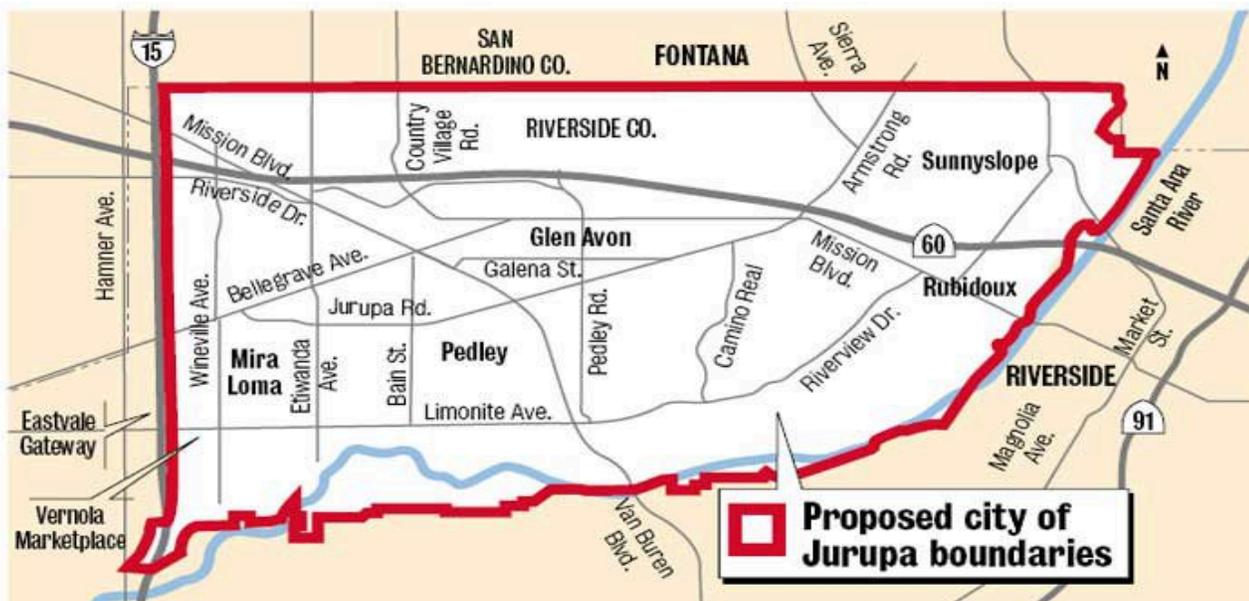




Emergency Operations Plan (EOP)

**Part I:
Basic Plan
April, 2011**
Revised 2018



EOP REVISION HISTORY

Revision Date	Section of Plan Revised	Revised by
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EOP DISTRIBUTION

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City Manager	
Assistant City Manager	
Emergency Services Manager	
City EOCs	
Fire Chief	
Police Chief	
Director of Public Works	
Director of Finance	



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City of Jurupa Valley Emergency Operations Plan

Part I: Basic Plan



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SECTION 1: INTRODUCTION

1.1 Objectives

The City of Jurupa Valley Emergency Operations Plan (EOP) addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting the City of Jurupa Valley. This EOP describes the operations of the City of Jurupa Valley Emergency Operations Center (EOC), which is the central management entity responsible for directing and coordinating the various City of Jurupa Valley Departments and other agencies in their emergency response activities.

This EOP is designed to establish the framework for implementation of the California Standardized Emergency Management System (SEMS) for the City of Jurupa Valley, which is located within the Riverside County OA and Mutual Aid Region VI as defined by the Governor's Office of Emergency Services (Cal OES). By extension, the plan will also implement the National Incident Management System (NIMS), which is being integrated into SEMS at the Governor's directive (Executive Order S-2-05). The plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the City of Jurupa Valley and Riverside County, special districts, and State agencies, in emergency operations. This document is operational in design.

Departments within the City of Jurupa Valley that have roles and responsibilities identified by the plan need to develop and maintain their own department-specific or local EOP's including Standard Operating Procedures (SOP's), detailed emergency response position checklists based on and consistent with the provisions of this plan.

Figure - 1 presents the overall comprehensive emergency management planning system. It summarizes the relationship of this EOP with the various other emergency planning documents in use in the City of Jurupa Valley. This EOP defines the overall structure of emergency operations in Jurupa Valley and presents the big picture context within which the other emergency operations planning documents reside. The associated functional response plan annexes provide detailed plans for selected functions that may be performed for any type of disaster while the hazard-specific response plan annexes provide detailed plans associated with specific hazards. Together, the documents identified in Figure 1-1: City of Jurupa Valley Emergency Management Planning System

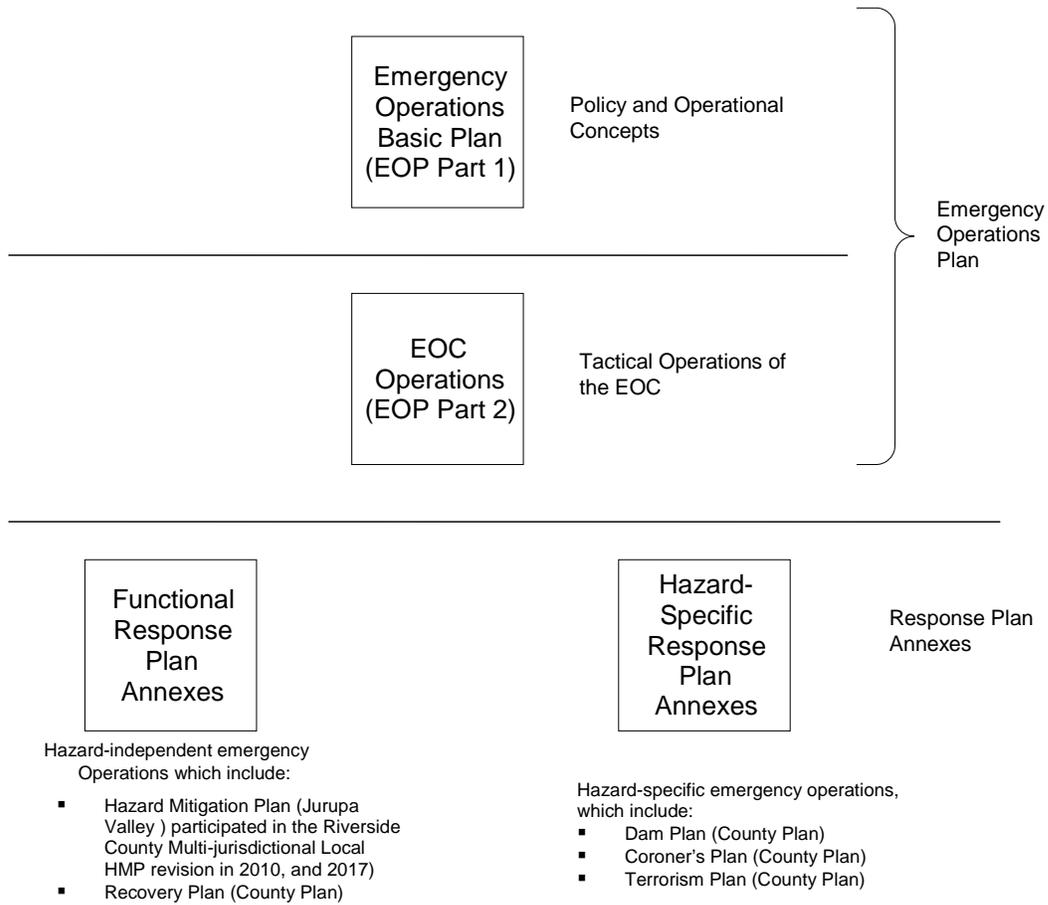


Figure 1-1: City of Jurupa Valley Emergency Management Planning System

1.2 Authorities

The following provides emergency authorities for conducting and/or supporting emergency operations:



Federal

- Federal Civil Defense Act of 1950 (Public Law 920, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Army Corps of Engineers Flood Fighting (Public Law 84-99)
- Federal Communications Corporation (RACES)

State

- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- SEMS Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and California Government Code §8607 et seq.).
- Executive Order S-2-05 regarding integration of NIMS into SEMS.
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, §§2720 – 2728 of the California Code of Regulations and California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5).
- California Department of Water Resources Flood Control (California Water Code § 128).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a STATE OF EMERGENCY.
- Orders and Regulations which may be Selectively Promulgated by the Governor to take effect upon the existence of a STATE OF WAR.

Local

- City of Jurupa Valley Municipal Code Title 2, Chapter 3 Disaster Relief, Ordinance 2011-02 adopted July 11 2011.
- Riverside County Emergency Services Ordinance 533, adopted August 23 2005, by the Riverside County Board of Supervisors.
- Resolution, adopting the California Master Mutual Aid Agreement, adopted Jan 4 2012.
- Resolution 2011-02, adopting Workmen's Compensation Benefits for Disaster Service Workers, adopted July 11 2011.
- Resolution 2012-01, adopting the Emergency Operations Plan, adopted Jan 4 2012.
- Jurupa Valley Resolution 2012-01 adopting the OA Agreement and SEMS, _____ (Date) Jan 4 2012.
- Jurupa Valley Resolution 2012-01 adopting DSW, Jan 4 2012
- Jurupa Valley Resolution 2012-01 adopting NIMS, Jan 4 2012
- Jurupa Valley Resolution 2012-01 adopting Master Mutual Aid _____



References

- Federal Disaster Relief Act of 1974 (PL 93-288) Section 406 Minimum Standards for Public and Private Structures
- California State Emergency Plan
- California Master Mutual Aid Agreement
- California Law Enforcement Mutual Aid Plan
- California Fire Service and Rescue Mutual Aid Plan
- California Coroner's Mutual Aid Plan
- Disaster Service Worker Regulations, Adopted by the California Emergency Council on March 30, 1971 and further amended May 13, 1977 and January 9, 1979

1.3 Document Organization

This EOP is divided two major parts:

Part 1 – Basic Plan

The Basic Plan provides an overview of the Emergency Operations system at the policy and operations levels. The first five sections of the plan address policy-level issues and provide an overview of the organizational, legal, and management concepts that are in place for the City of Jurupa Valley. The primary audiences for these sections are City of Jurupa Valley Executives, City Emergency Services Program, City of Jurupa Valley Departmental Management, and anyone interested in getting the big picture on emergency operations in the City of Jurupa Valley.

The following sections provide the policy framework which guides the organization of the City of Jurupa Valley emergency operational procedures.

- Section 1: Introduction
Section 1 provides the objectives of the plan as well as its legal authorities and document management procedures
- Section 2: Overview
Section 2 provides an overview of emergency operations in the City of Jurupa Valley. This section describes the California Statewide Emergency Management System (SEMS)/National Incident Management System (NIMS) and the implementation of those standards within the City of Jurupa Valley. This section also discusses emergency management phases, organizational concepts, EOC activation protocols, and the procedures for issuing an emergency declaration.
- Section 3: Continuity of Government
Section 3 provides the procedures for ensuring continuity of Jurupa Valley City Government, including lines of succession and procedures for reconstituting the governing body.



- **Section 4: Mutual Aid System**
Section 4 provides an overview of the mutual aid system in California and discusses the City of Jurupa Valley's role in that system.
- **Section 5: Hazard Identification**
Section 5 provides a summary of the hazards that are faced by the City of Jurupa Valley. This section refers to the Riverside County Multi-Jurisdictional LHMP in which the City of Jurupa Valley participated as a submitting jurisdiction (annex).

The next five Sections of the plan provide a discussion of the organization and operation of the EOC during preparation, response, recovery, and mitigation operations. The primary audiences for these sections consist of City of Jurupa Valley personnel who manage and staff the EOC. It is expected that these sections will change infrequently, primarily only when there are management changes in the overall structure of the EOC or significant changes in its operating procedures.

- **Section 6: Preparedness Phase Operations**
Section 6 discusses policies and procedures undertaken by the City of Jurupa Valley to increase its state of readiness. This section addresses both general preparations such as training and hazard mitigation, as well as special procedures when a heightened state of alert occurs.
- **Section 7: Response Phase Operations**
Section 7 discusses the operational policies and procedures that are used by the City of Jurupa Valley EOC during response operations. This section covers EOC activation policies and procedures and the Departmental Operations Center (DOC) approach, as well as procedures for action planning, alerting, emergency communications, requesting mutual aid, performing damage assessment, information management, and the management of public information.
- **Section 8: Recovery Phase Operations**
Section 8 discusses the operational policies and procedures that are used by the City of Jurupa Valley EOC during recovery operations. This section addresses damage recovery and safety assessments, as well as the procedures related to reimbursement processing.
- **Section 9: Mitigation Phase Operations**
Section 9 discusses the hazard mitigation program that the City has implemented. This section presents an overview of the processes in place and a summary of the Multi-Jurisdictional LHMP prepared by Riverside County and approved by FEMA in May 2005. The City of Jurupa Valley participated in the LHMP revision in 2012 as well as 2017 as a submitting jurisdiction (annex).
- **Section 10: Legal Citations**
Section 10 provides the text of key legal references cited with this EOP.



Part 2 – Supporting Documents

Part 2 consists of detailed information that will be used by each staff member in the course of doing his or her job within the EOC. This material consists of checklists and other reference data to be used by each staff member. The objective of Part 2 is to provide a concise package of materials for each EOC staff member during an emergency.

The material in Part 2 must be kept up-to-date and is expected to change on a regular basis. At a minimum, after every EOC activation and exercise, it is expected that the materials will be updated to reflect any lessons learned.

1.4 Document Management and Distribution

The City of Jurupa Valley EOP will be reviewed and revised if necessary by the City of Jurupa Valley Emergency Services Manager/Team on an annual basis as to comply with National Incident Management System procedures. In addition, the plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management operations change. Records of revisions to the EOP will be maintained by the City's Emergency Services Manager on the register in the prologue of this document.

Those agencies having assigned responsibilities under this plan are obligated to inform the City's Emergency Services Manager when organizational or operational changes occur or are imminent. Proposed changes will be submitted in writing to the City's Emergency Services Program. Changes will be published and distributed to City departments.

1.5 Abbreviations and Acronyms

Appendix A provides a list of abbreviations and acronyms used in this document.



SECTION 2: OVERVIEW

2.1 *Concept of Operations*

This EOP addresses the entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters. A buildup or warning period will precede some emergencies, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the EOC, and efficient and coordinated mobilization and deployment of resources. All departments of the City must be prepared to promptly and effectively respond to any foreseeable emergency; taking all appropriate actions, including requesting and providing mutual aid.

2.2 *Emergency Management Phases*

Emergency management activities during peacetime and national security emergencies are associated with four federally defined phases, namely:

- Preparedness
- Response
- Recovery
- Mitigation

The following sub-sections provide a definition and overview of each of these phases. Detailed operational procedures employed by the City of Jurupa Valley during each of these phases are discussed in the following Sections of this EOP:

- SECTION 6: Preparedness Phase Operations
- SECTION 7: Response Phase Operations
- SECTION 8: Recovery Phase Operations
- SECTION 9: Mitigation Phase Operations

2.2.1 **Preparedness Phase**

The Preparedness Phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises, and public education.

During the Preparedness Phase, the City will place emphasis on the following activities:

- **Training** of full-time and auxiliary emergency management personnel.



-
- **Conducting exercises** to ensure that all EOC participants are prepared to respond effectively in the event of an activation of the EOC. Exercises will be conducted as per SEMS/NIMS requirements. This includes two exercises per year. One exercise must be with multiple jurisdictions and the other may consist of a drill, functional exercise, or real event (activation) in compliance with all applicable State and Federal guidelines.
 - **Emergency planning** to ensure that operating plans and their associated support documentation are current and accurate, the City's Emergency Services Manager, in cooperation with other City departments, is responsible for ensuring that these planning documents are kept up-to-date.
 - **Public awareness and education** to inform the public about City preparation and mitigation activities.
 - **Resource management** to ensure the availability of sufficient resources to cope with emergencies. The City's Emergency Services Manager is responsible for the coordination and maintenance of emergency communications systems, warning systems, and emergency equipment, and for ensuring that the EOC is maintained in an operable condition.

Increased Readiness

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, the City of Jurupa Valley will initiate actions to prepare for the incident. This may involve setting up a Management Watch, alerting appropriate departments and agencies, and in some instances alerting the public.

Events that may trigger Preparedness Phase activities include:

- Local emergency;
- Issuance of a credible long-term earthquake prediction;
- Receipt of a flood advisory or other special weather statement;
- Receipt of a potential dam failure advisory;
- Initiation of rolling blackout or other power failures;
- An unusual pattern of disease reporting;
- Notification of actual or threatened cyber events;
- Conditions conducive to wild land fires, such as the combination of high heat, strong winds, and low humidity;
- A potential major hazardous materials incident;
- A rapidly deteriorating international situation that could lead to an attack upon the United States; and
- Information or circumstances indicating the potential for acts of terrorism, violence, or civil disturbance.

If a threatening situation develops, the City Manager (EOC Director) will be notified immediately. As necessary, the Emergency Operations Center (EOC) will be



activated to the level recommended on the EOC Activation Guide, and the Policy Group may be convened to evaluate the situation and make recommendations to the EOC Director. The elements of the Emergency Operations Center will be activated as required at the direction of the EOC Director, and SEMS/NIMS will be used. Incident management will be established to direct field units. Operations will be coordinated in a centralized or decentralized mode, depending on the magnitude of the emergency situation. If the situation warrants, a “Local Emergency” may be proclaimed.

Other Preparedness Phase activities may include the following:

- Briefing of the Mayor, City Council, and other key officials and/or employees of the City of Jurupa Valley;
- Reviewing and updating of the City EOP and associated supporting documentation;
- Increasing public information efforts and warnings to threatened elements of the population;
- Accelerated training of permanent and auxiliary emergency management staff;
- Inspecting critical facilities and equipment;
- Recruiting additional staff and Disaster Service Workers;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing personnel;
 - The city will use the Emergency Contact Listing to contact employees after hours to advise them of the emergency
- Pre-positioning resources and equipment
- Contacting State and Federal agencies that may be involved in field activities;
- Testing warning and communications systems; and
- Identifying the need for mutual aid and requesting such through appropriate channels (Section 4: Mutual Aid System).

2.2.2 Response Phase

The City of Jurupa Valley’s response to an emergency can be roughly divided between initial response and extended response. The terms “initial” and “extended” imply that these aspects of response are chronological in nature. This is true in some instances; however, depending on the nature of the incident, extended response activities can begin before initial response activities are completed, or the activities can happen simultaneously. The system is intended to be flexible so that emergency personnel can engage in the appropriate actions as dictated by an incident’s characteristics.



Initial Response

The City of Jurupa Valley's initial response activities are primarily structured to minimize the effects of the emergency or disaster. This includes protection of property and human life.

Examples of initial response activities include:

- Disseminating warnings, emergency public information, and instructions to the citizens of Jurupa Valley;
- Coordinating evacuations and/or rescue operations;
- Coordinating the care of displaced persons and treating the injured;
- Clearing priority transportation routes;
- Repairing critical facilities and structures;
- Conducting initial damage assessments and surveys;
- Assessing the need for mutual aid assistance;
- Coordinating the restriction of traffic/people movement and unnecessary access to affected areas;
- Developing and implementing action plans;
- Coordination with Riverside County OA OES; and
- Making all necessary notifications, including City Departments and personnel, the Riverside County OA, and Cal EMA Southern Region.

Extended Response

The City of Jurupa Valley's extended response activities involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Examples of extended response activities include:

- Preparing detailed damage assessments;
- Coordinating the operation of mass care facilities;
- Coordinating coroner operations;
- Procuring required resources to sustain operations;
- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Coordinating restoration of vital utility services;
- Tracking resource allocation;
- Conducting advanced planning activities;
- Documenting expenditures;
- Developing and implementing Action Plans for extended operations;
- Coordination with Riverside County OA OES;
- Disseminating emergency public information;
- Declaring a local emergency; and



- Coordinating with State and Federal agencies.

2.2.3 Recovery Phase

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities, such as water and power, to mitigation measures designed to prevent future occurrences of a given threat. Recovery activities may reflect the continuation of the response phase activities (e.g., restoration of utilities), or they may include new activities wholly enacted as a part of the recovery process after the disaster has abated (e.g., removal of debris after a flood).

Examples of recovery activities include:

- Coordinating restoration of utilities;
- Debris management;
- Providing long-term recovery housing to displaced victims;
- Applying for State and Federal assistance programs;
- Coordination with Riverside County OA OES;
- Conducting hazard mitigation analyses;
- Identifying residual hazards;
- Determining and recovering costs associated with response and recovery;
- Establishing emergency index codes for cost tracking purposes.

2.2.4 Mitigation Phase

Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within the City of Jurupa Valley. Pre-disaster mitigation involves activities designed to reduce the damaging impact of a disaster should it occur at some future date.

Mitigation activities may include:

- Amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes;
- Initiating structural retrofitting measures;
- Assessing tax levies;
- Flood control projects; and
- Diminishing fuel in areas having a high potential for wild fires.



2.3 Organizational Concepts

This plan is in compliance with the SEMS in accordance with the State of California Code 8607. This plan is also fully compliant with the NIMS, which was enacted by the US Department of Homeland Security on March 1, 2004.

2.3.1 Organizational Levels

SEMS is designed to be applicable to all organizational levels and functions. There are five designated levels in the SEMS organization. The levels are activated as necessary based on the characteristics of a given incident and resource availability.

Field Response

The field response level is the level at which emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. The Incident Command System (ICS) is used to control and coordinate field-level response activities. ICS provides a standard organizational structure to facilitate coordination of multiple response organizations at the field level. Departmental operational plans describe the specifics of the implementation of ICS in the various City departments.

During a field response operation, the City EOC may or may not be activated, depending on the severity and type of incident. Generally, if day-to-day response activities can resolve an emergency situation, activation will remain at the field response level.

Local Government

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their EOC is activated or a local emergency is declared or proclaimed in order to be eligible for State funding of response-related personnel costs. Under SEMS, the local government emergency management organization and its relationship to the field response level may vary, depending upon factors related to geographical size, population, function, and complexity.

OA

Under SEMS, the OA refers to an intermediate level of the State's emergency services organization which encompasses the County and all political subdivisions located within the County, including special districts. The OA manages and/or



coordinates information, resources, and priorities among local governments within the OA, and serves as the coordination and communication link between the local government level and the regional level. The decision on organization and structure within the OA is made by the governing bodies of the County and the political subdivisions within the County.

