. Support Property Protection
4. Support Financial Stability



**ANNEX 11 DE-ENERGIZATION**





## Purpose

This plan outlines procedures that guide the City to the de-energization of electrical systems due to extreme fire danger conditions. This is a supporting plan to the El Cerrito Emergency Operations Plan (EOP) and can be used for any long-term power outage.

## Background

Wildfire risk can increase when several factors are combined which include high temperatures, sustained high and peak winds, and a substantially low of humidity. During these conditions, electrical transmission and distribution lines may ignite fires if they are downed by winds and/or trees. To reduce the chance of accidental fire ignition in certain areas, Pacific Gas & Electric (PG&E) has stated that they may de-energize electrical grids or blocks off an area(s) in advance of or during periods of heightened risk conditions.

De-energization of electrical systems in affected areas may pose a life-safety risk to residents and impact other infrastructure systems. De-energization may also impact the capabilities of local agencies to respond to wildfire due to loss of alert & warning and public information communications systems including internet and cellular towers, inability to monitor or maintain water supplies, and a loss of traffic control systems that could support evacuation. This Plan is intended to provide guidance on how to prepare for and respond to these events.

## Objectives

1. Provide protection of life, property, the environment and restoration of services to the community.
2. Maintain situational awareness on any potential de-energization-related impacts to the area; provide regular updates to impacted and/or affected residents
3. Establish thresholds for notifications, coordination efforts, activations, increased staffing, etc.
4. Communicate with and advise potentially impacted communities. Attempt to pre-notify areas that might be affected.
5. Establish and maintain communications among PG&E, the Operational Area Emergency Operations Center (EOC), field resources, and City stakeholders.
6. Communicate with PG&E regarding affected areas to facilitate public information and to prioritize resumption of services, if applicable.

## Threat Assessment

PG&E will monitor and assess various conditions that may affect the de-energization of an area. Factors considered by PG&E when determining whether to shut down power include:

- A Red Flag Warning declared by the National Weather Service
- Low humidity levels, generally 20 percent and below
- Forecasted sustained winds above approximately 25 mph and wind gusts in excess of approximately 45 mph
- Site-specific conditions such as temperature, terrain and local climate
- Condition of dry fuel on the ground and live vegetation (moisture content)
- Information from PG&E Wildfire Safety Operations Center and Cal OES

Per the California Public Utilities Commission, state utilities will de-energize only if the utility "reasonably believes that there is an 'imminent and significant risk' that strong winds may topple power lines or cause major vegetation-related damage to power lines, leading to increased risk of fire."



In the event of a Public Safety Power Shutoff, PG&E will advise their customers, public safety authorities, first responders and local municipalities.

Following de-energization, PG&E crews will work to inspect the lines and safely restore power to customers. If the extreme weather occurs overnight, inspections would take place during day light hours, power should be restored within 24-hours in most cases. However, depending on conditions or if any repairs are needed, outages could last up to 7 days or beyond.

### Potential Effects

#### General:

- Loss of functionality of commercial and public-sector communications systems including wireless voice/data, land mobile radio, cable television and internet
- Loss or degradation of public/private water and wastewater systems including monitoring, pumping, and treatment
- Loss of traffic monitoring systems and signals
- Impacts to critical facilities including public safety and healthcare infrastructure
- Impacts on commerce including loss or degradation of electronic points of sale, gas station pumps, security systems, and refrigeration
- Potential for increased public concerns about the security of places served by electronic security systems

#### Access and Functional Needs (AFN) Populations:

- Loss of power could significantly impact individuals dependent on durable medical equipment, wheelchair charging, and specialized communication devices
- PSPS events may socially and physically isolate individuals with communication barriers when communications systems connected to the power grid are disrupted
- Elderly people and those sensitive to temperature variations are at increased risk during extremely hot weather when air conditioners may not function
- Potential disruptions to public services or facilities