Region

The State of California has created three OES Administrative Regions. The City of Jurupa Valley in Riverside County is part of the Southern Region. The State has been further divided into six Mutual Aid Regions. The purpose of a Mutual Aid Region is to provide for the effective application and coordination of mutual aid and other emergency related activities. The Regional level manages and coordinates information and resources among OAs within a designated Mutual Aid Region and between the OAs and the State level. The Regional level also coordinates overall State agency support for emergency response activities within the Region. The City of Jurupa Valley in Riverside County is part of Mutual Aid Region VI.

State

The State level manages State resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the Mutual Aid Regions and between the Regional level and State level, and serves as the coordination and communication link with the Federal disaster response system

2.3.2 City of Jurupa Valley EOC Interfaces

Figure 2-1 provides a diagram indicating the organizations that the City of Jurupa Valley's EOC interfaces with during an activation period. The City's EOC will direct all activities during an emergency.

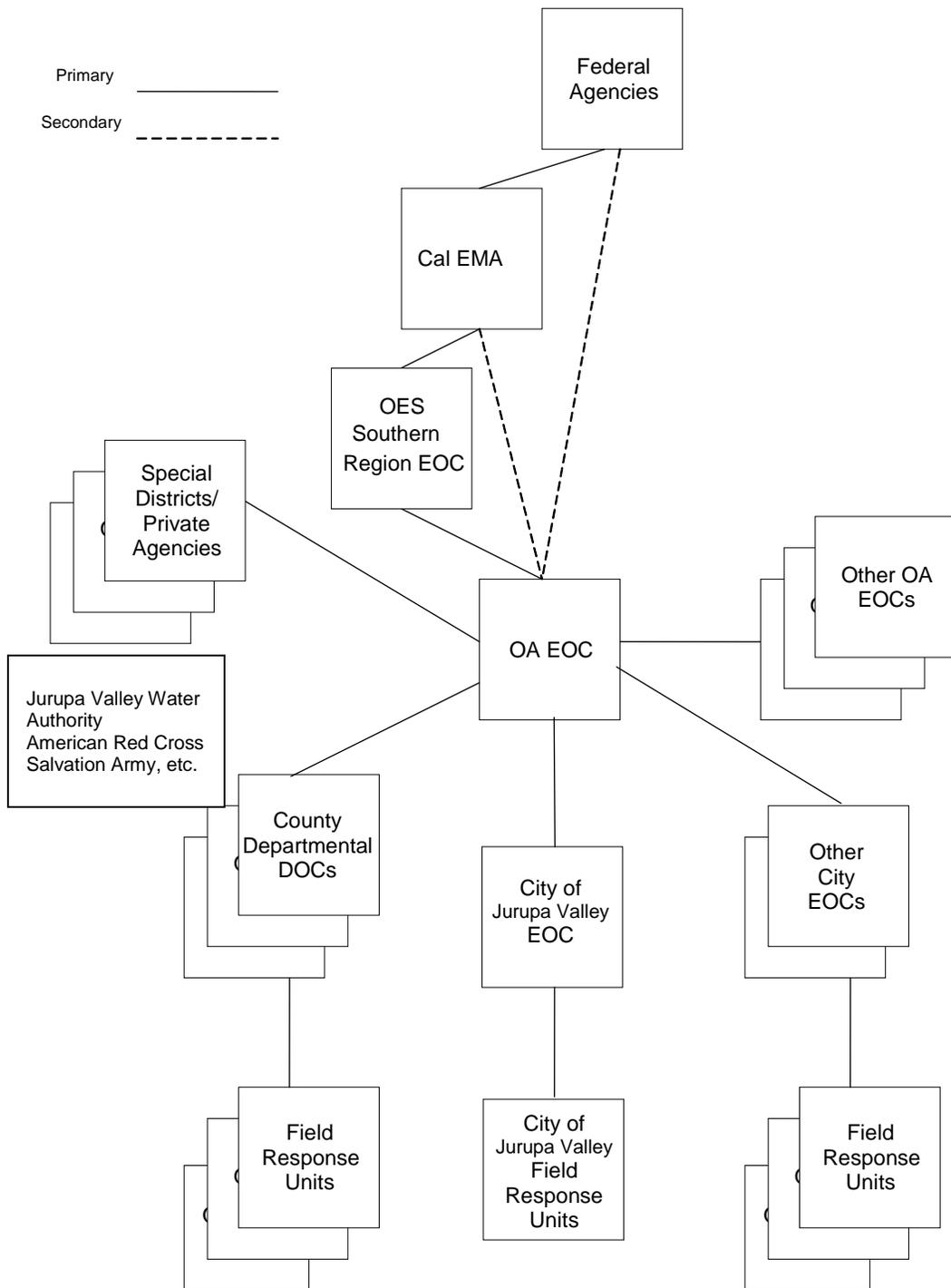


Figure 2-1: City of Jurupa Valley EOC Interfaces



2.3.3 Functional Sections

The following is an overview of the five functional organization sections of SEMS. Adopting this functional management design enables responders to consistently organize their activities in a way that meets all event needs.

SEMS has five essential functions adapted from ICS. These components, while originally designed to give direction and control only to field level responders, are also applicable at local government, OA, regional, and State levels. They are:

- Command (field level) or Management (EOC level)
- Operations
- Planning & Intelligence
- Logistics
- Finance & Administration

The system allows jurisdictions to accommodate their existing staffing patterns because it is a flexible management tool and can be molded to suit the jurisdiction's situation, not the reverse. Within the five basic functions, there are functional positions that have application to all SEMS levels. The duties and responsibilities for these functions are depicted in position checklists, which are provided for each SEMS function. A description of these positions and their checklists can be found in Part 2 of this plan.

Figure 2-2 below shows the basic functional organization outline for SEMS.

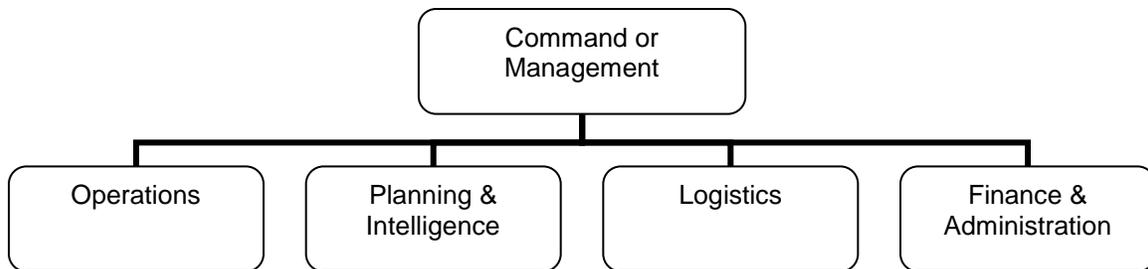


Figure 2-2: SEMS Functional Organization Outline



Command (Field Level)

Command is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

Management (EOC Level)

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Operations

Operation's is responsible for the coordinated tactical response operations directly applicable to or in support of the mission(s) in accordance with the Action Plan. Operation's coordinates support for local government's emergency response, inter-jurisdictional response, and citywide activities.

Planning & Intelligence

Planning & Intelligence is responsible for collecting, evaluating, and disseminating information, developing the EOC Action Plan in coordination with other functions, and maintaining documentation.

Logistics

Logistics is responsible for providing facilities, services, personnel, and equipment, and tracking the status of resources and materials in support of the response to the incident. Logistics also provides the necessary communications for effective response coordination.

Finance & Administration

Finance & Administration is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by other functions including all tracking and documentation of actual expenditures.

2.3.4 Policy Group

The Policy Group assists the EOC Director with the overall goals and objectives that would benefit the City during a disaster. Types of assistance include:

- Determining specific policy issues such as:
 - City of Jurupa Valley employee recall;
 - Curfew and evacuation orders;



-
- Price gouging issues;
 - Shelter activation; and
 - Activation of mutual aid agreements.
- Preparing orders and directives to be presented to the Mayor and Jurupa Valley City Council for ratification.

The Policy Group consists of the Executive Management Team, namely:

- Mayor
- City Manager
- Asst. City Manager
- City Engineer
- City Attorney

2.4 EOC Activation Protocols

2.4.1 SEMS Activation Requirements

Figure 2-3 presents the minimum statewide requirements for the activation of the various Emergency Operations Centers as defined by SEMS.



Situations Listed in Regulations	SEMS LEVELS				
	FIELD RESPONSE	LOCAL GOVERNMENT	OPERATIONAL AREA	REGIONAL	STATE
Multiple emergency response agencies	USE ICS				
Local Government EOC activated		USE SEMS	ACTIVATE if OA activated	ACTIVATE if OA activated	ACTIVATE if OA activated
Local Emergency declared or proclaimed		USE SEMS	ACTIVATE EOC	ACTIVATE EOC	
O P E R A T I O N A L W I T H I N R E G I O N A L A R E A	Two or more cities declare or proclaim a Local Emergency		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
	County and one or more cities declare or proclaim a local emergency		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
	City, city and county, or county requests Governor's State of Emergency proclamation		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
	Governor proclaims a State of Emergency for county or two or more cities		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
	Operational Area requests resources from outside its boundaries *		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
	Operational Area receives resource requests from outside its boundaries *		ACTIVATE EOC	ACTIVATE EOC	ACTIVATE EOC
			An Operational Area EOC is Activated	ACTIVATE EOC	ACTIVATE EOC
			A Regional EOC is activated		ACTIVATE EOC
			Governor proclaims a State of Emergency		ACTIVATE EOC
			Governor proclaims an earthquake or volcanic prediction		ACTIVATE EOC

Figure 2-3: SEMS Activation Requirements



2.4.2 Local Activation Authorities

Other than the above listed circumstances, the activation of the City of Jurupa Valley's EOC must be authorized. The Jurupa Valley EOC is activated by the City Manager (in his/her role as EOC Director per Municipal Code Title 2, Chapter 35, or his/her *designee*). The following City of Jurupa Valley personnel are authorized to request the activation of the City's EOC:

- City Manager
- Asst. City Manager
- City Emergency Services Manager
- Chief of Police
- Fire Chief

2.4.3 EOC Activation Levels

The City of Jurupa Valley has developed criteria that identify the events/situations that may require EOC activation. Note that there is an increased readiness concept known as "Management Watch" (described in more detail in Section 6: Preparedness Phase Operations) that often takes effect prior to formal activation of the EOC.

The City has established three levels of EOC activation. For each level, a recommended minimum staffing guide has been developed. The activation and staffing guide is depicted in the following figure.



Event/Situation	Activation Level	Minimum Staffing
<ul style="list-style-type: none"> • Severe Weather Advisory (Management Watch) • Small incidents involving two or more City Departments (one) • Flood Watch (Management Watch) • Resource request from outside the City (one) 	One	<ul style="list-style-type: none"> • EOC Director • Planning & Intelligence Chief • Logistics Chief • Representatives of corresponding City departments • Representatives of appropriate staff volunteers
<ul style="list-style-type: none"> • Moderate Earthquake • Major wildland fire affecting developed area • Major wind or rain storm • Two or more large incidents involving two or more City Departments • Flood Warning 	Two	<ul style="list-style-type: none"> • EOC Director • All Section Chiefs • Branches and Units as appropriate for the situation • Agency representatives as appropriate
<ul style="list-style-type: none"> • Major Countywide or Regional emergency • Multiple departments with heavy resource involvement • Major earthquake damage 	Three	<ul style="list-style-type: none"> • All EOC positions

Figure 2-4: EOC Activation Levels



2.4.4 EOC Deactivation

A proclaimed state of local emergency is terminated by the issuance of a proclamation by the governing body terminating the emergency.

The following City of Jurupa Valley personnel are authorized to request the deactivation of the City's EOC:

- City Manager
- Asst. City Manager
- City Emergency Services Manager
- Chief of Police
- Fire Chief

2.5 State of Emergency Declarations

There are three types of proclamations of emergency in the State of California: local emergency, state of emergency, and state of war emergency. The following sections discuss each of these proclamations.

2.6 Local Emergency

A Local Emergency may be proclaimed by the City Council or by the City Manager as specified by Municipal Code Title 2, **Chapter 2.08 (Chapter 2.3- Emergency Organization and Functions?)**, Disaster Relief.

The City Council must terminate the emergency declaration at the earliest possible date that conditions warrant. See Municipal Code Title 2, **Chapter 2.08**, Disaster Relief regarding "term" of a local emergency.

The Declaration of a Local Emergency provides certain legal immunities for emergency actions taken by City of Jurupa Valley employees. This provides protection for the City and the employees.

The proclamation of a Local Emergency provides the City Council with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency and/or request a Presidential declaration.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.



-
- Request State agencies and other jurisdictions to provide mutual aid.
 - Require the emergency services of any local official or employee.
 - Requisition necessary personnel and materials from any local department or agency.
 - Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
 - Impose penalties for violation of lawful orders.



2.7 Sample Declarations

2.7.1 Sample Proclamation Declaring a Local Emergency

**PROCLAMATION DECLARING THE EXISTENCE OF A
LOCAL EMERGENCY UNDER GOVERNMENT CODE
SECTION 8630 AND CHAPTER 2.08 OF THE
JURUPA VALLEY MUNICIPAL CODE**

WHEREAS, Chapter 2.03 of the Jurupa Valley Municipal Code authorizes the City Council to proclaim the existence of a “Local Emergency,” and delegates such authority to declare such an emergency to the City Disaster Council if the City Council is not session, and;

WHEREAS, that conditions of extreme peril to the safety of persons and property have arisen with the City of Jurupa Valley caused by _____, and;

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of a Local Emergency,

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a Local Emergency exists throughout the City of Jurupa Valley, and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Local Emergency, the powers, functions, and duties of the Disaster Council of this City shall be those prescribed by State law and the ordinances, resolution and approved plans of the City of Jurupa Valley in order to mitigate the effects of said Local Emergency, and

BE IT FURTHER RESOLVED AND ORDERED that the EOC Director or his/her successor as outlined in Chapter 2.08 of the Municipal Code, is hereby designated as the authorized representative of the City of Jurupa Valley for the purpose of receipt, processing and coordination of all **inquiries** and requirements necessary to obtain available state and federal assistance.

Dated: _____

City Manager/EOC Director

ATTEST:

City Clerk



2.7.2 Sample Proclamation of Local Emergency

CITY OF JURUPA VALLEY
RESOLUTION NO.
PROCLAMATION OF LOCAL EMERGENCY

WHEREAS, Ordinance No. 28 of the City of Jurupa Valley empowers the Director of Emergency Services to proclaim the existence or threatened existence of a Local Emergency when said city is affected, or likely to be affected, by a public calamity and the City Council is not in session; and

WHEREAS, the Disaster Director of the City of Jurupa Valley does hereby find that conditions of extreme peril to the safety of persons and property have arisen within said city, caused by (fire, storm, epidemic, riot, earthquake, or other cause) commencing on or about _____ .m. on the _____ day of _____, ; and

WHEREAS, the City Council of the City of Jurupa Valley is not in session and cannot immediately be called into session; and

WHEREAS, this Proclamation of Local Emergency will be ratified by the City Council within seven days of being issued.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED by the Disaster Director for the City of Jurupa Valley that a Local Emergency exists throughout said city and that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

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

IT IS FURTHER PROCLAIMED AND REQUESTED that the Governor of the State of California find and proclaim Riverside County to be in a State of Emergency and that he/she request a Presidential Declaration of Emergency for Riverside County.

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

IT IS FURTHER ORDERED that a copy of this Proclamation of Local Emergency be forwarded to the Riverside County Operational Area, for forwarding to the State Director of the Governor's Office of Emergency Services with a request that;

City of Jurupa Valley Emergency Operations Plan
Part I: Basic Plan



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

PASSED AND ADOPTED by the Director of Emergency Services for the City of Jurupa Valley, State of California, this _____ day of _____, _____.

EOC Director



2.7.3 City Council Ratifying a Local Emergency Proclaimed By the Director of Emergency Services

CITY OF JURUPA VALLEY
RESOLUTION NO.
PROCLAMATION RATIFYING LOCAL EMERGENCY
PROCLAIMED BY THE EOC DIRECTOR

WHEREAS, Ordinance No. 28 of the City of empowers the EOC Director to proclaim the existence, or threatened existence, of a Local Emergency when said City is affected, or likely to be affected, by a public calamity and the City Council is not in session subject to ratification by the City Council within seven days; and

WHEREAS, such Proclamation entitles the EOC Director and the emergency organization of this City, to all the powers, functions, and duties prescribed by state law, charter, ordinances, and resolutions of this jurisdiction and by the Operational Area Emergency Plan during the existence of said Local Emergency; and

WHEREAS, conditions of extreme peril to the safety of persons and property did arise within this County / City caused by (fire, flood, storm, epidemic, riot, earthquake, or other cause), commencing on the _____ day of _____, at which time the City Council was not in session and could not be called into session; and

WHEREAS, the EOC Director of the City of did issue a Proclamation of Local Emergency within said City on the _____ day of _____, _____; and

WHEREAS, said Proclamation requested the Governor of the State of California to find and proclaim Riverside County to be in a State of Emergency and that he/she request a Presidential Declaration of Emergency for Riverside County; and

WHEREAS, said Proclamation designated _____ as the authorized representatives of the City of _____ for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance; and

WHEREAS, the City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the Proclamation of Local Emergency and request for State Proclamation and Presidential Declaration of Emergency.

NOW, THEREFORE, BE IT RESOLVED AND PROCLAIMED that the Proclamation of Local Emergency and request for a State Proclamation and Presidential Declaration of Emergency for Riverside County issued by the EOC Director on _____, _____, is hereby ratified and confirmed.

City of Jurupa Valley Emergency Operations Plan
Part I: Basic Plan



PASSED AND ADOPTED by the City Council of the City of Jurupa Valley, Riverside County, State of California, this _____ day of _____, _____, by the following vote:

Ayes:
Noes:
Absent:

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

City Clerk

Date:



2.7.4 Continuance of Local Emergency

CITY OF JURUPA VALLEY
RESOLUTION NO.
CONTINUANCE OF LOCAL EMERGENCY

WHEREAS, Ordinance No. 28 the City of Jurupa Valley empowers the City Council to proclaim the existence, or threatened existence of a Local Emergency when said jurisdiction is affected, or is likely to be affected, by a public calamity; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Jurupa Valley proclaim that the Local Emergency which first began on the day of _____, _____ continues to exist.

BE IT FURTHER RESOLVED that the City Council of the City of Jurupa Valley hereby issues this _____ Resolution of Continuance of Local Emergency reaffirming the continuation of the local emergency.

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

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

PASSED AND ADOPTED by the City Council of the City of Jurupa Valley, Riverside County, State of California, this _____ day of _____, _____, by the following vote:

City of Jurupa Valley Emergency Operations Plan
Part I: Basic Plan



Ayes:
Noes:
Absent:

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

City Clerk

Date:



2.7.5 Proclamation to Terminate a Local Emergency

WHEREAS, the City Council of the City of Jurupa Valley found that conditions of extreme peril to the safety of persons and property have arisen within said City caused by _____ (fire, flood, storm, epidemic, earthquake, drought, etc.) commencing on _____, _____; and

WHEREAS, the City Council issued/ratified a Proclamation of Local Emergency on _____, _____, and

WHEREAS, the conditions of extreme peril caused by the emergency are now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of said City.

NOW, THEREFORE, IT IS PROCLAIMED AND ORDERED by the City Council of the City of Jurupa Valley, State of California, which said Proclamation of Local Emergency issued/ratified on _____, _____, is hereby terminated.

IT IS FURTHER PROCLAIMED AND ORDERED that the emergency powers, functions, and duties of the Director of Emergency Services and the emergency organization of this City authorized by said Proclamation of Local Emergency and as prescribed by state law, charter, ordinances, and resolutions of this jurisdiction, are terminated.

IT IS FURTHER ORDERED that a copy of this Proclamation of Termination of Local Emergency be forwarded to the Riverside County Operational Area and to the State Director of the Governor's Office of Emergency Services.

PASSED AND ADOPTED by the City Council of the City of Jurupa Valley, Riverside County, State of California, this _____ day of _____, _____, by the following vote:

Ayes:
Noes:
Absent:

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

City Clerk

Date:



2.8 State of Emergency

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the State caused by natural or man-made incidents.
- **The Governor** is requested to do so by local authorities.
- **The Governor** finds that local authority is inadequate to cope with the emergency.
- **Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.**

Whenever the Governor proclaims a State of Emergency:

- The Governor shall, to the extent he deems necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules, or regulations of any State agency; and any regulatory statute or statute prescribing the procedure for conducting State business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of **their** office.
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

2.8.1 State of War Emergency

A Declaration of a State of War Emergency is proclaimed by the Governor whenever this State or nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the Federal government indicating that such an enemy attack is probable or imminent.

The threat of war or enemy-caused disaster would require a number of preparedness actions in addition to those measures recommended for handling peacetime emergencies. These actions will be undertaken by the State automatically upon the existence of a State of War Emergency, or on order of the Governor or the Director of the Office of Emergency Services upon activation of a national defense emergency plan. Specifically, the Governor may:



-
- Take any of the actions described under the conditions of a State of Emergency and will direct the mobilization of the State of War Emergency management organization;
 - Promulgate orders, rules and regulations necessary to protect life, property and the environment;
 - Direct all State agencies to use their personnel, equipment, and facilities to prevent or alleviate actual or threatened damage due to the emergency; and/or
 - Temporarily suspend any officer or employee of the State for willful neglect to obey any order or regulation issued by the Governor. The Governor may then designate the person who shall carry on the rights, obligations, and duties of the office or position for the duration of the suspension.

In addition, the Director of the California Office of Emergency Services:

- Establishes the State War Emergency Organization and completes the transition to wartime emergency status in accordance with the Emergency Resources Management Plan;
- Mobilizes the staff of primary and alternate State EOCs;
- Directs the mobilization of the State's mutual aid regional emergency staff and of the Regional EOCs;
- Maintains liaison with appropriate Federal agencies and with the American Red Cross;
- Receives and allocates resources provided by the Federal government or other states; and
- Forms a policy group, from the California Emergency Organization, known as the Resource Priorities Board.

The Governor must call a meeting of the emergency Council no later than the seventh day whenever it appears that a State of War Emergency will continue for more than seven days.



SECTION 3: CONTINUITY OF GOVERNMENT

3.1 Introduction

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery operations. To this end, it is particularly essential that the City of Jurupa Valley continue to function as a government entity. The California Government Code and the Constitution of California provide the authority for State and local governments to reconstitute themselves in the event incumbent officials and other personnel are unable to serve.

3.2 Lines of Succession

Section 8638, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code requires the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads.

Section _____ - Powers of succession, of the Jurupa Valley Municipal Code provides:

Each person who shall succeed to each position or office as provided in this chapter, and as provided in the disaster operations plan of the city, shall succeed to all powers and duties of the office succeeded to immediately upon such succession. ORDINANCE NO. _____



The line of succession for the position of Mayor during a State of Emergency, War Emergency, Local Emergency or other condition of disaster, unless otherwise ordered by the City Council, shall be Mayor Pro Tempore followed by the remaining City Council member in the order of their seniority, excluding standby successors who may have been appointed pursuant to Section 8638 of the California Code of the State.

3.2.1 Reconstitution of the Governing Body

Section 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a State of Emergency or Local Emergency exists and at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, performing functions in preserving law and order, and furnishing local service.

Currently, the City of Jurupa Valley does not have an alternate seat of government due to its newness. However, in the event of a major, catastrophic event, the City's Emergency Service Director (City Manager) would identify a location to use as an alternate seat of government (local fire station, library, and school) or utilize the Riverside County Emergency Operations Center if necessary.

3.2.2 Protection of Vital Records

In order to provide normal government operations following a disaster, vital records must be protected. Vital records are both hardcopies and electronic copies of records. It is the responsibility of the City Clerk and Department Heads to ensure that these records are protected. The preservation of vital records is critical to the City's recovery from a catastrophic event. In addition to the information retrieval requirements of response, each response function has a record-keeping component. Although the principal focus of vital records preservation is to support recovery through reimbursement of disaster-related costs, vital records also have a broader and arguably more important function.

3.2.3 Critical Infrastructure

The identification of critical infrastructures prior to a disaster is essential. The ability of a City, along with private organizations, to maintain the critical infrastructure during, or immediately after a disaster helps build confidence in the public and helps return the City back to normal as quickly as possible. Critical infrastructure includes:



Telecommunications - The primary networks and systems that support the transmission and exchange of electronic communications among and between end-users) such as networked computers).

Electrical Power - The generation stations, transmission and distribution networks that create and supply electricity to end-users so that they achieve and maintain nominal functionality, including the transportation and storage of fuel essential to that system.

Gas and Oil Production, Storage, Transportation -The holding facilities for natural gas, crude and refined petroleum, and petroleum-based fuels, the refining and processing facilities for these fuels and the pipelines, trucks, and rail systems that transport these commodities from their source to systems that are dependent on gas and oil in one of their useful forms.

Banking and Finance - The retail and commercial organizations, investment institutions, and associated operational organizations, governmental operations, and support entities that are involved in all manner of monetary transactions, including storage for savings purposes, investment for income purposes, exchange for payment purposes, and disbursement for loan purposes.

Transportation -The aviation, rail, highway, and aquatic vehicles, conduits, and support systems by which people and goods are moved from a point of origin to a destination in order to support and complete matters of commerce, government operations, and personal affairs.

Water Supply - The sources of water, reservoirs and holding facilities, aqueducts and other transport systems, the filtration and cleaning systems, the pipelines, the cooling systems and other delivery mechanisms that provide domestic and industrial applications, including systems for dealing with waste water and firefighting.

Public Safety -The medical, police, fire, and rescue systems and personnel that are called upon when responding to a public health, safety, or other unusual incident where speed and efficiency are necessary.

Food Supply and Shelters -The need to provide for the citizens of the community is essential. Feeding and sheltering both the human and the animal population during and immediately after a disaster is a priority for the City. The City works closely with the Red Cross to maintain a list of shelters available in the event of a disaster.

The City maintains a list of Critical Facilities and Infrastructure in the EOC. The responsibility for maintenance of this information is with the City ESC.



SECTION 4: MUTUAL AID SYSTEM

4.1 Mutual Aid Overview

Incidents frequently require responses that exceed the resource capabilities of the affected response agencies and jurisdictions. When this occurs, mutual aid is provided by other agencies, local governments, and the State. Mutual aid is voluntary aid and assistance by the provision of services and facilities, including fire, police, medical and health, communications, transportation, utilities, and other assistance.

The foundation of California's emergency planning and response capability is a statewide mutual aid system, which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. The California Master Mutual Aid Agreement created a formal process, in which each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

Mutual aid assistance may be provided under one or more of the following authorities:

- California Fire and Rescue Emergency Plan.
- California Law Enforcement Mutual Aid Plan.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-707).

To facilitate the coordination and flow of mutual aid, the State has been divided into six Mutual Aid Regions and three Administrative Regions as shown in figure 4-1. The City of Jurupa Valley in Riverside County is located in Mutual Aid Region VI. Region VI and Region I combine to form an Administrative Region known as the "Southern Region."

This section provides an overview of California's mutual aid system and the City of Jurupa Valley's role in that system.



California Governor's Office of Emergency Services Administrative Regions and Mutual Aid Regions

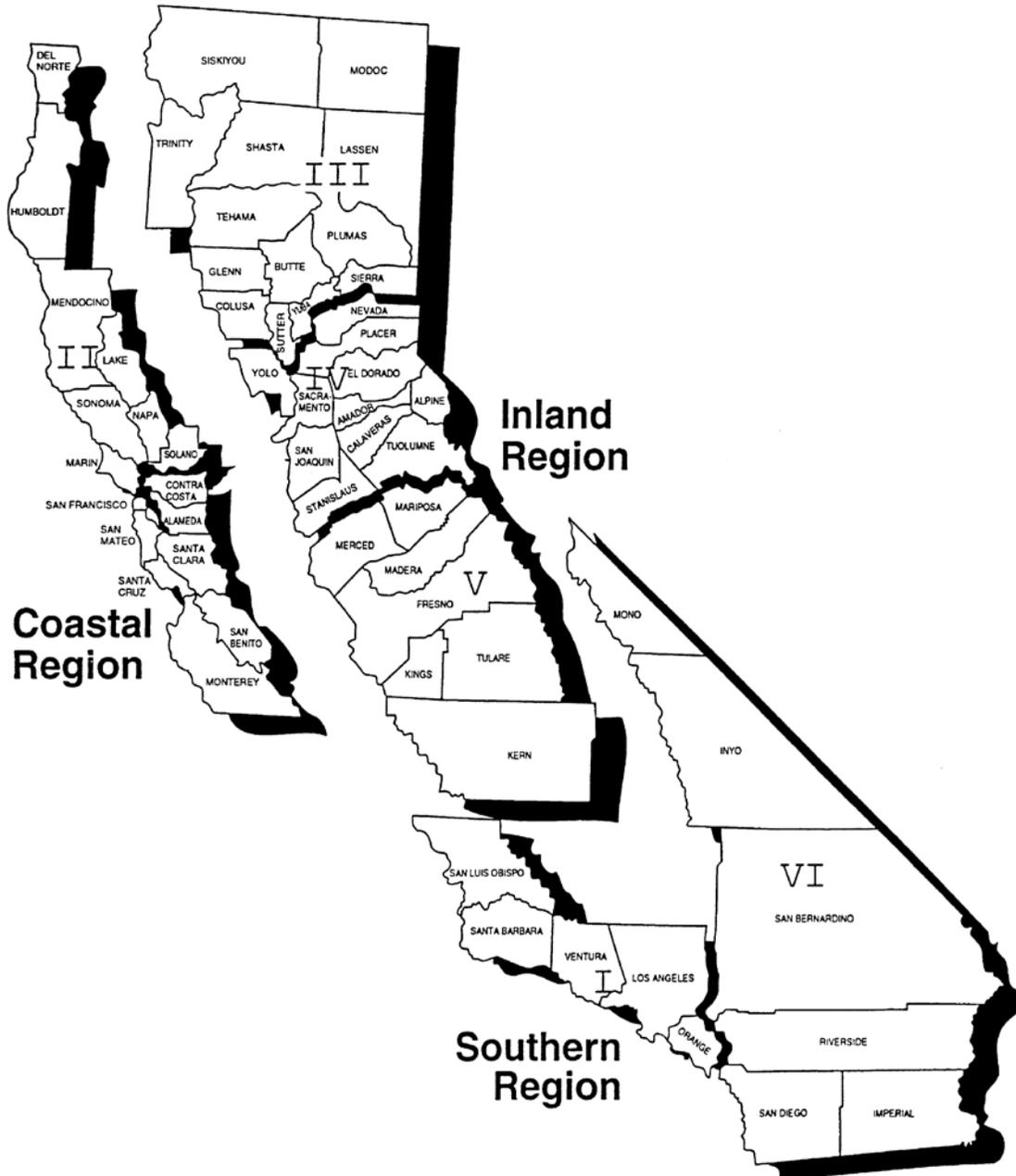


Figure 4-1: California Mutual Aid Regions



4.2 Mutual Aid Coordination

Multi-agency, inter-agency, and discipline-specific mutual aid system coordination is used by the City of Jurupa Valley and other member jurisdictions of the Riverside County OA for coordinating mutual aid. Mutual aid coordination includes sharing of critical resources and prioritization of incidents.

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

Mutual aid coordinators may function from an EOC, their normal departmental location, or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or OA EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location.

When an OA EOC is activated, OA mutual aid system representatives should be at the OA EOC to facilitate coordination and information flow.

When an OES Regional EOC is activated, Regional mutual aid coordinators should have representatives in the Regional EOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the Regional EOC to assist OES Regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.

When the State Operations Center (SOC) is activated, State agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups, or units) or serve as an agency representative depending on how the EOC is organized and the extent to which it is activated.

Figure 4-2 depicts the flow of requests and responses through the mutual aid system.

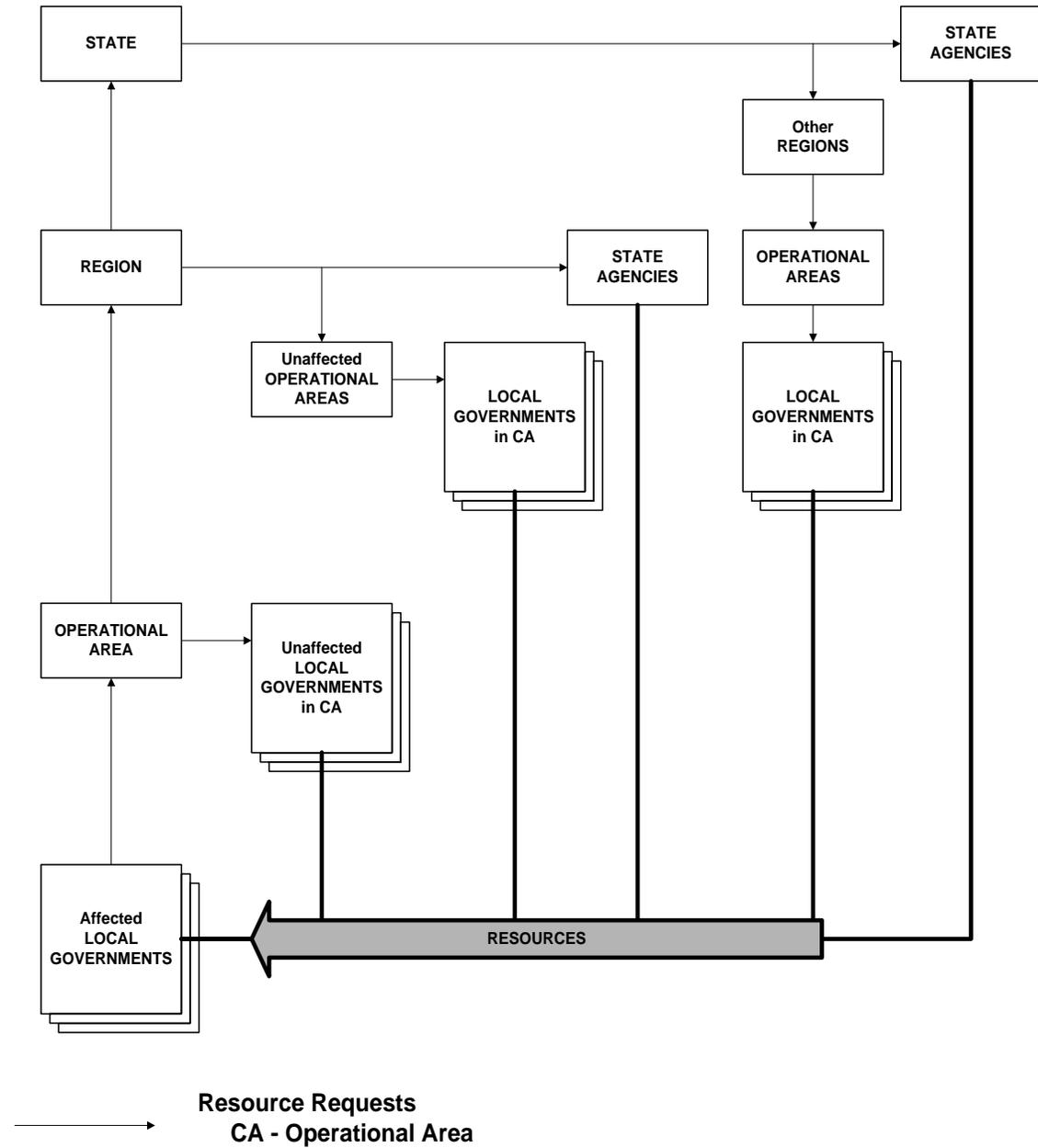


Figure 4-2: Mutual Aid Flow of Requests and Resources



4.2.1 Discipline-Specific Mutual Aid Coordination

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law enforcement, and emergency managers. The adoption of SEMS has not altered existing mutual aid systems.

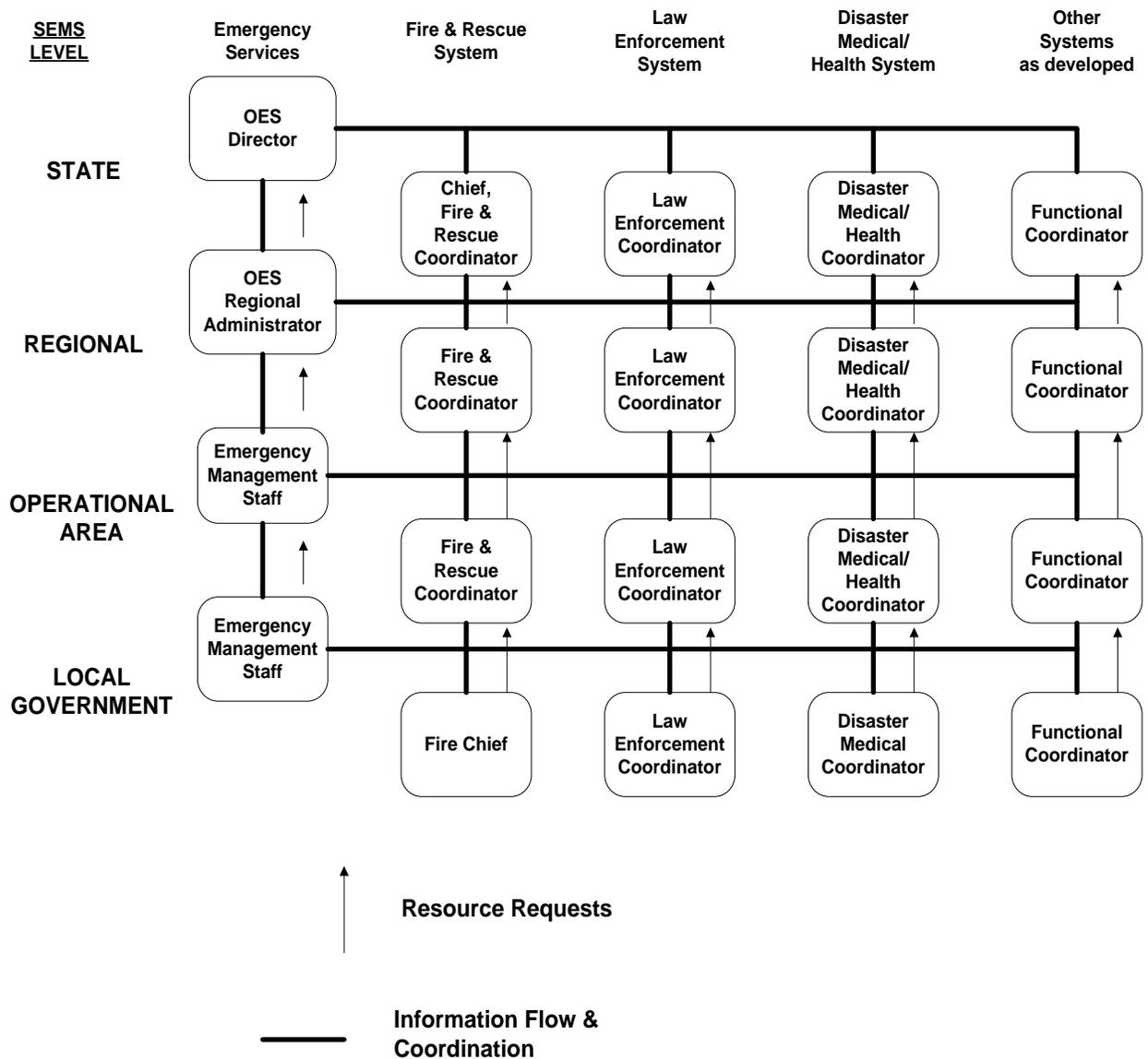
To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue, and Law Enforcement Mutual Aid Coordinators have been selected and function at the OA, Regional, and State levels.

Regional Disaster Medical Health Coordinators have been identified for each Mutual Aid Region to coordinate medical mutual aid during disasters. During a disaster, the Riverside County OA Mutual Aid Coordinators may be assigned to the Riverside County EOC.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, OA, Regional, and State levels. The Discipline-Specific Mutual Aid System is illustrated in Figure 4-3.



Discipline-specific Mutual Aid Systems



□ Figure 4-3: Discipline-Specific Mutual Aid Systems



4.2.2 Coordinating With Volunteers

Volunteer and private agencies are part of the City of Jurupa Valley's mutual aid system. The American Red Cross and Salvation Army are essential elements of response to meet the care and shelter needs of disaster victims. The City of Jurupa Valley also will coordinate and include Jurupa Citizens Corps volunteers in its planning and emergency response plan. Private sector medical/health resources are also an essential part of medical response. Volunteer and private agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industries and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies. For example, public and private water utilities are currently developing a mutual aid system. Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs.

Refer to the Operational Area Mass Care and Shelter Planning Guidance document of 2009 for specific details on managing spontaneous volunteers and donations management.



SECTION 5: HAZARD IDENTIFICATION

The City of Jurupa Valley will participate as a “submitting jurisdiction” in the Riverside County Multi-Jurisdictional LHMP revision update in 2011/2012 and in 2017/2018. The first LHMP was approved by C in May 2005. The County’s LHMP provides a detailed identification and analysis of the hazards faced by Riverside County. This section presents a high-level overview of the hazard identification presented in that document.

Riverside County is the fourth largest county in the State, stretching nearly 200 miles across and comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County shares borders with densely populated Los Angeles, Orange, San Diego, and San Bernardino Counties, extending from within 14 miles of the Pacific Ocean to the Colorado River. It is also located in the southeastern portion of the Governor’s Office of Emergency Services Southern Region.

The approved Riverside County Multi-Jurisdictional LHMP identifies and analyzes an extensive list of the hazards faced by the County. It assigns each hazard a severity rating, indicating the amount of damage that would be done to the County and its population should the hazard occur, and a probability rating, indicating the likelihood that the hazard may occur within the County. Both ratings are on a scale of 0-4, with 4 being the most severe or the most likely to occur.

HAZARD SUMMARIES

Although the City of Jurupa Valley has numerous hazard threats, the hazards listed below are hazards that the City has taken special notice of and has developed specific activation checklists. In addition, several of these hazards have specific plans written for the hazard addressing specific response activities. Some of these hazard specific plans have been written at the City specific level while others have been written at the County/Operational Area Level. Hazard specific plans and checklists are located in either Part III of this document or as separate plans located in both the City and County EOCs. Some of the hazards that the City has taken special note of are listed below with a brief general description of the hazard. Also listed is if the City has added a specific checklist for that hazard as well as if the City and/or the County have a specific response plan for that hazard.



EARTHQUAKES - Hazard Specific Checklist

Jurupa Valley shares many of the hazards associated with earthquake faults in Southern California. There are three major faults and several minor faults that could impact the City of Jurupa Valley. The major faults include the San Andreas near San Geronio Pass, the Elsinore Fault, and the San Jacinto Fault. Each of these has the potential of generating a significant earthquake which would impact the City of Jurupa Valley.

FLOODING – Hazard Specific Checklist

A flood is defined as an overflowing of water onto an area of land that is normally dry. Floods generally occur from natural causes, usually weather-related, such as a sudden snowmelt, often in conjunction with a wet or rainy spring or with sudden and very heavy rainfalls. Floods can, however, result from human causes as a dam impoundment bursting. Dam break floods are usually associated with intense rainfall or prolonged flood conditions. In the Riverside County area, an earthquake can cause dam failure. The greatest threat to people and property is normally in areas immediately below the dam since flood discharges decrease as the flood wave moves downstream.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours to days, or possibly weeks. Evacuation and sandbagging for a slow rise flood may lessen flood-related damage. Conversely, flash floods are the most difficult for which to prepare due to the extremely short warning time, if there is any at all. Flash flood warnings usually require immediate evacuation. On some occasions in the desert areas, adequate warning may be impossible.

For floodplain management purposes, the following discussion describes the Federal Emergency Management Agency (FEMA) definition of "100-year flood." The term "100-year flood" is misleading. It is not a flood that will occur once every 100 years. Rather, the flood elevation has a 1 percent chance of being equaled or exceeded each year. Thus, a 100-year flood could occur more than once in a relatively short period of time. The 100-year flood, which is the standard used by most federal and state agencies, is used by the National Flood Insurance Program (NFIP) as the standard for floodplain management and to determine the need for flood insurance. A structure located within a special flood hazard area shown on a map has a 26 percent chance of suffering flood damage during the term of a 30-year mortgage.