#### Safety:

- Loss or degradation of public safety agency voice and data communications systems
- Loss or degradation of community warning systems including internet and wireless data/cellular
- Increase 9-1-1 Communication Center call volumes
- EMS and medical facility patient surge from weather related illness or loss of power to medical equipment.
- Loss or degradation of fire suppression water supply systems
- Unsafe use of generators as alternate power supply
- Potential impact to food safety due to degraded refrigeration or unsafe preparation

### Planning and Assumptions

- Residents and vulnerable populations, including those with medical conditions requiring electricity or needing assistance, should make back-up or alternate plans for sustained power outages
- Public Work should pre-position back-up generators to assist with essential city services.

**Commented [SB4]:** Does El Cerrito maintain a list of people needing assistance?



- City should pre-plan and designate the closing of any non-essential services during a sustained power outage.
- City PIO should prescript alerts and notifications of impending power outage – “What to Do and What Not to Do”
- City Manager may consider curfew
- Weather indicators such as Red Flag Warnings and Wind Advisories will provide enough lead time to coordinate Operational Area partners and develop Public Information and warning materials regardless of potential limited PG&E notification.
- Social or healthcare support workers who provided care to vulnerable and medically fragile residents should be able to continue to provide care to their clients.
- Transportation services used by vulnerable and medically fragile individuals should be able to continue to operate but could be affected by impacted travel corridors.

### Notification

Guidelines from CPUC endorse advance notification / informing customers of the need to turn off power. Prior to termination of power, PG&E will attempt to contact customers at approximately 48 hours, 24 hours and just prior to shutting off power. PG&E will attempt to contact customers by phone call, email, and/or SMS text to contacts on file. During outages and after restoration, PG&E will attempt to send updates using the same methods. Final shutoff notifications may occur at any time, day or night. For Medical Baseline customers, PG&E will place live calls to customers who aren't reached by the initial automated alerts and will send a PG&E representative to check on customers they are unable to contact with the live call. If the customer does not answer the in- person contact, PG&E will leave an informational door hanger. PG&E has indicated that they will not undertake any other additional outreach.

PG&E will attempt to contact public safety agencies and/or local governments prior to customer notification as conditions permit. Per the CPUC, “... utilities must also notify, as feasible, fire departments, first responders, critical facilities, other potentially affected entities, and the CPUC before de-energizing.”<sup>2</sup> Per PG&E's Public Outreach, Notification, and Mitigation Plan, “If possible, based on conditions, PG&E will provide notice to cities, counties, and emergency response partners in advance of notifying customers about a potential Public Safety Power Shutoff.”<sup>3</sup> PG&E may provide descriptions or maps of areas served by circuits selected for de-energization as conditions permit.

#### *Initial Operational Area Notification*

- If the threat of de-energization is potentially significant, and upon receipt of information from PG&E, the Contra Costa County Office of Emergency Services (OES) will notify local governments, County departments, and public safety agencies.

#### *Operational Area Multi-Agency Coordination Conference Call (MAC Calls)*

- In the case of a wide-spread de-energization, a county-wide conference call may be warranted. Contra Costa County OES staff will schedule an *Operational Area Multi-Agency Coordination Conference Call*. OES staff will invite potential participants and lead the call to share emergency information and coordinate efforts.

### Risk Communication & Public Information

During any emergency, risk communication and public information is a critical component of response activities. Appropriate and timely communication of credible information will assist in reducing life safety threats and address public concerns.





Emergency information that may be used include mass media and social media. The 211 system may be utilized. Alert & Warning systems – such as Contra Costa Community Warning System and the Integrated Public Alert and Warning System (IPAWS) (which includes wireless emergency alerts [WEA], emergency alert system [EAS]) – may be used only if there is a concurrent imminent life safety threat, such as wildfire.

All messages to traditional and social media will be coordinated by the PIO. Safety messaging may include power outage guidance<sup>4</sup> and safe generator operations.