WILDLAND FIRE - Hazard Specific Checklist

A wildfire is an uncontrolled fire spreading through vegetative fuels and exposing or possibly consuming structures. They often begin unnoticed and spread quickly. Although not located in a wilderness area, the threat of a wildland fire in or near Jurupa Valley is high due to the wildland/urban interface areas in and around the City. A wildland/urban interface fire is a wildfire in a geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels. Significant development in areas of Jurupa Valley and its surrounding areas are considered wildland/urban interfaces and many of these areas have experienced prolonged droughts or are excessively dry and at risk of wildfires. In addition, the Santa Ana winds pose an additional threat to the community for spreading wildland fires. Wildland fire hazards exist in varying degrees over approximately 90% of Riverside County and the City of Jurupa Valley (open space, parklands and agricultural areas). The fire season extends approximately 5 to 6 months, from late spring through fall. Hazards arise from a combination of reasons: the undeveloped and rugged terrain, highly flammable brush-covered land, and long dry summers. There are heavy fuel loads, especially in watershed areas unaffected by fire for many years. Structures with wood shake roofs ignite easily and produce embers that can contribute to fire spread. The aftermath of wildland fire produces a new area of potential landslide as burned and defoliated areas are exposed to winter rains.

The City of Jurupa Valley has developed a set of quick response references for the Jurupa Valley EOC. This set of checklists is located in Part 2 of the Plan.

HAZARDOUS MATERIALS - County Plan

The production and use of hazardous materials has become a normal part of society. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration or characteristics. Hazardous materials require special care in handling because of the hazards they pose to public health, safety and the environment.

A hazardous materials incident involves the uncontrolled release of a hazardous substance(s) during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials transports.

Because of the multitude of transportation systems in the City of Jurupa Valley (highways and railways), hazardous substances incidents are more likely to occur.



Fixed facilities do have occurrences of hazardous materials incidents; however, stringent facility safety requirements help to limit these occurrences at fixed facilities. Fixed facilities include small chemical manufacturing or processing facilities, manufacturing and light industrial facilities.

Any agricultural businesses in and around the City of Jurupa Valley may also be a source of hazardous materials incidents. Accidental releases of pesticides, fertilizers and other agricultural chemicals may be harmful to the public health, safety and the environment.

Another source of hazardous materials incidents is the illegal manufacturing of drugs in clandestine laboratories. In many instances, the residue and hazardous waste from these laboratories are illegally dumped, posing a public health and safety hazard and a threat to the environment.

TERRORISM - County Plan

The County of Riverside, in conjunction with the public safety and health agencies in the County has developed a "Terrorism Annex" as part of the County's EOP plan. The public safety agencies for the City of Jurupa Valley (Riverside County Sheriff and Riverside County Fire) participated in the development of this document. The County "Terrorism Annex" is located with the Riverside County Office of Emergency Services and the Riverside County Sheriff's Department.

Figure 5-1 summarizes the hazards identified and the ratings assigned by the LHMP.



SPECIFIC HAZARDS SUMMARY

Jurisdiction	Hazard Type	Hazard Name	In Jurisdiction?	Adjacent to Jurisdiction?
Jurupa Valley	Flood	Santa Ana River	Yes	Yes
Jurupa Valley	Earthquake	San Andreas Fault	Yes	Yes
Jurupa Valley				



Hazard	Severity	Probability
Wildfire	3	4
Flooding	3	3
Earthquakes	4	3
Extreme Weather	2	4
Landslides	2	1
Insect Infestation	1	1
Hazardous Materials Incidents	2	2
Transportation Emergencies	4	2
Pipeline	2	1
Aqueduct Incidents	1	1
Blackout	2	3
Toxic Pollution	2	2
Nuclear Incidents	2	1
Civil Unrest	2	2
Jails and Prisons Incidents	1	1
Terrorism (Man-Made)	4	2

□ **Figure 5-1: Riverside County Hazard Assessment**

The following is City of Jurupa Valley-specific information developed by the City of Jurupa Valley and Riverside County Fire OES.



RIVERSIDE COUNTY LOCAL JURISDICTION HAZARD ASSESSMENT WORKSHEET

HAZARD	COUNTY		CITY OF JURUPA VALLEY		
	SEVERITY 0 - 4	PROBABILITY 0 - 4	SEVERITY 0 - 4	PROBABILITY 0 - 4	RANKING 1 - 19
EARTHQUAKE	4	3	4	3	
WILDLAND FIRE	3	4	4	3	
FLOOD	3	3	3	2	
OTHER NATURAL HAZARDS					
DROUGHT	3	3	2	1	
LANDSLIDES	2	3	2	1	
INSECT INFESTATION	3	4	1	1	
EXTREME SUMMER/WINTER WEATHER	2	4	2	2	
SEVERE WIND EVENT	3	3	3	2	
AGRICULTURAL					
DISEASE/CONTAMINATION	3	4	2	2	
TERRORISM	4	2	4	2	
OTHER MAN-MADE					
PIPELINE	2	3	2	1	
AQUEDUCT	2	3	1	1	
TRANSPORTATION	2	4	3	2	
BLACKOUTS	3	4	2	3	
HAZMAT ACCIDENTS	3	3	2	2	
NUCLEAR ACCIDENT	4	2	2	1	
TERRORISM	4	2	4	2	
CIVIL UNREST	2	2	2	2	
JAIL/PRISON EVENT	1	2	1	1	



HAZARD IDENTIFICATION QUESTIONNAIRE

DOES YOUR ORGANIZATION HAVE:	
AIRPORT IN JURISDICTION	Y
AIRPORT NEXT TO JURISDICTION	Y
DAIRY INDUSTRY	Y
POULTRY INDUSTRY	Y
CROPS/ORCHARDS	Y
DAMS IN JURISDICTION	N
DAMS NEXT TO JURISDICTION	Y
LAKE/RESERVOIR IN JURISDICTION	N
LAKE/RESERVOIR NEAR JURISDICTION	N
JURISDICTION IN FLOOD PLAIN	Y
CONTROLLED FLOOD CONTROL CHANNEL	Y
UNCONTROLLED FLOOD CONTROL CHANNEL	Y
EARTHQUAKE FAULTS IN JURISDICTION	Y
EARTHQUAKE FAULTS NEXT TO JURISDICTION	Y
MOBILE HOME PARKS	Y
NON-REINFORCED FREEWAY BRIDGES	N
NON-REINFORCED BRIDGES	N
BRIDGES IN FLOOD PLAIN	Y
BRIDGES OVER OR ACROSS RIVER/STREAM	Y
ROADWAY CROSSING RIVER/STREAM	Y
NON REINFORCED BUILDINGS	Y
FREEWAY/MAJOR HIGHWAY IN JURISDICTION	Y
FREEWAY/MAJOR HIGHWAY NEXT TO JURISDICTION	Y
FOREST AREA IN JURISDICTION	N
FOREST AREA NEXT TO JURISDICTION	N
WITHIN THE 50 MILES SAN ONOFRE EVACUATION ZONE	
MAJOR GAS/OIL PIPELINES IN JURISDICTION	Y
MAJOR GAS/OIL PIPELINES NEXT TO JURISDICTION	Y
RAILROAD TRACKS IN JURISDICTION	Y
RAILROAD TRACKS NEXT TO JURISDICTION	Y
HAZARDOUS WASTE FACILITIES IN JURISDICTION	Y
HAZARDOUS WASTE FACILITIES NEXT TO JURISDICTION	Y
HAZARDOUS STORAGE FACILITIES IN JURISDICTION	Y
HAZARDOUS STORAGE FACILITIES NEXT TO JURISDICTION	Y



DOES YOUR ORGANIZATION OWN OR OPERATE A FACILITY	
IN A FLOOD PLAIN	N
NEAR FLOOD PLAIN	Y
NEAR RAILROAD TRACKS	Y
NEAR A DAM	N
UPSTREAM FROM A DAM	N
DOWNSTREAM FROM A DAM	Y
DOWNSTREAM OF A LAKE	N
DOWNSTREAM FROM A RESERVOIR	N
NEAR A CONTROLLED FLOOD CONTROL CHANNEL	Y
NEAR UNCONTROLLED FLOOD CONTROL CHANNEL	Y
ON AN EARTHQUAKE FAULT	
NEAR AN EARTHQUAKE FAULT	Y
WITHIN THE 50 MILE SAN ONOFRE EVACUATION ZONE	
IN A FOREST AREA	N
NEAR A FOREST AREA	N
NEAR A MAJOR HIGHWAY	Y
A HAZARDOUS WASTE FACILITY	N
NEAR A HAZARDOUS WASTE FACILITY	Y
A HAZARDOUS STORAGE FACILITY	N
NEAR A HAZARDOUS STORAGE FACILITY	N
NON REINFORCED BUILDINGS	N
A MAJOR GAS/OIL PIPELINE	N
NEAR A MAJOR GAS/OIL PIPELINE	Y
DOES YOUR ORGANIZATION HAVE ANY LOCATIONS THAT:	
HAVE BEEN DAMAGED BY EARTHQUAKE AND NOT REPAIRED	N
HAVE BEEN DAMAGED BY FLOOD	N
HAVE BEEN DAMAGED BY FLOOD MORE THAN ONCE	N
HAVE BEEN DAMAGED BY FOREST FIRE	N
HAVE BEEN DAMAGED BY FOREST FIRE MORE THAN ONCE	N
HAVE BEEN IMPACTED BY A TRANSPORTATION ACCIDENT	N
HAVE BEEN IMPACTED BY A PIPELINE EVENT	N



EMERGENCY OPERATIONS INFORMATION	
DOES YOUR ORGANIZATION HAVE AN EOC	Y
IS YOUR EOC LOCATED IN A FLOOD PLAIN	N
NEAR FLOOD PLAIN	Y
NEAR RAILROAD TRACKS	Y
NEAR A DAM	N
UPSTREAM FROM A DAM	N
DOWNSTREAM FROM A DAM	Y
DOWNSTREAM OF A LAKE	N
DOWNSTREAM FROM A RESERVOIR	N
NEAR A CONTROLLED FLOOD CONTROL CHANNEL	Y
NEAR UNCONTROLLED FLOOD CONTROL CHANNEL	Y
ON AN EARTHQUAKE FAULT	
NEAR AN EARTHQUAKE FAULT	Y
WITHIN THE 50 MILE SAN ONOFRE EVACUATION ZONE	
IN A FOREST AREA	N
NEAR A FOREST AREA	N
NEAR A MAJOR HIGHWAY	Y
A HAZARDOUS WASTE FACILITY	N
NEAR A HAZARDOUS WASTE FACILITY	Y
A HAZARDOUS STORAGE FACILITY	N
NEAR A HAZARDOUS STORAGE FACILITY	Y
NON REINFORCED BUILDINGS	N
A MAJOR GAS/OIL PIPELINE	N
NEAR A MAJOR GAS/OIL PIPELINE	Y
OTHER FACILITY INFORMATION	
ARE THERE LOCATIONS WITHIN YOUR JURISDICTION THAT:	
COULD BE CONSIDERED A TERRORIST TARGET	Y
COULD BE CONSIDERED A BIO-HAZARD RISK	Y



SECTION 6: PREPAREDNESS PHASE OPERATIONS

The Preparedness Phase involves activities that are undertaken in advance of an emergency or disaster. Preparedness Phase activities generally fall into the categories of improving readiness and increasing capabilities. Pre-hazard mitigation activities, which are discussed in Section 9, also occur during the preparedness phase.

6.1 Preparedness Phase Management Approach

Preparedness Phase activities take place under the normal City of Jurupa Valley organizational and management structures. The City's Emergency Services Program is the lead agency and is responsible for coordinating the Preparedness Phase activities of the various City departments. Individual departments are responsible for maintaining departmental plans and generally improving their daily operations to improve their readiness to respond.

6.2 Training and Exercises

Emergency response exercises allow emergency response personnel to become fully familiar with the procedures, facilities, and systems used during an actual emergency. The EOP and the overall City of Jurupa Valley capability to respond will be tested using a combination of the following exercise types:

- *Tabletop Exercise.* A Tabletop Exercise is an activity in which elected/appointed officials and key staff with emergency management responsibilities are gathered together informally, usually in a conference room, to discuss various simulated emergency situations. An exercise is designed to elicit constructive discussion by the participants without time constraints as they examine and then attempt to resolve problems based on the existing EOP and to test Departmental Plans and procedures. The purpose of the exercise is for participants to evaluate plans and procedures, and to resolve questions of coordination and assignment of responsibilities throughout the exercise in a non-threatening format and under minimum stress. Tabletop Exercises are an effective method of determining if sufficiently robust policies and procedures exist to handle specific situations which may arise during an event.
- *Functional Exercise.* A Functional Exercise is an activity designed to test or evaluate the capability of one or multiple functions, or activities within a function. A Functional Exercise is more complex than a Tabletop Exercise in that activities are usually under some type of time constraint with the evaluation/critique coming at the end of the exercise. A Functional Exercise



- typically takes place in the EOC and may include Cal EMA Southern Region, Federal Government agencies, the Riverside County OA EOC, and/or neighboring OAs EOCs.
- *Full-Scale Exercise.* A Full-Scale Exercise involves an actual deployment of personnel and equipment throughout a geographic area. It will typically involve the activation of the EOC and the establishment of field command posts. This type of exercise includes mobilization of personnel and resources; the actual movement of emergency personnel and resources; and the actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

It is the policy of City of Jurupa Valley's Emergency Services Program, to conduct drills and exercises regularly and in compliance with all applicable State and Federal laws. The City's ESM is responsible for collecting and maintaining all training, exercise and performance data to ensure NIMS compliancy.

In addition to exercises, classroom / digital training is an essential component of preparedness and response. The City's Emergency Services Program training includes the following objectives:

- Orientation on the concepts and procedures presented in the EOP;
- Familiarization of those assigned to the EOC with the function, equipment, and logistics of the EOC facility; and
- Orientation on the organizational concepts associated with SEMS and NIMS.

6.3 Public Awareness and Education

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and the knowledge of what individuals and groups should do to increase their chances of survival and recovery. The City's Emergency Services Program will make emergency preparedness information from local, State, and Federal sources available to the citizens of Jurupa Valley.

6.4 Increased Readiness

In order to establish a smooth transition from normal operations to a declared local emergency and to react to localized distress situations of lesser magnitude than a declared emergency, a "Management Watch" will be established.

Duties of the Management Watch Team will be to collect and analyze information relative to the situation, direct response to the degree allowable, and refer other matters to the appropriate level for executive decision. Specific activities that may be undertaken at the discretion of the EOC Director include the following:



-
- Recall Emergency Services Program staff to the office, as necessary for the situation;
 - Make necessary preparations to activate the City EOC;
 - Establish communications with key City officials as necessary to assess the situation;
 - Establish communications with the Riverside County OA EOC and any applicable Special Districts;
 - Ensure a communications check is performed on all City communications systems;
 - Coordinate emergency public information with the City PIO; and
 - Anticipate EOC logistical needs (Food, lodging, re-supply, etc.).

6.4.1 Management Watch Activation

The City of Jurupa Valley Emergency Services Program will maintain surveillance of current events and recommend to the City Manager that Management Watch be initiated whenever:

- Forecast/existing weather or other natural phenomenon is of such intensity to indicate a need for added precaution or extra protective measures; and/or
- An incident in progress is causing distress or damages of a serious nature but not of a magnitude requiring an emergency declaration.

The EOC Director will direct initiation of Management Watch.

6.4.2 Management Watch Personnel

- Management Watch will consist of a team from the City's Executive Management Staff.

6.4.3 Management Watch Termination

Termination of Management Watch may occur whenever:

- The distress situation subsides, and the City Manager directs a return to regular operations, or
- The distress situation intensifies to the degree that a local emergency is declared. Management Watch will then phase-out as the EOC Staff assumes control responsibility.



SECTION 7: RESPONSE PHASE OPERATIONS

The Response Phase is entered upon formal activation of the City EOC. Section 7.1 below describes in general terms the organization of the EOC and the procedures that will be used to manage operations within the EOC. The remaining sub-sections of Section 7 (7.2 – 7.10) present a general overview of the various Operational Branches of the EOC. Part 2 of this EOP provides more detail about the Operations Section positions in the EOC.

7.1 Response Phase Management Approach

Upon activation of the EOC, all of the City's response activities are managed through the SEMS organizational section defined in this section of the EOP.

7.1.1 EOC Activation Policies

The City's partial or total response to natural disasters or technological incidents will be dictated by the type and magnitude of the emergency. Generally, response to a major peacetime emergency situation will progress from local to County to State to Federal involvement.

Activation Policy

The City of Jurupa Valley EOC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The contact list used is the Emergency Employee List which is maintained monthly through the City Manager's office and is also available in the EOC Kits.

The following list depicts the circumstances when the City of Jurupa Valley EOC should be activated and SEMS used, per the SEMS Regulations (California Code of Regulations, Title 19, and Section 2409 f):

- The City of Jurupa Valley has declared a local emergency;
- The City of Jurupa Valley has requested a Governor's Proclamation of a State of Emergency, as defined in California's Emergency Services Act, 8558(b); or
- A State of Emergency is proclaimed by the Governor for the City of Jurupa Valley.

The Jurupa Valley EOC is activated by the City Manager (in his/her role as EOC Director) per Municipal Code 2.08 (2.30.050) , or his/her designee. The following City of Jurupa Valley personnel are authorized to request the activation of the City's EOC:

- Asst. City Manager



- City Emergency Services Manager
- Chief of Police
- Fire Chief

The City of Jurupa Valley has developed criteria that identify the events/situations that may require EOC activation. The City has established three levels of activation. For each level, a recommended minimum staffing guide has been developed. The activation and staffing guide is depicted in the following figure.

Event/Situation	Activation Level	Minimum Staffing
<ul style="list-style-type: none"> • Severe Weather Advisory • Small incidents involving two or more City Departments • Flood Watch • Resource request from outside the City 	One	<ul style="list-style-type: none"> • EOC Director • Planning & Intelligence Chief • Logistics Chief • Representatives of corresponding City departments • Representatives of appropriate staff volunteers
<ul style="list-style-type: none"> • Moderate Earthquake • Major wild land fire affecting developed area • Major wind or rain storm • Two or more large incidents involving two or more City Departments • Flood Warning 	Two	<ul style="list-style-type: none"> • EOC Director • All Section Chiefs • Units as appropriate for the situation • Agency representatives as appropriate
<ul style="list-style-type: none"> • Major Countywide or Regional emergency • Multiple departments with heavy resource involvement • Major earthquake damage 	Three	<ul style="list-style-type: none"> • All EOC positions

Figure 7-1: EOC Activation Levels



7.1.2 EOC Coordination

Coordination with the Riverside County OA

Direct coordination and communications with the Riverside County OA EOC are essential. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination will eventually occur along functional lines.

Whenever feasible, a City of Jurupa Valley representative should communicate with the Riverside County EOC. The City representative can help ensure that adequate coordination and information exchange arrangements are made with the OA.

Special District and Private Agency Involvement

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments.

The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be as part of the Unified Command or as an Agency Representative who coordinates with a City of Jurupa Valley Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. Telephone companies, electric companies, water and sanitation districts, and other private and volunteer agencies could be cooperating agencies, depending on the type of incident.

7.1.3 EOC Organization Structure

Figure 7-2 presents the EOC organizational structure. The remaining sub-sections of this section provide an overview of the operations of the key EOC Branches. Detailed descriptions of each EOC Branch and position, along with checklists and SOPs defining their operations, are contained in Part 2 of this plan.



Figure 7-2: Jurupa Valley EOC Organization Chart

7.1.4 Action Planning

The Planning & Intelligence Section is responsible for facilitating the Action Planning Meeting and completing and distributing the Incident Action Plan. Action Plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable timeframe is then established for accomplishing those actions.

Action Plans are an essential part of SEMS at all levels. Action planning is an effective management tool involving two essential characteristics:

- A process to identify objectives, priorities, and assignments related to emergency response or recovery actions; and
- Plans which document the priorities, objectives, tasks, and personnel assignments associated with meeting the objectives.

The action planning process should involve the EOC Director and all Section Chiefs, along with other EOC staff, as needed, such as special districts and department representatives.

Action Plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions.

There are three kinds of Action Plans: field-level Incident Action Plans (IAPs), EOC-level Action Plans, and After-Action Plans. EOC Action Plans (known as Action Plans) should focus on jurisdictional related issues. The format and content for Action Plans at the Incident level and at EOC levels will vary. The process for developing Action Plans is quite similar for all SEMS levels. The After-Action Plan is written after an emergency to provide documentation, response analysis, and information for recovery and mitigation.

It is important that all incidents have some form of Action Plan. The plan developed around some duration of time called an Operational Period will state the objectives to be achieved and describe the strategy, tactics, resources, and support required to achieve the objectives within the timeframe. Generally, the length of the Operational Period is determined by the length of time needed to achieve the objectives. The



Planning & Intelligence Section can create Action Plans for each work shift, a 12 or 24-hour period, **depending on the circumstances of the given event.**

Small incidents with only a few assigned resources may have a very simple plan which may not be written but should be documented. As incidents become larger, or require multi-agency involvement, the Action Plan should be written. In general, whenever the EOC is activated, there should be a written Action Plan. There are four main elements that should be included in an Action Plan:

- *Statement of Objectives* – Statement of what is expected to be achieved. Objectives must be measurable.
- *Organization* – Description of elements of EOC organization that will be in place for the next Operational Period.
- *Tactics and Assignments* – Description of tactics and control operations, including what resources will be assigned.
- *Supporting Material* – May include a map of the incident, a communications plan, medical plan, a traffic plan, weather data, special precautions, and a safety message.

7.1.5 Status Reporting

Following the initial area reconnaissance, a series of reports will be required in order to provide detailed information to the various levels of government. The City of Jurupa Valley has developed the following standardized forms for reporting disaster intelligence and for making resource requests. The forms identify the area covered by reporting and include all observed damage. Where no damage is observed, negative reports will be submitted.

This information will be shared with Riverside County Fire Department, Office of Emergency Services personnel during emergencies.

City of Jurupa Valley Status Reporting Forms

The following forms are used within the City of Jurupa Valley to communicate status between the EOC and the agencies that are involved in responding to an incident.

Flash Reports (RIVCO Form #10)

The first series of reports to be submitted from the City of Jurupa Valley to the OA (Riverside County EOC) will be Flash Reports. These reports can be verbal or can be faxed, but should be submitted as quickly as possible following a disaster. The information contained in these reports will be compiled by the OA EOC and forwarded to the Regional EOC.



Situation Reports (RIVCO Form #11)

A more refined and detailed Situation Report will be prepared and submitted by the City of Jurupa Valley to the OA EOC within two hours of the occurrence of the disaster, if possible, or as requested. This report will further define the affected areas, note the activation of local EOCs, note any local emergency declaration, estimate the number of casualties, and provide other essential information.

Logistics Request Form

This report form should be used to request resources not available locally in the City of Jurupa Valley. This form may also be used to track requests or to request support from the OA.



Message Form

This report form is a transmittal information sheet that allows information to be passed among the EOC, internal departments, and the Riverside OA.

7.1.6 After-Action Reporting and Analysis

SEMS regulations require any city or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report to Cal EMA within 90 days of the close of the incident period. It is the policy of the City of Jurupa Valley Emergency Services Program to prepare an After-Action Report after, every EOC activation.

The After-Action Report provides, at a minimum, the following:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs; and
- Recovery activities to-date.

The After-Action Report serves as a source for documenting City emergency response activities and identifying areas of concern and successes. It is also utilized to develop a work plan for implementing improvements.

An After-Action Report is a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

An After-Action Report includes an overview of the incident, including enclosures and also addresses specific areas of the response, if necessary. It is coordinated with hazard mitigation efforts, which may be included in the “recovery actions to-date” portion of the report.

The City of Jurupa Valley Emergency Services Program will be responsible for the completion and distribution of the City After-Action Report, including sending it to the Southern Region of Cal EMA within the required 90-day period.

The After-Action Report’s primary audience is City of Jurupa Valley employees, including management. After-Action Reports should be written in simple language, well-structured, brief, and geared to the primary audience. Data for the After-Action Report is collected from a questionnaire, other documents developed during the disaster response, and interviews of emergency responders.



7.2 Communications and Warning

The City of Jurupa Valley uses a wide variety of systems to communicate with Government agencies within and outside the City and directly with the population of the City. The following sections provide brief descriptions of each of the systems and discussions of their functions.

7.2.1 Warning Systems

The City of Jurupa Valley has available several systems for providing disaster information to the public. The following paragraphs provide a brief overview of these systems.

Emergency Digital Information System (EDIS)

EDIS is a system developed and operated by Cal EMA. It provides a means for authorized agencies to deliver emergency public information and advisories directly to the news media.

EDIS messages are transmitted from Cal EMA via the OA Satellite Information System (OASIS) satellite dish located at the County EOC. EDIS messages are received in Sacramento and transmitted from Mount Diablo to radio receivers in newsrooms, as well as to other governmental agencies by Internet and the OASIS satellite systems.

Early Warning Notification System (EWNS)

The operational concept of the EWNS is to provide first responders an additional tool to alert, warn and inform the public of an incident that impacts part or all of Riverside County. Through the use of EWNS, we can reduce the number of incoming calls to 9-1-1 call centers by providing the public information on a specific incident or emergency.

The EWNS must be used in conjunction with other alert and notification systems already in place (i.e. Emergency Alert System (EAS), Emergency Digital Information System (EDIS), Media Reports/Press Releases, door to door notifications.)

The responsibility to activate EWNS is through one of the following County agencies:

- Office of Emergency Services,
- Riverside County Fire,
- Riverside Sheriff and
- Community Health Agency.



Below are some key characteristics and functions of the Riverside County EWNS:

- The system is an off-site, hosted solution with data centers in 12 different locations across the United States.
- The system can be accessed via the Internet or a toll-free telephone number 24 hours a day, seven days a week.
- The system can make up to 250,000 phone calls per hour.
- The system uses GIS technology to allow the user to select the target audience from either a map or pre-identified call list.
- The audience can be as small as a block, or as large as an entire city.
- The system will automatically notify key department personnel anytime a message is sent from the EWNS.
- The telephone data is updated every 30 days.
- A public, opt-in website was created to allow citizens to add additional phone numbers not available from the phone companies (i.e. cell phone)
- Real-time reports are available to show the success of a EWNS campaign and to show the answer/non-answer results.
- The system can determine the difference between a live answer, an answering machine and a non-answer. The system will leave messages on an answering machine.
- The system uses Text to Speech technology to convert a typed message into a verbal message. Messages in others languages can be recorded and used.

Emergency Alert System (EAS)/Weather Alert

EAS is a network of public broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency. The system is devised to provide the President and Federal government with a means of emergency communications with the general public. It may be used on a voluntary basis during day-to-day situations posing a threat to safety of life and property.

The EAS is used for warnings of an immediate action, such as child abductions, tornadoes, flash floods, evacuations of areas due to an incident (such as hazardous spill), or other events requiring immediate action.



National Warning System (NAWAS)

The National Warning System (NAWAS) is the civil defense system used to disseminate warnings from the National Warning Center to warning points in each State. NAWAS is a land-line network for transmitting and receiving emergency information to Federal, State, and local agencies that have NAWAS drops. It was designed specifically for warning in the event of national emergencies. It is currently used for transmitting and receiving emergency information such as severe weather alerts.

The primary State Warning Point is at the Office of Emergency Services in Sacramento. The Alternate State Warning Point is at the California Highway Patrol Headquarters in Sacramento.

7.2.2 County/OA Systems

The communications system installed at the County EOC support the field activities of the Riverside County Emergency Management Organization. Other communications systems provide radio links to the county's cities and unincorporated areas, or to State and Federal authorities.

Western County Disaster Net

The Riverside OA EOC staff uses this low-band radio to communicate with other staff members as well as with city EOCs located in Western Riverside County. The capability exists to link the Western County Disaster Net with the Coachella Valley Disaster Net.

Coachella Valley Disaster Net

EOC staff in the Coachella Valley use this VHF radio system to communicate internally and with city EOCs in the Coachella Valley. The capability exists to link the Western County Disaster Net with the Coachella Valley Disaster Net.

Satellite Telephones

The County EOC uses permanent and portable devices utilizing satellite technology to communicate with various cities and agencies who belong to the emergency managers talk group.

Satellite phones utilize a high-powered satellite, positioned in geostationary orbit, 22,300 miles in the sky, as a repeater. These phones are not limited by terrain features and distances. The satellite phone provides a vital communications link from any location.



Radio Amateur Civil Emergency Service (RACES)

The primary mission of the Radio Amateur Civil Emergency Services (RACES) during an emergency and/or disaster is to provide communication services that include the use of portable stations, either as back-up to established communications or as a fill-in where communications do not normally exist.

RACES may be activated at the request of any governmental agency in the event of an emergency or disaster, with coordination by Riverside County OES. An example of a governmental agency may include any city, County agency, or special district (e.g. water district, school district, community services district) within Riverside County.

RACES works with and provides communications services for non-governmental organizations such as the American Red Cross, Riverside County Volunteer Organizations Active in Disaster (RCVOAD), and other local groups. RACES, is available to be of service in various capacities in time of emergency or disaster.

RACES in Riverside County may encompass ARES members (American Radio Relay League Amateur Radio Emergency Services). Riverside County RACES is the communications arm of the Riverside County Fire Department, OES, and the Emergency Command Center. Riverside County RACES consists of registered volunteers licensed by the FCC in the Amateur Radio Service.

Riverside County RACES operates on radio amateur frequencies by authority of the FCC in support of emergency communications. RACES can augment existing systems, substitute for damaged or inoperable systems, and establish communications links with otherwise inaccessible areas. Riverside County OES supports a countywide RACES system. Special consideration is given to using RACES to support disaster medical care and emergency public information operations.

7.2.3 State Communications Systems

The following systems provide the City of Jurupa Valley with the ability to communicate with State agencies, Riverside County OA, and with other OAs involved in response activities.

Response Information Management System (RIMS)

The Response Information Management System (RIMS) is a statewide internet-based, information database and retrieval system. Operated by Cal EMA, the system serves as a platform for the collection, organization and dissemination of disaster information. Requests for support are transmitted and managed via this



system. Riverside County OES is responsible for coordination, training and authorization of RIMS use within the Operational Area. RIMS has two primary functions:

1 - Submission, Exchange and Analysis of Disaster Related Information:

RIMS has a set of reports available to all levels of government that break down various categories of disaster related information in a manner that quickly provides an overview of an event or multiple events. The structure of RIMS then allows users to zero in on specific details relevant to their particular role in the response effort. Because RIMS allows multiple users to submit and receive information on demand, it has dramatically improved the dissemination of disaster related information statewide.

2. Request, Task and Track Assistance:

RIMS has established an electronic link between agencies requesting assistance and agencies that can provide the needed resources. It allows Operational Areas to submit requests for emergency response assistance by computer to one of OES' three Regional Emergency Operations Centers (REOC). These REOCs then review the request and task the appropriate state agency to provide the requested assistance.

OA Satellite Information System (OASIS)

OASIS is a statewide communications system linking all 58 California counties with each other and with the State Warning Control Center in Sacramento. It transmits voice communications as well as data. In a disaster, OASIS provides a primary, as well as, a back-up means for the EOC to report damage and request assistance from Cal EMA.

Because it is a satellite system, OASIS provides a relatively "fail-safe" means by which the County can transmit disaster situation reports to Cal EMA and request assistance. OASIS also serves as the input system for the Emergency Digital Information System (EDIS) and provides the EOC with a means of connecting with the internet.

California Law Enforcement Radio System (CLERS)

CLERS serves all OES facilities and interconnects law enforcement agencies of all counties and numerous cities. This system is microwave-interconnected to provide statewide coverage. CLERS is the State's radio back-up to the National Warning System.



California Law Enforcement Telecommunications System (CLETS)

CLETS is the telecommunications system that links all law-enforcement agencies in the State of California. Its normal function is to transmit Department of Motor Vehicle information from Sacramento to local agencies and handle queries from police officers concerning stolen cars, ownership information, and Vehicle Identification Numbers. CLETS has 900 terminals in California and serves all cities and counties.

CLETS provides California law enforcement agencies with the capability of obtaining information directly from Federal, State, and local computerized information files. In addition, the system provides fast and efficient point-to-point delivery of messages between agencies.

Cal EMA Fire Network

The Cal EMA Fire Network serves all OES facilities and fire support equipment. Radio equipment on this network is located with fire service agencies in 52 counties. The network employs mountaintop mobile relays and interconnects to the State Microwave System to provide statewide coverage.

Fire White

Fire White (existing radio system Control 7) is a mutual aid radio channel, which allows the Incident Commander of responding jurisdictions to communicate with the local fire department.

7.3 Emergency Public Information

During all emergency operations, the City of Jurupa Valley PIO, will serve as the dissemination point for all media releases. Other departments wishing to release information to the public must coordinate through the EOC Director.

The duties of the Public Information Officer are to:

- Rapidly provide the general public with information about the emergency and instructions about what they should and should not do; and
- Provide confirmed information about the emergency, its consequences, and relief and rehabilitation measures to the public and local, State, national, and international news organizations.

The primary role of the PIO is to disseminate emergency instructions and critical information through the media to the public.



A secondary function is to provide the public (through the media) with accurate and complete information regarding incident cause, size, and status; resources committed; and potential short or long-term impacts, if known.

7.3.1 Public Information Office Policies

During emergencies, the following policies and procedures are used to organize and manage public information for the City of Jurupa Valley:

- The EOC Director provides policy guidance for dissemination of emergency public information;
- Life-safety information and instructions to the public has first priority for release; and
- The Emergency Alert System (EAS) is activated as the principal means to disseminate emergency and priority emergency instructions to the public.

7.4 Law Enforcement Branch Operations

A Law Enforcement Branch will be established in the EOC. The Jurupa Valley Sheriff's Department will also support the Situation Unit of the Planning & Intelligence Section of the EOC by providing intelligence and situation assessments received from field units.

The responsibilities of this Branch include the following:

- Alert and notify the public of the impending or existing emergency in the County;
- Coordinate law enforcement operations during the disaster;
- Coordinate site security at incidents; and
- Coordinate Law Enforcement Mutual Aid requests from emergency response agencies within the County.

7.5 Fire & Rescue Branch Operations

Tactical firefighting and rescue operations are coordinated by Riverside County Cal Fire Dept. A Fire and Rescue Branch will be established in the EOC. It will be led and staffed by Cal Fire personnel. Cal Fire will also support the Situation Unit of the Planning & Intelligence Section of the EOC by providing intelligence and situation assessments received from field units.

7.6 Construction & Engineering Branch Operations

The Construction & Engineering Unit of the EOC (City of Jurupa Valley Building Code Enforcement Official and City Engineer) is responsible for ensuring all buildings and critical facilities are functional.



This Unit is responsible for:

- Coordinating with structural engineers for building assessments;
- Ensuring unsafe areas and structures are clearly marked and the public informed;
- Supervising any construction and/or engineering project to repair damaged buildings, streets, and critical facilities; and
- Developing short, mid, and long-term reconstruction priorities and plans.

As significant damages become apparent, an Initial Damage Estimate (IDE) will be prepared and forwarded to the EOC. Information is obtained from each damage assessment team, as well as other City departments, to compile for this report.

The IDE includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The IDE will be used to justify a Governor's Proclamation of a State of Emergency and to request a Presidential Declaration of Emergency.

Detailed assessments of damage to public and private facilities, with more precise dollar loss estimates, will be formulated by the Planning & Intelligence Section of the EOC, and forwarded later as recovery operations begin.

7.6.1 Safety Assessment

Once activated, the Building/Inspection Department will initiate a safety assessment and perform the following operations:

- Begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage assessments;
- Coordinate safety inspections with the other Operation Branches (Law Enforcement, Fire & Rescue), searching for life and/or property-threatening situations; and
- Manage and coordinate teams of qualified inspectors who are either local inspectors or inspectors obtained through the mutual aid system. These teams will include civil and structural engineers who will inspect both private and public property.



SECTION 8: RECOVERY PHASE OPERATIONS

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. A disaster may strike quickly, leaving the need for recovery operations in its wake, or it can be a prolonged event requiring recovery activities to begin while the response phase is still in full activation. Severe windstorms, fires, and floods are examples of disasters that can be ongoing, presenting recovery challenges during and after an event. A major earthquake is an example of a disaster event that strikes and is over quickly, leaving severe damage in its wake.

Recovery actions occur in three general phases. The actions in each phase and the timing vary according to the nature and the severity of the disaster. The first phase overlaps with emergency response and consists of immediate actions taken to reduce life-safety hazards and make short-term repairs to critical lifelines. The second phase provides for ongoing social needs before permanent rebuilding is complete. This phase may continue for weeks or perhaps months. The third phase includes planning for and implementing the rebuilding of damaged buildings, the rebuilding of other facilities and infrastructure, and the resumption of normal social and economic life in the community. It may include a reconsideration of pre-disaster conditions (“hazard mitigation”). This third phase continues for several years.

The Recovery Plan describes in detail the following:

- Recovery organization and diagram (similar to an org chart showing reporting levels)
- Damage assessment organization*
- Disaster Assistance Programs including:
 - Public Assistance Grants - Public Assistance (PA) Grant Program is to provide assistance to States, local governments, and certain Non-Profit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the sub-grantees (eligible applicants).
 - Individual Assistance Grants - Disaster assistance is money or direct assistance to individuals, families and businesses in an area whose



property has been damaged or destroyed and whose losses are not covered by insurance. The purpose is to help with critical expenses that cannot be covered in other ways. This assistance is not intended to restore individual's damaged property to its condition before the disaster.

- Hazard Mitigation Grant Program - Provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. *HMGP is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.*

* Part 1 Section 8, page 8-6 describes damage assessment process, it is included as one of the elements to render the recovery process complete.

Figure 8-1 summarizes recovery phase objectives by timeframe from the incident.



1. Initial Response 1 – 7 days	<ul style="list-style-type: none"> ● Debris removal and clean-up ● Emergency, short-term repair of lifeline utilities ● Emergency, short-term repair of transportation systems and provision of interim transit services ● Building safety inspections ● Coordination of State/Federal damage assessments ● Re-occupancy of buildings
2. Mid-Term Planning 7 – 30 days	<ul style="list-style-type: none"> ● Provision of interim housing ● Restoration of lifeline utilities (power, water, sewers) ● Restoration of social and health services ● Restoration of normal County services ● Establishment of new ordinances governing location and nature of rebuilding ● Examination of building standards ● Economic recovery measures, including interim sites for business restoration
3. Long-Term Reconstruction Several Years	<ul style="list-style-type: none"> ● Rebuilding ● Restoration of transportation systems ● Hazard Mitigation ● Reconstruction of permanent housing ● Reconstruction of commercial facilities ● Development and implementation of long-term economic recovery targeting impacted and critical industries

Figure 8-1: Recovery Objectives by Timeframe

8.1 Recovery Phase Management Approach

The first phase, and likely much of the second, occurs while the emergency command organization is in place. Many second and third phase activities fall within the ongoing responsibilities of individual City departments. For example, departments have primary responsibility for planning and implementing the recovery of their own functions and facilities.

Many long-term recovery tasks require the cooperation of many public and private agencies. They extend beyond the time that Incident Command is employed and require activities beyond the scope of this EOP. Therefore, the City will institute a



long-term planning and implementation management structure to coordinate these activities to ensure the necessary coordination between City, County, State, and Federal agencies. This structure is referred to as the “Recovery Management Organization” and is managed by a Recovery Management Task Force.

The Recovery Management Task Force is responsible for long-term recovery operations for the City. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the City and their designated representatives. On a regularly scheduled basis, the Recovery Management Task Force will convene meetings. These meetings may include other key staff and individuals, as well as representatives from affected jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. All City departments may need to take responsibility for certain functions throughout the recovery process. Recognizing that it is important to assess and take steps to reduce the impact of future events, every member of a recovery operations organization should be responsible for documenting and reporting possible mitigation actions.

The Recovery Management Task Force is composed of individuals/organizations as appointed by the EOC Director:

The Recovery Management Task Force is composed of individuals from the following departments, agencies and organizations (may include other entities such as utilities):

- City Manager;
- Asst. City Manager;
- Emergency Services Manager;
- Finance Director;
- Planning Director/Staff;
- Department of Building & Safety;
- Department of Public Health;
- Public Works
- Engineering
- American Red Cross;
- Chamber of Commerce;
- Riverside County OES
- California OES
- Community Groups.



8.2 Roles of Other Agencies

8.2.1 Federal Government

The FEMA Regional Director is responsible for hazard recovery and mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall:

- Provide for a Joint Federal/State/Local Hazard Mitigation Team to survey the disaster affected area as soon as possible following a major disaster or emergency declaration by the President and to accomplish hazard mitigation planning in accordance with Federal/State Agreement;
- Appoint a Hazard Mitigation Coordinator (HMC) to:
 - Serve on the Federal/State Hazard Mitigation Team, and
 - Confer with local, State and Federal officials concerning these hazards and hazard mitigation measures;
- Ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished;
- Provide technical advice and assistance;
- Encourage State and local governments to adopt safe land use practices and construction standards;
- Ensure that FEMA and other Federal efforts are supplemental to local and State efforts;
- Encourage initiative by State and local governments;
- Take actions required by FEMA Floodplain Management Regulations (as applicable for flood disasters).

Depending on the type of emergency, other Federal agencies may be involved in the recovery operations.

8.2.2 State Office of Emergency Services

A representative of Cal EMA will be appointed by the Governor to act in the capacity of the Governor's Authorized Representative (GAR), who will be responsible for State performance of hazard mitigation activities under the Federal/State Agreement. The GAR, in coordination with the FEMA Regional Director, shall:

- Appoint a State Hazard Mitigation Coordinator (SHMC) to serve on the Federal/State Hazard Mitigation Team, and
- Arrange for State and local participation in Federal-State survey and hazard mitigation planning in disaster affected areas.



8.3 Damage Assessment

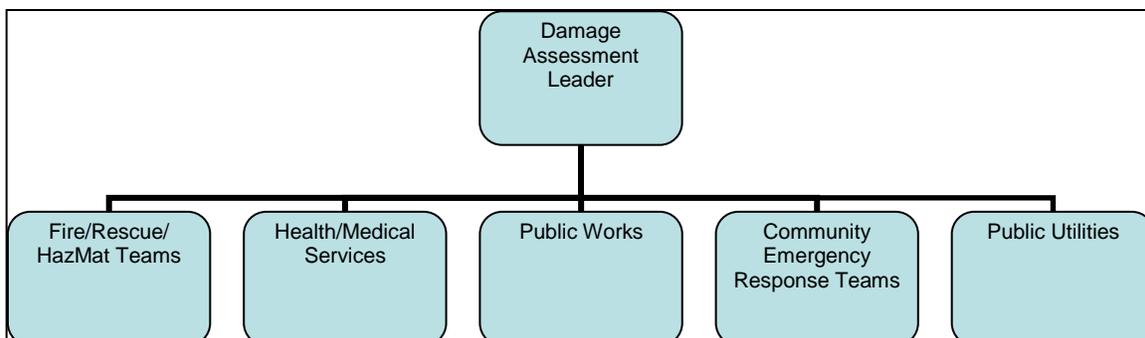
When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity, and extent of the situation and to report the information through established channels. The information is used to assess the extent of the disaster/event and determine the appropriate level of response for the City/County.

Information needed to determine the operational problems and immediate needs of the community is critical. The specific information on dollar amounts of the damage and the economic consequences of the disaster are also important, but must not be collected until the operational problems and immediate needs are collected and analyzed.

Teams of personnel will be dispatched as soon as possible to assess the nature, severity, and extent of the situation. The teams may include personnel from:

- City of Jurupa Valley Public Works;
- Jurupa Valley Sheriff's Department;
- Riverside County Public Health;
- Riverside County Public Social Services (Care and Shelter);
- American Red Cross Damage Assessment Teams;
- Transportation and Land Management Agency (Department of Building & Safety);
- Environmental Health;
- Public Social Services (Care and Shelter); and
- Radio Amateur Civil Emergency services (RACES) operators;

Assessment teams will accomplish the assessments by conducting ground surveys, which will require the observation and reporting of damage, casualties, and status of affected areas. The survey should also include the inspection of and reporting on facilities essential to public welfare, safety, and sheltering. A sample Damage Assessment organization chart is depicted below. The Damage Assessment teams may be comprised of various city, agency or volunteer groups.





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Figure 8-2 Sample Damage Assessment Organization Chart

Damage assessment is generally performed in three phases:

- *Windshield Survey* – a brief survey of all areas;
- *Rapid Damage Assessment* of City buildings and other structures; and
- *Detailed Engineering Evaluation* of certain buildings and structures; the Detailed Engineering Evaluation is used as the basis for repairs or replacement of structures; this information is useful to prepare documentation of eligible repair costs on State/Federal Damage Survey Reports.

As significant damages become apparent, an Initial Damage Estimate (IDE) will be prepared and forwarded to the EOC. Information is obtained from each damage assessment team, as well as other City departments, to compile for this report.

The IDE includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The IDE will be used to justify a Governor's Proclamation of a State of Emergency and to request a Presidential Declaration of Emergency.

Detailed assessments of damage to public and private facilities, with more precise dollar loss estimates, will be formulated by the Planning & Intelligence Section of the EOC, and forwarded later as recovery operations begin.

Under the Riverside County EOCs Standard Operating Procedures, an Initial Damage Estimate is developed during the emergency response phase to support a request from the City of Jurupa Valley for gubernatorial proclamation and for the State to request a presidential declaration.

This is followed by a detailed assessment of damage during the recovery phase. This detailed assessment provides the basis for determining the type and amount of State and/or Federal financial assistance available for recovery.

Documentation is key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, county roads, city/town streets, bridges, and other public works.

See examples below of various Individual and Public Assistance offered.

City of Jurupa Valley Emergency Operations Plan
 Part I: Basic Plan



Program and Type of Assistance	Local	State	Federal	Program Implementation Criteria
FMAG - fire suppression	No	No	Yes	The uncontrolled fire must threaten such destruction as would constitute a major disaster.
State PA - Director's Concurrence: restoration of public infrastructure only	Yes	No	No	The event must be beyond the control /capabilities of the local jurisdiction.
State PA_ Governor's Proclamation: response and restoration costs	Yes	Yes	No	The event must be beyond the control /capabilities of the local jurisdiction.
Federal PA - Major Disaster: response and restoration costs	Yes	Yes	Yes	The state must request within 30 days of the occurrence; demonstrate that necessary actions are beyond the state's capability and damages must meet the per capita threshold and/or other criteria defined in federal regulations.
Federal PA - Emergency response costs only	Yes	Yes	Yes	The state must request within 5 days after the need becomes apparent; must demonstrate that effective response is beyond the state's capability and that federal assistance is necessary to save lives and protect health, safety and property.
Federal IHP: grants individuals for necessary expenses or serious needs	Yes	Yes	Yes	May be implemented upon a Presidential declaration. There is no set threshold; however, FEMA considers such criteria as concentration of damages, trauma, special populations, etc.
SSGP: supplemental grants beyond IHP	Yes	Yes	Yes	Administered by DSS and only implemented when Federal IHP is activated.
SBA EIDL: working capital loans for small businesses	No	No	Yes	May be independently implemented when at least 5 small businesses have suffered economic injury and other assistance is not otherwise available; may be implemented under a USDA designation, and may be implemented under SBA physical declarations.
SBA Physical Disaster Loan Program: real and personal property loans	No	No	Yes	May be independently implemented when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses; may also be implemented upon a Presidential declaration.

Program and Type of Assistance	Local	State	Federal	Program Implementation Criteria
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USDA Disaster Designation: crop production loss loans	No	No	Yes	May be made available to farmers/ranchers who have suffered at least 30% crop production loss or a physical loss to livestock products, real estate or chattel property. USDA can implement this program when requested by OES on behalf of a local agricultural commissioner or local government authority.
Crisis Counseling Programs: referral services and short-term counseling	Yes	Yes	Yes	Funded by FEMA and administered by DMH to provide short or long term (up to 9 months) benefits.
Disaster Unemployment Assistance: weekly benefits	Yes	Yes	Yes	May be implemented by the Department of Labor upon a Presidential declaration to provide up to 26 weeks of unemployment benefits.

8.3.1 Federal Documentation Requirements

Under Federal disaster assistance programs, documentation must be obtained regarding damage sustained to:

- Roads;
- Water control facilities;
- Public buildings and related equipment;
- Public utilities;
- Facilities under construction;
- Recreational and park facilities;
- Educational institutions; and
- Certain private non-profit facilities.

The documented information should include the location and extent of damage and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster 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 included under Federal mitigation programs.

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



SECTION 9: MITIGATION PHASE OPERATIONS

As noted in Section 5 of this EOP, the City of Jurupa Valley has agreed to participate as a “submitting jurisdiction” in the Riverside County Multi-Jurisdictional LHMP however, due to our newly incorporated status of July 1, 2011 and not becoming fully staffed, the city will work towards full completion of their LHMP within a timely manner and work with RC FEMA and Cal EMA on Jan 4 2012. *Update: As of Feb. 2, 2018, the newly updated City of Jurupa Valley LHMP has been updated and is awaiting FEMA approval. The County’s LHMP provides a detailed identification and analysis of the hazards faced by Riverside County. Section 5 of this EOP which provides a summary of information specific to the City of Jurupa Valley will be contained in the LHMP.

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural or man-made hazards. Section 409 of Public Law 93 288 requires that the State or local government recipients of Federal aid evaluate the natural hazards of the area in which the aid is to be used and take action to mitigate them, including safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. After disaster strikes, mitigation opportunities exist only during recovery and even those opportunities can be limited by the absence of advanced planning. Nevertheless, the immediate post-disaster period does present special opportunities for mitigation. Section 409 deals with the opportunities presented in a current disaster to mitigate potential hardship and loss resulting from future disasters. Thus, hazard mitigation is a continuing year-round effort and activity in which all local communities and State agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters. Hazard mitigation activities can be divided into the following categories:

- Prevention;
- Property protection;
- Public education and awareness;
- Natural resource protection;
- Emergency services; and
- Structural projects.

9.1 Mitigation Phase Management Approach

Mitigation activities in the City of Jurupa Valley are coordinated by the City’s Emergency Services Program and implemented under the normal county management structure.



A representative from Cal EMA is appointed by the Governor and is responsible for State performance of hazard mitigation activities.

9.2 Short-Term Mitigation

The objectives of short-term mitigation activities are the identification of hazards following an emergency or major disaster, and accomplishment of appropriate hazard mitigation measures. The FEMA Regional Director and Cal EMA shall ensure compliance with these objectives as a condition for Federal loans or grants.

9.2.1 Surveys

Local, State, and Federal preliminary damage assessments may identify major hazards and opportunities for hazard mitigation activities prior to a declaration of an emergency. Damage Survey Reports (DSR) shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The Federal/State Hazard Mitigation Team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, DSRs, and all other readily available pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard, the team shall include appropriate recommendations of hazard mitigation measures in its final report.

9.2.2 Mapping

The Federal/State Hazard Mitigation Team shall verify the impact of the major disaster on disaster frequencies computed prior to the major disaster and shall consider the advisability of redefining boundaries of high-hazard areas as a result of their findings. The team shall make recommendations to the FEMA Regional Director and the GAR on any needs for new mapping or re-mapping of high hazard areas.

9.3 Long-Term Mitigation

The following measures are part of the long-term mitigation plan. Specific mitigation measures and projects are identified in the Riverside County Multi-Jurisdictional LHMP.



9.3.1 Prevention

Prevention measures are implemented to keep a hazard risk from increasing and to ensure that new development does not increase hazard losses. Prevention projects are designed to guide development away from hazardous areas through the use of planning and zoning, land development regulations, and open space preservation.

Following a major disaster or emergency declaration, the City has the responsibility for adopting or updating, as necessary, appropriate construction standards and enforcing them. The City may request State or Federal technical advice or assistance in taking these actions.

Prevention measures may also include infrastructure upgrades and maintenance, such as improved storm water management or other Public Works projects.

9.3.2 Property Protection

A second category of mitigation measures is property protection. This consists of projects to directly protect people and projects at risk. This may include modifications to existing structures to increase their hazard resistance or may involve relocating and/or rebuilding existing structures. Property protection measures may be implemented by private property owners or on a cost-sharing basis.

9.3.3 Public Education and Awareness

Public education and awareness is another category of hazard mitigation projects. This consists of informing the public about the existence of local hazards and advising them on how they can take steps to reduce damages and injuries. Public information projects may be directed towards local residents, businesses, or visitors.

9.3.4 Natural Resource Protection

Natural resource protection mitigation projects are designed to reduce hazard effects and improve the quality of the environment and wildlife habitats. Examples of natural resource protection projects include erosion and sediment control and wetlands protection.

9.3.5 Emergency Services

Mitigation projects may also be developed to protect the City infrastructure that is required as part of the overall emergency response capability. This may include protection and hardening of critical facilities such as the EOC and other key



response facilities. It may also include protecting and upgrading the warning and communications capabilities of the City.

9.3.6 Structural Projects

The final category of mitigation measures consists of structural projects that directly protect people and property. These involve the construction or improvement of man-made structures that are designed to directly control hazards such as reservoirs, levees and seawalls, diversions, channel modifications, and storm sewers.



SECTION 10: LEGAL CITATIONS

The following sections contain excerpts from various City, County, and State codes that are referenced in Part 1 of this EOP

10.1 States of Emergency

10.1.1 California Government Code, Section 8630 – 8634

Local Emergency:

8630. (a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

8631. In periods of local emergency, political subdivisions have full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements therefore.

8632. State agencies may provide mutual aid, including personnel, equipment and other available resources, to assist political subdivisions during a local emergency or in accordance with mutual aid agreements or at the direction of the Governor.

8633. In the absence of a state of war emergency or state of emergency, the cost of extraordinary services incurred by political subdivisions in executing mutual aid agreements shall constitute a legal charge against the state when approved by the



Governor in accordance with orders and regulations promulgated as prescribed in Section 8567.

8634. During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

The authorization granted by this chapter to impose a curfew shall not be construed as restricting in any manner the existing authority of counties and cities and any city and county to impose pursuant to the police power a curfew for any other lawful purpose.

10.1.2 California Government Code, Section 8625 – 8629

State of Emergency:

8625. The Governor is hereby empowered to proclaim a state of emergency in an area affected or likely to be affected thereby when:

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

(b) He is requested to do so (1) in the case of a city by the mayor or chief executive, (2) in the case of a county by the chairman of the board of supervisors or the county administrative officer; or

(c) He finds that local authority is inadequate to cope with the emergency.

8626. Such proclamation shall be in writing and shall take effect immediately upon its issuance. As soon thereafter as possible such proclamation shall be filed in the office of the Secretary of State.

The Governor shall cause widespread publicity and notice to be given such proclamation.

8627. During a state of emergency the Governor shall, to the extent he deems necessary, have complete authority over all agencies of the state government and the right to exercise within the area designated all police power vested in the state by the Constitution and laws of the State of California in order to effectuate the purposes of this chapter. In exercise thereof, he shall promulgate issue and enforce



such orders and regulations, as he deems necessary, in accordance with the provisions of Section 8567.

8627.5. (a) The Governor may make, amend, or rescind orders and regulations during a state of emergency that temporarily suspend any state, county, city, or special district statute, ordinance, regulation, or rule imposing non-safety related restrictions on the delivery of food products, pharmaceuticals, and other emergency necessities distributed through retail or institutional channels, including, but not limited to, hospitals, jails, restaurants, and schools. The Governor shall cause widespread publicity and notice to be given to all of these orders and regulations, or amendments and rescissions thereof.

(b) The orders and regulations shall be in writing and take effect immediately on issuance. The temporary suspension of any statute, ordinance, regulation, or rule shall remain in effect until the order or regulation is rescinded by the Governor, the Governor proclaims the termination of the state of emergency, or for a period of 60 days, whichever occurs first.

8628. During a state of emergency the Governor may direct all agencies of the state government to utilize and employ state personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency; and he may direct such agencies to provide supplemental services and equipment to political subdivisions to restore any services which must be restored in order to provide for the health and safety of the citizens of the affected area. Any agency so directed by the Governor may expend any of the moneys which have been appropriated to it in performing such activities, irrespective of the particular purpose for which the money was appropriated.

8629. The Governor shall proclaim the termination of a state of emergency at the earliest possible date that conditions warrant. All of the powers granted the Governor by this chapter with respect to a state of emergency shall terminate when the state of emergency has been terminated by proclamation of the Governor or by concurrent resolution of the Legislature declaring it at an end.

10.1.3 California Government Code, Section 8620 – 8624

State of War Emergency:

8620. During a state of war emergency the Governor shall have complete authority over all agencies of the state government and the right to exercise within the area or regions designated all police power vested in the state by the Constitution and laws of the State of California in order to effectuate the purposes of this chapter. In exercise thereof he shall promulgate, issue, and enforce such orders and



regulations, as he deems necessary for the protection of life and property, in accordance with the provisions of Section 8567.

8621. During a state of war emergency every department, commission, agency, board, officer, and employee of the state government and of every political subdivision, county, city and county, or city, public district, and public corporation of or in the state is required to comply with the lawful orders and regulations of the Governor made or given within the limits of his authority as provided for herein.

Every such officer or employee who refuses or willfully neglects to obey any such order or regulation of the Governor, or who willfully resists, delays, or obstructs the Governor in the discharge of any of his functions hereunder, is guilty of a misdemeanor. In the event that any such officer or employee shall refuse or willfully neglect to obey any such order or regulation, the Governor may by his order temporarily suspend him from the performance of any and all the rights, obligations, and duties of his office or position for the remainder of the period of the state of war emergency, and the Governor may thereupon designate the person who shall carry on the rights, obligations, and duties of the office or position for the duration of such suspension.

8622. During a state of war emergency, the Governor, any state agency, or any agency acting under the authority of this chapter may exercise outside the territorial limits of this state any of the powers conferred upon him or it by or pursuant to this chapter.

8623. During a state of war emergency, any person holding a license, certificate, or other permit issued by any state evidencing the meeting of the qualifications of such state for professional, mechanical, or other skills, may render aid involving such skill to meet the emergency as fully as if such license, certificate, or other permit had been issued in this state if a substantially similar license, certificate, or other permit is issued in this state to applicants possessing the same professional, mechanical, or other skills.

8624. (a) Whenever it appears that a state of war emergency will continue for more than seven days, the Governor shall call a meeting of the Emergency Council not later than the seventh day.

(b) All of the powers granted the Governor by this chapter with respect to a state of war emergency shall terminate when:

(1) The state of war emergency has been terminated by proclamation of the Governor or by concurrent resolution of the Legislature declaring it at an end; or



(2) The Governor has failed to call a meeting of the Emergency Council within the period prescribed in subdivision (a) of this section; or

(3) The Governor has not within 30 days after the beginning of such state of war emergency issued a call for a special session of the Legislature for the purpose of legislating on subjects relating to such state of war emergency, except when the Legislature is already convened with power to legislate on such subjects.

10.1.4 Riverside County Emergency Services Ordinance 533.5

ARTICLE III. EMERGENCY MANAGEMENT ORGANIZATION

Section 3.1. The Riverside County "Emergency Management Organization" consists of all officers and employees of the County of Riverside, its agencies, and of the cities and special districts of Riverside County, together with all volunteers and all groups, organizations and persons commandeered under the provisions of the California Emergency Services Act and this ordinance, with all equipment and material publicly owned, volunteered, commandeered or in any way under the control of the aforementioned personnel, for the support of the aforementioned personnel in the conduct of emergency operations.

Section 3.2. The Riverside County Emergency Management Organization shall be activated, and function only:

- a. Upon the existence of a "State of War Emergency";
- b. Upon the declaration by the Governor of the State of California, or of persons authorized to act in his/her stead, of a "State of Emergency" affecting and including Riverside County; or
- c. Upon the declaration of a "Local Emergency" by the Board of Supervisors of Riverside County, or by persons herein authorized to act in its stead.
- d. Upon the declaration of a "Public Health Emergency" by the Board of Supervisors of Riverside County, or by persons herein authorized to act in its stead.
- e. Two or more cities within the Operational Area have declared or proclaimed a local emergency.
- f. The Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement;
- g. The Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements for the exchange or furnishing of



certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

Section 3.3. The Emergency Management Organization shall be composed of such elements as are provided for in the County of Riverside Emergency Operations Plan. The Emergency Operations Plan shall provide for the organization of the Emergency Management Organization, utilizing the concepts of the Standardized Emergency Management System (SEMS). The Officers of the County of Riverside shall have the duty and authority to plan for the mobilization, operation and support of that segment of the Emergency Management Organization for which each is responsible as provided for in the Emergency Plan.

ARTICLE IV. DISASTER COUNCIL

Section 4.1. The Chair of the Board of Supervisors shall serve as the Chair of the Disaster Council.

Section 4.2. The line of succession for Chair of the Board In their absence, or upon their inability to act, the Chair of the Board shall automatically be succeeded as Chair of the Disaster Council by the following officials in the order named:

- a. Vice-Chair, Board of Supervisors;
- b. Remaining County Supervisors in the sequence of the numbers of their respective Supervisorial Districts, unless said Board shall otherwise determine;
- c. Standby Officers are excluded from the line of succession for the Chairman of the Board of Supervisors, unless said Board shall otherwise determine.

Section 4.3. The Riverside County Disaster Council consists of the following persons:

- a. Chairperson - Board of Supervisors
- b. Disaster Council Chair of each incorporated city in Riverside County;
- c. County Executive Officer
- d. District Attorney
- e. County Counsel
- f. Director - DPSS
- g. County Fire Chief
- h. Sheriff
- i. CHA Director
- j. Director - Human Resources
- k. Director - County Flood Control
- l. Director – TLMA
- m. Director – Public Health
- n. Director – Mental Health



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- o. Additional members may be appointed by the Board of Supervisors and may include:
 - 1. Military Representative
 - 2. County Superintendent of Schools
 - 3. The American Red Cross
 - 4. Such additional individuals or businesses of Riverside County as the Board of Supervisors may appoint as "members at large".
 - n. The Deputy Director, Office of Emergency Services or designee shall be the Secretary and provide technical guidance.

Section 4.4. The Disaster Council shall have power to:

- a. Elect a Vice-Chair and such other officers as it shall deem necessary;
- b. Enact its own rules of procedures;
- c. Review and recommend for adoption to the Board of Supervisors those emergency and mutual aid plans, agreements, ordinances, resolutions, and regulations as it shall deem necessary to implement such plans and agreements, and any necessary amendments to those documents.

Section 4.5. Additional duties of the Disaster Council include:

- a. Assess and coordinate disaster related training relating specifically to the unincorporated areas of the County of Riverside.
- b. Develop plans for meeting any condition constituting a local emergency or state of emergency, including, but not limited to, earthquakes, natural, or manmade disasters.
- c. Evaluate the potential hazards within the County and assist in the development of response plans relating to those hazards.
- d. Review and approve the County of Riverside Emergency Operations Plan.
- e. Develop and approve plans providing for the effective mobilization of all of the resources within the political subdivision, both public and private.
- f. By ordinance, provide for the organization, powers and duties, divisions, services, and staff of the County's emergency organization.
- g. Act as an advisory board to the EOC Policy Group during a declared disaster as deemed necessary by the Chairperson of the Board or the Director of Emergency Services.
- h. Certify Disaster Service Workers through the County Office of Emergency Services under authority of Section 3211.9 of the California Labor Code.



Section 4.6. The Disaster Council shall meet annually or upon call of the Chair, or in his/her absence or inability to call such a meeting, upon the call of the Vice-Chair.

Section 4.7. During a "State of War Emergency", "State of Emergency" or a "Local Emergency", the Chair of the Disaster Council or the Director of Emergency Services may call upon the Disaster Council to meet with the EOC Policy Group to act as an advisory group on issues as determined by the Director of Emergency Services or the Disaster Council Chair.

ARTICLE V. DIRECTOR OF EMERGENCY SERVICES

Section 5.1. The Director of Emergency Services shall mean that person designated in a resolution adopted pursuant to Government Code Section 8610 by the Board of Supervisors to provide direction and control of the Riverside County Emergency Organization, during times of emergency or disaster. The County Chief Executive Officer shall be the Director of Emergency Services.

Section 5.2. The line of succession for the Director of Emergency Services, in the absence of the County Chief Executive Officer, or inability to act, shall automatically be succeeded by the following officials in the order named. A designee may not fill the position of Director of Emergency Services without the approval of the County Chief Executive Officer or the Chair of the Board of Supervisors.

- a. Assistant County Chief Executive Officer
- b. Sheriff
- c. County Fire Chief
- d. Public Health Officer
- e. Director - TLMA
- f. Director - Public Social Services (Welfare)

Section 5.3. The Director of Emergency Services shall have the following powers and duties:

- a. To make key appointments, subject to the approval of the Board of Supervisors, within the Emergency Management Organization;
- b. Request the Board of Supervisors to proclaim the existence of a "Local Emergency" if said Board is in session, or to issue such proclamation if said Board is not in session. Whenever a "Local Emergency" is proclaimed by the Director of Emergency Services, the Board of Supervisors shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;
- c. During the existence of "State of War Emergency", or the proclaimed existence



of a "State of Emergency" or a "Local Emergency" affecting Riverside County or the Riverside County Operational Area to:

1. Control and direct the activities of the Riverside County Emergency Management Organization;
2. Use all County resources for the preservation of life and property and to reduce the effects of emergency;
3. Resolve questions of authority and responsibility that may arise in emergency operations;
4. Obtain vital supplies, equipment and other resources needed for the preservation of life and property by either binding the County for the fair value thereof or by commandeering same;
5. To delegate to elected and appointed officials of the County of Riverside such duties and authorities as he deems necessary;
6. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by any conditions proclaimed as provided herein;
7. To require emergency services of any county officer or employee, and to command the aid of as many citizens of the County of Riverside as the Director deems necessary in the execution of his/her duties;
8. To exercise complete authority over the County and to exercise all police power vested in the County by the Constitution and general laws;
9. In addition to the powers granted herein, the Director of Emergency Services shall have such powers incidental to the performance of said duties as shall be necessary to allow for the carrying out of the Emergency Plan of the County of Riverside, it being the intent that the enumerated powers herein are not intended to be limitations upon the Director's powers.

ARTICLE VI. RESPONSIBILITIES OF THE FIRE CHIEF

Section 6.1. The Fire Chief, through the Deputy Director, Office of Emergency Services (or designee), shall, prior to the existence of a "Local Emergency":

- a. Support and coordinate the activities of Operational Area, the Operational Area Planning Committee, and its subcommittees;
- b. Develop, coordinate, and bear primary responsibility for basic planning to provide for the use of all governmental entities, resources and equipment; all commercial and industrial resources; and all such special groups, bodies and organizations as may be needed to support disaster operations;
- c. Develop and coordinate such emergency training programs and exercises as may be needed;
- d. Develop and coordinate a public information program designed for self-protection;



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- e. Coordinate planning and training with federal, state, and other county and city emergency agencies, Red Cross, and with appropriate elements of the Armed Forces;
 - f. Develop such standby ordinances, rules and regulations as planning may dictate as being necessary and shall bring said instruments to the Board of Supervisors, recommending their enactment;
 - g. Recommend to the Riverside County Disaster Council matters for consideration within the purview of said Council's responsibilities;
 - h. Recommend to the Board of Supervisors matters of policy for consideration insofar as they relate to the planning process for emergency services;
 - i. Assign duties and authorities to personnel of the Office Emergency Services;
 - j. Implement the Standardized Emergency Management System (SEMS) as the method of organization in all said plans and activities;
 - k. Ensure that the County's Emergency Plan is kept up to date, and that current emergency management concepts are applied.

Section 6.2. During a "State of War Emergency" or of a "State of Emergency" or "Local Emergency" affecting Riverside County, the Fire Chief, through the Deputy Director, Office of Emergency Services shall:

- a. Serve as staff advisor to the Director of Emergency Services and the EOC Policy Group;
- b. Recommend to said Director of Emergency Services operating decisions and policies in the operation of the County Emergency Management Organization;
- c. Provide for the coordination and facilitation of personnel and materiel resources as directed by said Director of Emergency Services;
- d. Perform such duties, in the scope of disaster management, as may be assigned by said Director of Emergency Services

ARTICLE VII. COUNTY OFFICE OF EMERGENCY SERVICES

Section 7.1. There is hereby created the Riverside County Fire Department, Office of Emergency Services, which is responsible for the administration of all matters relating to the County's Emergency Services Program to include the plan writing and review of the County's Emergency Operations Plan.

Section 7.2. There is hereby established the position of Deputy Director, Office of Emergency Services (OES) which shall be filled by appointment by the Fire Chief and ratified by the Board of Supervisors.

- a. This position shall administer the day-to-day activities of the County Office of Emergency Services and will be responsible to ensure emergency management duties under the State Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) guidelines are applied wherever applicable;



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- b. The County Fire Chief, the Deputy Director, the County Chief Executive Officer, shall act as "applicant agent" to Cal EMA or Federal Emergency Management Agency;
 - c. The Deputy Director, OES shall report to the County Fire Chief;
 - d. The Deputy Director, OES, or a designated member of his/her staff, will attend any multi-agency coordination meetings to provide the briefing on the nature and scope of the disaster, the progress made to date on control measures and the status of available resources;
 - e. The Deputy Director, OES, or designated staff member will serve as a technical advisor to the Riverside County Director of Emergency Services and any multi-agency coordination meetings.

ARTICLE VIII. RIVERSIDE COUNTY OPERATIONAL AREA

Section 8.1. The "Riverside County Operational Area" is an intermediate level of the state emergency services organization consisting of the County of Riverside, all political subdivisions, and those special districts that have signed an agreement and become part of the Operational Area within the geographic boundaries of Riverside County. The "Riverside County Operational Area" is used for the coordination of emergency activities and to serve as the link in the system of communications and coordination between the state's emergency operation centers and the emergency operation centers of the county and the political subdivisions comprising the "Riverside County Operational Area".

Section 8.2. The county government shall serve as the lead agency of the "Riverside County Operational Area" unless another member agency of the operational area assumes that responsibility by written agreement with county government.

Section 8.3. The operational area authority and responsibility under the Standardized Emergency Management System shall not be affected by non-participation of any local government(s) within the operational area.

- Section 8.4.** As the lead agency, the county government shall:
- a. Coordinate information, resources and priorities among local governments within the operational area.
 - b. Coordinate information, resources and priorities between the regional level and the local government level. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
 - c. Use multi-agency coordination to facilitate decisions for overall operational level emergency response activities.
 - d. Provide for an Operational Area EOC, which may be co-located with the County



EOC.

- e. Coordinate resources within the county not covered by normal law or fire mutual aid.

Section 8.5. The Operational Area EOC shall be activated and SEMS used when any of the following conditions exist:

- a. A local government within the Operational Area has activated its EOC and requested activation of the Operational Area EOC to support emergency operations;
- b. Two or more cities within the Operational Area have declared or proclaimed a local emergency;
- c. The county and one or more cities have declared or proclaimed a local emergency;
- d. A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in Government Code Section 8558(b);
- e. A state of emergency is proclaimed by the governor for the county or two or more cities within the Operational Area;
- f. The Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement;
- g. The Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

Section 8.6. The Operational Area Planning Committee (OAPC) is established by the Board of Supervisors to oversee the activities of the Riverside County Operational Area. Membership in the committee shall consist of designated County Departments, all cities within Riverside County, and all Special Districts who have signed an Operational Area Agreement. The OAPC shall establish a set of by-laws governing membership, voting, and grant review and funding policies.

Section 8.7. The Operational Area Planning Committee is responsible for the oversight of all grant funds directed to the Operational Area from various federal and state agencies sources. The Operational Area Planning Committee shall establish subcommittee(s) as needed to determine the scope of these grants, the method of distribution of these funds, and to review and approve requests for these funds.



ARTICLE IX. POWERS OF SUCCESSION

Section 9.1. Each person who shall succeed to each position of office as provided herein, and as provided in the Emergency Operations Plan of the County of Riverside, shall assume all of the powers and duties of the office succeeded to immediately upon such succession.

ARTICLE X. ORDERS OF MEMBERS

Section 10.1. During the existence of a "State of War Emergency" or a proclaimed "State of Emergency" or "Local Emergency" affecting Riverside County, each member of the County Emergency Management Organization shall have authority to require that all persons shall follow reasonable orders given within the scope of functions in order to execute the Emergency Plan of the County of Riverside, and the willful failure of any person to follow such reasonable order or orders shall be a misdemeanor punishable by a fine of not more than \$1,000.00 or by imprisonment for not more than 6 months or both.

Adopted: 533 Item 37 of 08/24/1771 (Eff: 09/23/1971)

Amended: 533.1 Item 6.1 of 06/10/1975 (Eff: 07/10/1975)

533.2 Item 3.4 of 07/02/1985 (Eff: 08/01/1985)

533.3 Item 3.9 of 11/15/1988 (Eff: 12/15/1988)

533.4 Item 3.4 of 08/15/1995 (Eff: 09/14/1995)

533.5 Item 3.52 of 08/23/2005 (Eff: 09/21/2005)



10.1.5 City of Jurupa Valley Municipal Code Ord 2011-02 Chp 2.30

THE CITY COUNCIL OF THE CITY OF JURUPA VALLEY, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Chapter 2.30

EMERGENCY ORGANIZATIONS AND FUNCTIONS

Sections :

- Section 2.30.010 Purposes
- Section 2.30.020 Definitions
- Section 2.30.030 Development of Emergency, Mutual Aid Plans and Implementing Regulations
- Section 2.30.040 Director and Assistant Director of Emergency Services
- Section 2.30.050 Powers and Duties of the Director
- Section 2.30.060 Emergency Organization
- Section 2.30.070 Emergency Expenditures
- Section 2.30.080 Prohibited Acts During Emergencies

Section 2.30.010 PURPOSES

The declared purposes of this ordinance are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons.

Section 2.30.020 DEFINITION

- A. As used in this ordinance, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities for this city, requiring the combined forces of other political subdivisions to combat, or with respect to regulated utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.



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- B. The term “Local Emergency” means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.
- C. The term “State of Emergency” means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a State of War Emergency, which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.
- D. The term “State of War Emergency” means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

**Section 2.30.030 Development of Emergency and Mutual Aid Plans,
Implementing Regulations**

It shall be the duty of the city manager, and he or she is hereby empowered, to develop and recommend for adoption by the city council, the city's emergency plan, mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The city's emergency plan shall provide for the effective mobilization of all of the resources of this city, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the city council.



Section 2.30.040 Director and Assistant Director of Emergency Services

(a) There is hereby created the office of Director of Emergency services ("director"). The City Manager shall be the director of emergency services.

(b) There is hereby created the office of Assistant Director of Emergency Services ("Assistant Director"), who shall be appointed by the Director.

Section 2.30.050 Power and Duties of the Director of Emergency Services

(a) Subject to applicable state and federal laws, the Director is hereby empowered to:

(1) Request the City Council to proclaim the existence or threatened existence of a "local emergency" if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a local emergency is proclaimed by the director, the City Council shall take action to ratify the proclamation within seven calendar days thereafter or the proclamation shall have no further force or effect. The City Council shall review the local emergency proclamation at least every thirty (30) days, or such other period as required by law, and shall terminate the emergency proclamation at the earliest possible date the conditions warrant;

(2) Request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources is inadequate to cope with the emergency;

(3) Control and direct the effort of the city's emergency organization for the accomplishment of the purposes of this chapter;

(4) Direct cooperation between and coordination of services and staff of the city's emergency organization; and resolve questions of authority and responsibility that may arise between them;

(5) Represent this city in all dealings with public or private agencies on matters pertaining to emergencies as defined herein;

(6) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor or the Secretary of California Emergency Management, or the existence of a "state of war emergency," the Director is hereby empowered:



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- i. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such **rules** and regulations must be confirmed at the earliest practicable time by the city council,
 - ii. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use,
 - iii. To require emergency services of any city officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this city is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as deemed necessary in the execution of duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster services workers, departments or agencies, and
 - iv. To requisition necessary personnel or material of the city's departments or agencies and,
 - v. To execute all ordinary power as city manager, all of the special powers conferred by this chapter or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred by any statute, by any agreement approved by the city council, and by any other lawful authority.

(b) The Director shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform duties during an emergency. Such order of succession shall be approved by the City Council.

(c) The Assistant Director shall, under the supervision of the Director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this city; and shall have such other powers and duties as may be assigned by the Director.

Section 2.30.060 Emergency Organization

All officers and employees of this city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.30.050(a)(6)(c) of this ordinance, be charged with duties incident to the protection of life and property in this city during such



emergency, shall constitute the emergency organization of the City of Jurupa Valley⁸.

Section 2.30.070 Expenditures

Any expenditure made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city.

Section 2.30.080 Prohibited Acts during Emergencies

(n) It is a violation of this code for any person during an emergency to:

1. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this ordinance, or in the performance of any duty imposed upon him by virtue of this ordinance.

2. Do any act forbidden by any lawful rule or regulation issued pursuant to this ordinance, if such act is of such a nature as to give or be likely to give assistance to the enemy or imperil the lives or property of inhabitants of this city, or to prevent, hinder, or delay the defense or protection thereof.

3. Wear, carry, or display, without authority, any means of Identification specified by the emergency agency of the State.

Section 2: EFFECTIVE DATE

This ordinance shall become effective thirty (30) days from and after its passage.

Section 3: SEVERABILITY

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable.

ADOPTED, SIGNED and **APPROVED** this ____ day of _____

Mayor, _____

City of Jurupa Valley Emergency Operations Plan
Part I: Basic Plan



ATTEST:

City Clerk, _____
STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE)
CITY OF JURUPA VALLEY)

I, _____, City Clerk of the City of Jurupa Valley, do hereby certify that the foregoing Ordinance No. _____ was duly introduced at the regular meeting of _____ and duly adopted by the City Council of the City of Jurupa Valley at a regular meeting, held on the 13th day of May, 2009, by the following vote of the Council:

AYES: Mayor _____, Mayor Pro Tem _____, Council Members _____

NOES: None
ABSTAIN: None
ABSENT: None

_____, City Clerk



ENDNOTES

¹In city manager or chief administrative officer cities, that officer should be named director of emergency services; where there is no city manager or chief administrative officer, or in strong mayor cities, the mayor should be named director.

In the latter case, subsection B of this section should be deleted and the following subsections should be relettered since, under SEC. 5.A. supra, the mayor would be appointed director of emergency services.

²In cities where the mayor is the director of emergency services (see footnote 1) this subsection would read as follows: "The assistant director of emergency services, who shall be vice chair."

³See Sections 5 and 6, providing for the structure, duties, and functions of the emergency organization.

⁴See Emergency Proclamation section – Part One, State Emergency Plan.

⁵Note the provisions of Section 8630 of the California Emergency Services Act which require that the city council review, at least every fourteen days until a local emergency is terminated, the need for continuing the local emergency, and further require that the city council terminate the local emergency at the earliest possible date the conditions warrant.

⁶Section 8625 (b) of the California Emergency Services Act provides that such request is to be made, in the case of a city, by the mayor or chief executive.

⁷General law cities see Section 38791 of the Government Code, regarding authority to provide for a chief executive with special powers during emergencies.

⁸The State of California has provided workers' compensation benefits for all registered volunteers of an accredited disaster council organization. Requirements for the accrediting of local disaster councils and for the manner in which volunteers must be registered in order to be protected by these workers' compensation benefits are contained in rules and regulations of the California Emergency Management Agency adopted pursuant to Section 8585.5 of the California Emergency Services Act.

⁹See Section 53021 of the Government Code.



¹⁰Under the provisions of Section 8668 (a) of the California Emergency Services Act, existing civil defense and disaster ordinances will remain in full force and effect until revised, amended, or revoked; therefore the existing ordinances should be expressly repealed by number. In subsequent revisions of a city emergency services ordinance, the following proviso should be included in the repealing section in order to preserve existing rights and privileges:

“Provided, that it is the intent of the city council in enacting this ordinance that it shall be considered a revision and continuation of the ordinance repealed by this ordinance, and the status of volunteers shall not be affected by such repeal; nor shall plans and agreements, rules and regulations, or resolutions adopted pursuant to such repealed ordinance be affected by such repeal until amended, modified, or superseded as provided in this ordinance.”

APPENDIX A: ABBREVIATIONS AND ACRONYMS

ACS	Auxiliary Communications Services
AP	Action Plan
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
DOC	Departmental Operations Center
DSR	Damage Survey Report
EAS	Emergency Alert System
EMS	Emergency Medical Services
EDIS	Emergency Digital Information System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ETA	Estimated Time of Arrival
FCC	Federal Communications Commission
GAR	Governor's Authorized Representative
HMC	Hazard Mitigation Coordinator
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
ICS	Incident Command System
IDE	Initial Damage Estimate
IMS	Incident Management System
JIC	Joint Information Center
LHMP	Local Hazard Mitigation Plan
NAWAS	National Warning System
NCIC	National Crime Information Center
NDAA	Natural Disaster Assistance Act
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
P.L.	Public Law
PIO	Public Information Officer
RDMHC	Regional Disaster Medical Health Coordinator
REOC	Region Emergency Operations Center
RIMS	Response Information Management System

SEMS	Standardized Emergency Management System
SHMC	State Hazard Mitigation Coordinator
SOP	Standard Operating Procedures
WMD	Weapons of Mass Destruction

RIVERSIDE OPERATIONAL AREA - FLASH REPORT

INSTRUCTIONS

The Flash Report should be completed and sent to the Operational Area EOC as soon as possible, following any major event. It is understood that detailed information may not be available at this time.

When completed, email to rvceoc@fire.ca.gov.

1. Please correctly identify your city / special district and the date and time of your report
2. Identify the type of event that triggered the incident(s) affecting your jurisdiction
3. – 12. Enter one of the following:
None / Light / Medium / Heavy / Unknown
13. Enter one of the following: Yes / No / Pending
14. Please identify any additional issues that are relevant to the Operational Area

APPENDIX C: SITUATION REPORT

Page 1 of 3

RIVERSIDE OPERATIONAL AREA SITUATION REPORT

1. Reporting City A-L: **Select One** City – M-Z: Select One
Reporting Special District:
Report Date/Time:
2. Type of Incident: Select One
3. Area Affected:

4. Population Status: a. # Dead: b. # Injured: c. #
Evacuated: d. # Homeless: e. #
Sheltered:

5. Evacuation Center Locations:

6. Shelter locations:

RIVERSIDE OPERATIONAL AREA
SITUATION REPORT

7. EOC Status:

a. EOC activated: Select One

b. EOC address:

c. RACES: Select One

d. FIRE: Select One

e. LAW:

Select One

f. EOC POC (Name):

g. EOC

phone:

h. EOC FAX #:

i. EOC radio freq:

8. Major Highways
Closed:

9. Major Local Roads Closed:

10. Airfield Status:

11. Utility Status: (attach additional pages if needed)

Type	# People Affected	Affected Areas	Status
------	-------------------	----------------	--------

Gas			Select One
-----	--	--	------------

Electric			Select One
----------	--	--	------------

Page 3 of 3

RIVERSIDE OPERATIONAL AREA
SITUATION REPORT

Water

Select One

12. Local Government Action:

- a. Declaration of Local Emergency: Select One
- b. Date: Note: (If unknown, give estimate)
- c. Declared by: (Name and Position)

13. Anticipated Resource Requests:

TYPE

QUANTITY

14. Other Issues/Comments:

RIVERSIDE OPERATIONAL AREA SITUATION REPORT INSTRUCTIONS

The Situation Report should be completed and sent to the Operational Area EOC as soon as possible, following any major event. The Situation Report is a follow-up to the Form 10 (Flash Report). When completed, email to rvceoc@fire.ca.gov.

1. Please correctly identify your city / special district and the date and time of your report
2. Identify the type of event that triggered the incident(s) affecting your jurisdiction
3. Identify the specific area(s) affected by the event
4. Provide numbers of individuals in each category
 - a. Dead
 - b. Injured
 - c. Evacuated
 - d. Homeless
(persons without shelter)
5. Provide name and address of Evacuation Centers in use
6. Provide name and address of Shelter locations in use
7. Complete the following:
 - a. Yes / No / Pending
 - b. List address:
 - c. - e. Yes / No / Requested
 - f. List name of contact person at EOC
 - g. Provide EOC telephone number
 - h. Provide EOC fax number
 - i. List EOC radio frequencies in use
(Disaster Net, RACES etc.)
- 8.- 10. Identify status
11. Complete the following for gas, electric and water service:
Number of people affected, Area(s) affected and operational / limited or no service
12. Complete the following:
 - a. Yes / No / Pending
 - b. Enter date
 - c. Enter information
13. Complete information
14. Please identify any additional issues that are relevant to the Operational Area
12. Complete the following:
 - a. Yes / No / Pending
 - b. Enter date
 - c. Enter information
13. Complete information
14. Please identify any additional issues that are relevant to the Operational Area

APPENDIX D: FORM 12 - PRELIMINARY DAMAGE ASSESSMENT

RIVCO FORM 12

Page 1 of 2

Preliminary Damage Assessment

Reporting City A-L: Select One City M-Z: Wildomar

Reporting Special District:

Other:

Date:

Time:

<u>Individual Assistance Damage Estimates</u>	a. Destroyed	b. Major Damage	c. Minor Damage	d. Affected	e. Estimated Loss in \$\$
Homes:	#	#	#	#	
Mobiles:	#	#	#	#	
Businesses :	#	#	#	#	
Other:	#	#	#	#	
TOTALS:	#	#	#	#	
<u>Public Damage Assessment Estimates</u> <i>(Do not include normal operating costs)</i>			Number of Sites		Estimated Costs in \$\$
CAT A: Debris Clearance					
CAT B: Emergency Protective Measures					
CAT C: Road System Repairs					
CAT D: Water Control Facilities					
CAT E: Buildings & Equipment					
CAT F: Public Utility Systems					
CAT G: Other (Not in above Categories)					
TOTALS:					
<u>Federal Program Damage Estimates</u>					

	Estimated Costs in \$\$
Federal Highways (Title 23 Program): <i>(For damages to federal highway systems)</i>	
U.S. Army Corps of Engineers (PL99): <i>(For emergency flood control projects)</i>	
Soil Conservation Service: <i>(For emergency watershed rehabilitation)</i>	
Other (Describe):	
TOTAL:	

Individual Assistance Damage Assessment Level Guidelines

Damage Definitions by General Description, Things to Look For and Water Levels

DESTROYED

Structure is a total loss. **Not economically feasible to rebuild.** Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged. Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls. More than 4 feet of water in first floor. More than 2 feet in **mobile home**.

MAJOR

Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. **Will take more than 30 days to repair.** Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system. Portions of the roof and decking missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as tree. Damaged foundation. 2 to 4 feet of water in first floor without basement. 1 foot or more in first floor with basement. 6 inches to 2 feet in **mobile home** with **plywood** floors. 1 inch in **mobile home** with **particle board** floors.

MINOR

Structure is damaged, and uninhabitable. Minor repairs are necessary to make habitable. **Will take less than 30 days to repair.** Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing. Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system. 2 inches to 2 feet of water in first floor without basement. 1 foot or more in basement. Crawlspace – reached insulation. Sewage - in basement. **Mobile home**, "Belly Board" to 6 inches.

AFFECTED / HABITABLE

Structure has received minimal damage and is **habitable without repairs.** Chimney or porch damaged. Carpet on first floor soaked. Broken windows. Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding. Less than 2 inches of water in first floor. Minor basement flooding. **Mobile home**, no water in "Belly Board".

Estimating Water Depths

Adapted from FEMA 9327.1-PR April 2005

Brick – 2 1/2 inches per course

Lap or aluminum siding - 4 inches or 8 inches per course

Stair risers - 7 inches

Concrete or cinder block - 8 inches per course

Door knobs - 36 inches above floor

Standard doors - 6 feet 8 inches

APPENDIX E: LOGISTICS REQUEST FORM

1 FROM	RIVERSIDE COUNTY OA LOGISTICS REQUEST FORM		REQUESTEE # [FOR OPTL AREA USE ONLY]:
2 <input type="checkbox"/> TO LOGISTICS or <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> TO (OTHER AGENCY)			PRIORITY (circle one): 1. Life Threatening 2. Urgent 3. Non-urgent
REQUESTING AGENCY INFORMATION (Filled out by Requestor)			
3 REQUESTING AGENCY/SECTION/UNIT: City of Jurupa Valley			
4 DATE/TIME OF REQUEST:	5 BY:	6 AUTHORIZED BY:	
7 LOCAL INCIDENT NO#:	8 LOCAL REQUEST NO#:	9 CONTACT: NUMBER/CALL:	
INFORMATION ABOUT RESOURCES REQUIRED (Filled out by Requestor)			
10 DESCRIPTION:	11 QUANTITY:	12 PRIORITY:	
13 WHY NEEDED? TO DO WHAT?:			
14 HOW LONG NEEDED?:			
REPORTING/DELIVERY INSTRUCTIONS (Filled out by Requestor)			
15 WHEN NEEDED? DATE/TIME:	16 DELIVER TO (NAME/TITLE):	17 PHONE:	
18 DELIVERY LOCATION/ THOMAS GRID REFERENCE:			
19 BEST LOCAL ACCESS ROUTE:			
FOLLOW-UP INFORMATION (Filled out by Receiving Personnel)			
20 REQUEST RECEIVED (DATE/TIME):	21 RECEIVED BY: 22 POSITION:	23 ACTION TAKEN: FILLED REJECTED (ANSWER IN REMARKS) FORWARDED	24 OA CONTROL#:
FORWARDING INFORMATION			
25 AGENCY:		26 TELEPHONE:	
27 AGENCY RESPONDING:		28 CONTACT:	
29 METHOD OF DELIVERY:		30 ESTIMATED COST:	
31 ESTIMATED ARRIVAL:		32 MISSION/CONTROL #:	
33 ARRIVED:	34 CONDITION:	35 VERIFIED BY:	
36 REMARKS:			

COPIES TO: REQUESTING UNIT LOGISTICS FINANCE
 DOCUMENTATION

INSTRUCTIONS FOR USE OF LOGISTICS REQUEST FORM

General Information

1. This form may be used to request any type of assistance in a disaster - personnel, equipment, supplies, or facilities.
2. Make sure the support you require is not locally available before you submit this request. Check the Resource Manual and your emergency plans.
3. The form may be used within local Emergency Operating Centers to track requests, or to request support from other cities or from the OA.
4. The form may be sent in any existing communications mode:
 - By telephone or government radio;
 - Via radio amateur (RACES);
 - By facsimile;
 - Electronically.

Entered by Person Making Request:

1. ENTER the name of your agency EXAMPLE: *EOC/Plans*.
2. ENTER the name of the agency to which this request is being sent.
3. PRINT the name of the requesting unit. EXAMPLE: *Time Unit, Police Branch, etc.*
4. PRINT the date and the time you make the request. EXAMPLES: *8/15/94 22:00* or *21 OCT 94 11:15 PM*
5. PRINT the name of the person making the request.
6. PRINT the name of the supervisor or Section Chief approving the request.
7. For local use. If you attach your request to your local incident number, it may help in tracking response and recovery costs. EXAMPLE: *RIV PD-4 (Riverside Police Incident 4)*
8. For local use, to keep a log of all requests you have made internally and externally.
9. PRINT the name and number or call sign of the person to be called for further information about this request. This may be a person at a field incident who can give more detailed information about the type of support needed, or whether a particular substitute might work.
10. PRINT a short description of the resource needed.
11. ENTER the number of items needed.
12. ENTER your evaluation of the priority of this request (See box on top right of form). Also CIRCLE the appropriate number in the box at the top right of the form.
13. DESCRIBE generally the task for which you need the resource (if the specific resource you request is not available, the Area may suggest an alternative that could perform the same kind of function).
14. ENTER the estimated length of time you may need this resource.
15. PRINT when you need this resource. Remember that it will take time to order, assemble, and transport the resource to you.
16. PRINT the name and title of the person to whom the resource should be delivered.
17. ENTER the telephone number or other communications contact channel for the person to whom the resource will be delivered.
18. PRINT the location to which the resource should be delivered. Be as complete as possible, including street number, cross street, and Thomas Brothers map grid. REMEMBER: The better you describe what you need, when you need it, and where you need it, the more likely it is that your request will be filled.
19. ENTER any special information you have about access to the delivery location, including best approaches and any detours or caution areas that the providing agency should be aware of.

Entered by Person Receiving the Request:

20. ENTER the date and time you received the request.

21. PRINT your name.
22. PRINT your position in the Emergency Operating Center.
23. CHECK or CIRCLE the action you took: filled (enter date and time), rejected, or forwarded (if you forwarded the request to the OES Region or to another agency, fill out the following block, numbers 25 through 32).
24. ENTER the City Control Number if one is being used.
25. PRINT the name of the agency to which you forwarded the request.
26. ENTER the telephone number of the agency to which you forwarded the request.
27. PRINT the name of the agency that will actually provide the assistance.
28. PRINT the name of the contact person in the agency listed on line 27.
29. PRINT the method of delivery.
30. ENTER the projected cost of the assistance, if any.
31. ENTER the date and time the assistance is estimated to arrive at the place where it is needed.
32. ENTER any state or federal mission numbers or other reference numbers.
33. ENTER actual arrival time.
34. PRINT general condition on arrival.
35. ENTER the name of the person verifying arrival and condition.
36. PRINT any general remarks (enter number referring back to item number the remark concerns).

APPENDIX F: GENERAL MESSAGE FORM

CITY OF JURUPA VALLEY EOC MESSAGE FORM		Message # _____	
Date: _____		Military Time: _____	
<input type="checkbox"/> Immediate Life Threat		<input type="checkbox"/> Information only	
Message Taken By:	Agency / Section / Jurisdiction	Name:	Phone:
MESSAGE:			
Assigned to:	POSITION/NAME:	<input type="checkbox"/> MANAGEMENT:	<input type="checkbox"/> OPERATIONS:
<input type="checkbox"/> PLANNING/INTEL:	<input type="checkbox"/> LOGISTICS:	<input type="checkbox"/> FINANCE/ADMIN:	<input type="checkbox"/> OTHER:
Action(s) Taken:			
Resolution:			
Action Completed by:	Date:	Military Time:	
Step 1 – Person taking message completes top section and numbers the message. Removes Goldenrod (last copy) for their records			
Step 2 – Person “Assigned to” take actions must complete information on ‘Actions Taken” and “Resolution”. Keep the White copy and give remaining copies to Message Center			
Step 3 – Message Center give Canary copy to P & I Section for their record to ensure issue is resolved			
Step 4 – Message Center attaches Pink copy to Goldenrod copy to show the issue is resolved			

APPENDIX G: AFTER ACTION REPORT QUESTIONNAIRE

QUESTION	YES/NO/NA
Were procedures established and in place for response to the disaster?	
Were procedures used to organize initial and ongoing response?	
Was the ICS used to manage field response?	
Was Unified Command considered or used?	
Was your EOC and or/DOC activated	
Were sub-functions in the EOC/DOC assigned around the five SEMS functions?	
Were response personnel in the EOC/DOC trained?	
Were action plans used in the EOC/DOC	
Was the action planning process used at the field response level?	
Was there coordination with volunteer agencies such as the American Red Cross?	
Was an Operational Area EOC activated?	
Was Mutual Aid requested?	
Was Mutual Aid received?	
Was Mutual Aid coordinated from the EOC/DOC?	
Was an inter-agency group established and maintained between agencies?	
Was the public alerting warning conducted according to procedure?	
Was public safety and disaster information coordinated with the media?	

APPENDIX H: AFTER ACTION REPORT / IMPROVEMENT PLAN

See next pages for detailed sample of Homeland Security Exercise and Evaluation Program After Action Report / Improvement Plan template for your use.

[Note for After Action Report/Improvement Plan (AAR/IP) Template:

- Text found in this document that is highlighted and bracketed is included to provide instruction or to indicate a location to input text.
- All text that is not highlighted is to be included in the final version of the AAR/IP.]

[FULL EXERCISE NAME]

[Exercise Dates]

AFTER ACTION REPORT/IMPROVEMENT PLAN

[Publication Date]

[On the cover page, insert additional graphics such as logos, pictures, and background colors as desired. The word “Draft” should be included before the phrase “After Action Report/Improvement Plan” on the cover page and in the header/footer of all versions except the final AAR/IP.]

Administrative Handling Instructions

1. The title of this document is [complete and formal title of document].
2. The information gathered in this AAR/IP is classified as [For Official Use Only (FOUO)] and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from [agency] is prohibited.
3. At a minimum, the attached materials will be disseminated only on a need-to-know basis and when unattended, will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.
4. Points of Contact: [List all points of contact below.]

[Federal POC:]

Name

Title

Agency

Street Address

City, State ZIP

xxx-xxx-xxxx (office)

xxx-xxx-xxxx (cell)

e-mail

[Exercise Director:]

Name

Title

Agency

Street Address

City, State ZIP

xxx-xxx-xxxx (office)

xxx-xxx-xxxx (cell)

e-mail

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[If an AAR contains graphics, figures, or tables, they should be numbered and listed in the Contents section (e.g. Figure 1, Table 1, etc.).

Executive Summary

[When writing the Executive Summary, keep in mind that this section may be the only part of the AAR/IP that some people will read. Introduce this section by stating the full name of the exercise and providing a brief overview of the exercise. This brief overview should discuss why the exercise was conducted; the exercise objectives; and what Target Capabilities List (TCL) capabilities, activities, and scenario(s) were used to achieve those objectives. All of these areas will be discussed in more detail in the subsequent chapters of the AAR/IP. In addition, the Executive Summary may be used to summarize any high-level observations that cut across multiple capabilities.]

The [agency or jurisdiction] [scenario type] [exercise type] exercise [exercise name] was developed to test [agency or jurisdiction]'s [Capability 1], [Capability 2], and [Capability 3] capabilities. The exercise planning team was composed of numerous and diverse agencies, including [list of agencies participating in planning team]. The exercise planning team discussed [include a brief overview of the major issues encountered, discussed, and resolved during the exercise planning process. Topics to address in this section could include the length of the planning process, the reasoning behind the planning team's choice of objectives to exercise, etc.]

Based on the exercise planning team's deliberations, the following objectives were developed for [exercise name]:

- Objective 1: [Insert 1 sentence description of the exercise objective]
- Objective 2: [Insert 1 sentence description of the exercise objective]
- Objective 3: [Insert 1 sentence description of the exercise objective]

The purpose of this report is to analyze exercise results, identify strengths to be maintained and built upon, identify potential areas for further improvement, and support development of corrective actions.

[In general, the major strengths and primary areas for improvement should be limited to three each to ensure the Executive Summary is high-level and concise.]

Major Strengths

The major strengths identified during this exercise are as follows:

- [Use complete sentences to describe each major strength.]
- [Additional major strength]
- [Additional major strength]

Primary Areas for Improvement

Throughout the exercise, several opportunities for improvement in [jurisdiction/organization name]'s ability to respond to the incident were identified. The primary areas for improvement, including recommendations, are as follows:

- [Use complete sentences to state each primary area for improvement and its associated key recommendation(s).]
- [Additional key recommendation]
- [Additional key recommendation]

[End this section by describing the overall exercise as successful or unsuccessful, and briefly state the areas in which subsequent exercises conducted by these jurisdictions and/or organizations should focus.]

Section 1: Exercise Overview

[Information in the Exercise Overview should be “structured data”—written as a list rather than in paragraph form—in order to facilitate preparation of other parts of the AAR/IP, maintain consistency within AAR/IPs, and facilitate the analysis of AAR/IPs for program reporting.]

Exercise Details

Exercise Name

[Insert formal name of exercise, which should match the name in the header.]

Type of Exercise

[Insert the type of exercise as described in Homeland Security Exercise Evaluation Program Volume I (e.g. seminar, workshop, drill, game, tabletop, functional exercise, or full-scale exercise.)

Exercise Start Date

[Insert the month, day, and year that the exercise began.]

Exercise End Date

[Insert the month, day, and year that the exercise ended.]

Duration

[Insert the total length of the exercise, in day or hours, as appropriate.]

Location

[Insert all applicable information regarding the specific location of the exercise; including any city, State, Federal region, international country, or military installation.]

Sponsor

[Insert the name of the Federal agency or agencies that sponsored the exercise, as well as any co-sponsors if applicable. Also list any applicable points of contacts.]

Program

[Insert the name of the program (e.g. Fiscal Year 2007 State Homeland Security Grant Program) from which exercise funding originated.]

Mission

[Insert the appropriate mission areas of the exercise (e.g. Prevent, Protect, Response, and/or Recovery).]

Capabilities

[Insert a list of the target capabilities addressed within the exercise.]

Scenario Type

[Name the exercise scenario type (e.g. chemical release).]

Exercise Planning Team Leadership

[The name of each member of the planning team leadership should be listed along with their role in the exercise, organizational affiliation, job title, mailing address, phone number, and e-mail address.]

Participating Organizations

[Insert a list of the individual participating organizations or agencies, including Federal, State, Tribal, non-governmental organizations (NGOs), local and international agencies, and contract support companies as applicable.]

Number of Participants

[Insert a list of the total number of each of the following exercise participants, as applicable:

- Players: [#]
- Controllers: [#]
- Evaluators: [#]
- Facilitators: [#]
- Observers: [#]
- Victim Role Players: [#]

Section 2: Exercise Design Summary

[The Exercise Design Summary is intended to provide a summary of the exercise design process.]

Exercise Purpose and Design

[This section should contain a brief (one-to-two paragraph) summation of why the exercise was conducted and what the exercise participants hoped to learn. It should also include a brief history of how the exercise was organized, designed, funded, etc.]

Exercise Objectives, Capabilities, and Activities

[The purpose of this section is to list exercise objectives and align them with associated capabilities from the Target Capabilities List (TCL). For each TCL capability, there is an Exercise Evaluation Guide (EEG) which lists specific activities which must be performed to demonstrate a capability. In addition to TCL capabilities, the EEG activities relevant to each objective should also be included in this section. Begin this section with the following text.]

Capabilities-based planning allows for exercise planning teams to develop exercise objectives and observe exercise outcomes through a framework of specific action items that were derived from the Target Capabilities List (TCL). The capabilities listed below form the foundation for the organization of all objectives and observations in this exercise. Additionally, each capability is linked to several corresponding activities and tasks to provide additional detail.

Based upon the identified exercise objectives below, the exercise planning team has decided to demonstrate the following capabilities during this exercise:

- **Objective 1:** [Insert a one sentence description of each objective].
 - **[Capability Title]:** [Activity 1]; [Activity 2]; and [Activity 3].
 - **[Capability Title]:** [Activity 1]; [Activity 2]; and [Activity 3].

Scenario Summary

[For an operations-based exercise, this section should summarize the scenario or situation initially presented to players, subsequent key events introduced into play, and the time in which these events occurred. For a discussion-based exercise, this section should outline the scenario used and/or modules presented to participants.]

Section 3: Analysis of Capabilities

This section of the report reviews the performance of the exercised capabilities, activities, and tasks. In this section, observations are organized by capability and associated activities. The capabilities linked to the exercise objectives of [full exercise name] are listed below, followed by corresponding activities. Each activity is followed by related observations, which include references, analysis, and recommendations.

[The format for Chapter 3, as described above, represents the preferred order for analysis of exercise observations. However, observations that are cross-cutting and do not apply to one, specific activity within the capability should be listed first, directly under the capability summary. Below the cross-cutting observations, you may then present the complete list of activities which apply to the observation.]

Capability 1: [Capability Name]

Capability Summary: [Include a detailed overview of the capability, drawn from the TCL capability description, and a description of how the capability was performed during an operations-based exercise or addressed during a discussion-based exercise. The exact length of this summary will depend on the scope of the exercise.]

Activity 1.1: [Using the EEGs, identify the activity to which the observation(s) below pertain.]

Observation 1.1: [Begin this section with a heading indicating whether the observation is a “Strength” or an “Area for Improvement.” A strength is an observed action, behavior, procedure, and/or practice that is worthy of recognition and special notice. Areas for improvement are those areas in which the evaluator observed that a necessary task was not performed or that a task was performed with notable problems. Following this heading, insert a short, complete sentence that describes the general observation.]

References: [List relevant plans, policies, procedures, laws, and/or regulations, or sections of these plans, policies, procedures, laws, and/or regulations. If no references apply to the observation, it is acceptable to simply list “N/A” or “Not Applicable.”]

1. [Name of the task and the applicable plans, policies, procedures, laws, and/or regulations and 1-2 sentences describing their relation to the task]
2. [Name of the task and the applicable plans, policies, procedures, laws, and/or regulations and 1-2 sentences describing their relation to the task]

3. [Name of the task and the applicable plans, policies, procedures, laws, and/or regulations and 1-2 sentences describing their relation to the task]

Analysis: [The analysis section should be the most detailed section of Chapter 3. Include a description of the behavior or actions at the core of the observation, as well as a brief description of what happened and the consequence(s) (positive or negative) of the action or behavior. If an action was performed successfully, include any relevant innovative approaches utilized by the exercise participants. If an action was not performed adequately, the root-causes contributing to the shortcoming must be identified.]

Recommendations: [Insert recommendations to address identified areas for improvement, based on the judgment and experience of the evaluation team. If the observation was identified as a strength, without corresponding recommendations, insert "None."]

1. [Complete description of recommendation]
2. [Complete description of recommendation]
3. [Complete description of recommendation]

[Continue to add additional observations, references, analyses, and recommendations for each capability as necessary. Maintain numbering convention to allow for easy reference.]

Section 4: Conclusion

[This section is a conclusion for the entire document. It provides an overall summary to the report. It should include the demonstrated capabilities, lessons learned, major recommendations, and a summary of what steps should be taken to ensure that the concluding results will help to further refine plans, policies, procedures, and training for this type of incident.]

Subheadings are not necessary and the level of detail in this section does not need to be as comprehensive as that in the Executive Summary.]

Appendix A: Improvement Plan

This IP has been developed specifically for [identify the State, county, jurisdiction, etc., as applicable] as a result of [full exercise name] conducted on [date of exercise]. These recommendations draw on both the After Action Report and the After Action Conference. [The IP should include the key recommendations and corrective actions identified in Chapter 3: Analysis of Capabilities, the After Action Conference, and the EEGs. The IP has been formatted to align with the Corrective Action Program System.]

□ **Table A.1: Improvement Plan Matrix**

Capability	Observation Title	Recommendation	Corrective Action Description	Capability Element	Primary Responsible Agency	Agency POC	Start Date	Completion Date
[Capability 1: Capability Name]	1. Observation 1	1.1 Insert Recommendation 1	1.1.1 Insert Corrective Action 1	Planning	State X EMA	EMA Director	Dec 1, 2006	Sep 1, 2007
			1.1.2 Insert Corrective Action 2	Planning	State X EMS System	EMS System Director	Dec 1, 2006	Feb 1, 2007
		1.2 Insert Recommendation 2	1.2.1 Insert Corrective Action 1	Training	State X EMA	EMA Director	Dec 1, 2006	Jan 1, 2007
			1.2.2 Insert Corrective Action 2	Systems/ Equipment	State X EMA	EMA Director	Dec 1, 2006	Mar 15, 2007
	2. Observation 2	2.1 Insert Recommendation 1	2.1.1 Insert Corrective Action 1	Planning	State X EMS System	EMS System Director	Dec 1, 2006	Jan 15, 2007
			2.1.2 Insert Corrective Action 2	Systems/ Equipment	State X EMA	EMA Director	Dec 1, 2006	Jan 1, 2007

[Optional]

Appendix B: Lessons Learned

While the After Action Report/Improvement Plan includes recommendations which support development of specific post-exercise corrective actions, exercises may also reveal lessons learned which can be shared with the broader homeland security audience. The Department of Homeland Security (DHS) maintains the *Lessons Learned Information Sharing* (LLIS.gov) system as a means of sharing post-exercise lessons learned with the emergency response community. This appendix provides jurisdictions and organizations with an opportunity to nominate lessons learned from exercises for sharing on *LLIS.gov*.

For reference, the following are the categories and definitions used in LLIS.gov:

- **Lesson Learned:** Knowledge and experience, positive or negative, derived from actual incidents, such as the 9/11 attacks and Hurricane Katrina, as well as those derived from observations and historical study of operations, training, and exercises.
- **Best Practices:** Exemplary, peer-validated techniques, procedures, good ideas, or solutions that work and are solidly grounded in actual operations, training, and exercise experience.
- **Good Stories:** Exemplary, but non-peer-validated, initiatives (implemented by various jurisdictions) that have shown success in their specific environments and that may provide useful information to other communities and organizations.
- **Practice Note:** A brief description of innovative practices, procedures, methods, programs, or tactics that an organization uses to adapt to changing conditions or to overcome an obstacle or challenge.

Exercise Lessons Learned

[Insert an account of any observations nominated for inclusion in the DHS LLIS.gov system. If there are not any nominations, a simple statement to that effect should be included here.]

[Optional]

Appendix C: Participant Feedback Summary

[Appendix C of the AAR/IP should provide a summary of the feedback received through this form.]

[Optional]

Appendix D: Exercise Events Summary Table

[In formulating its analysis, the evaluation team may assemble a timeline of key exercise events. While it is not necessary to include this timeline in the main body of the AAR/IP, the evaluation team may find value in including it as an appendix. If so, this section should summarize what actually happened during the exercise in a timeline table format. Focus of this section is on what inputs were actually presented to the players and what actions the players took during the exercise. Successful development of this section is aided by the design, development, and planning actions of the exercise design team. Prior to the exercise, the exercise design team should have developed a timeline of anticipated key events.]

[An example of the format for the Exercise Events Summary Table is presented below.]

Table D.1: Exercise Events Summary

Date	Time	Scenario Event, Simulated Player Inject, Player Action	Event/Action
02/20/06	0900	Scenario Event	Explosion and injuries reported at subway station 13
02/20/06	0902	Player Action	Subway services stopped in accordance with protocols; notifications started
02/20/06	0915	Player Action	Evacuation ordered for planning zone 2A
02/20/06	0940	Simulated Player Inject	Traffic at a standstill on major egress route 1 reported to players (Response generated issue because personnel to staff traffic control points were not deployed)

[Optional]

Appendix E: Performance Rating

[When a jurisdiction/organization elects to use performance ratings, or when initiatives require a rating within the AAR/IP, the following approach can be used. A qualitative performance rating is assigned to each activity demonstrated within its capability area. The performance rating is based on a systemic review by the lead evaluator of exercise performance based on evaluator analysis of how well the participants demonstrated the capability outcome. The results should be summarized within this appendix and should be based on the supporting narrative contained within the body of the AAR/IP.]

The performance rating categories refer to how well each activity was performed during the exercise and are detailed in the table below.

Table E.1: Performance Ratings

Rating	Description
Performed without Challenges	The performance measures and tasks associated with the activity were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
Performed with Some Challenges, but Adequately	The performance measures and tasks associated with the activity were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.
Performed with Major Challenges	The performance measures and tasks associated with the activity were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or, was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
Unable to be Performed	The performance measures and tasks associated with the activity were not performed in a manner that achieved the objective(s).

Appendix F: Acronyms

[Any acronym used in the AAR should be listed alphabetically and spelled out.]

Table F.1: Acronyms

Acronym	Meaning