

Plumas County Emergency Operations Plan



Prepared By:
Plumas County Office of Emergency Services
In Cooperation with Plumas County Disaster Council

Plumas County Emergency Operation Plan Updated Table of Contents Annex's July 29, 2020
Plumas County Emergency Operation Plan Updated July 28, 2018
Plumas County Emergency Operation Plan Adopted December 13, 2016

Emergency Operations Plan

**COUNTY OF PLUMAS
EMERGENCY OPERATIONS PLAN
LETTER OF PROMULGATION**

December 13, 2016

To: Officials, Preparedness Partners, Employees and Citizens of Plumas County

The preservation of life, property and the environment is an inherent responsibility of local, state and federal government. Plumas County, in cooperation with the Disaster Council, Multi-agency Coordinating Group, special districts, the City of Portola, nongovernmental organizations and others, has prepared this emergency operations plan to help us prepare for and respond to emergency.

While no plan can completely prevent death and destruction during a catastrophic emergency, a good plan, carried out by knowledgeable and well-trained personnel, can and will reduce losses. This plan establishes the emergency organization, assigns responsibilities and specifies policies and general procedures within the framework of the California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate the personnel and resources of the County and Operational Area into an efficient organization capable of responding to and recovering from any emergency.

The Plumas County Board of Supervisors gives its full support to this plan and urges preparedness, response, and support organizations in local communities and the private sector to develop their own emergency plans consistent with California's Standardized Emergency Management System, the National Incident Management System, and this plan. The Board further encourages all officials, employees and citizens, individually and collectively, to do their part in the total emergency preparedness and response efforts of the county.

This letter constitutes the adoption of the Plumas County Emergency Operations Plan. This plan supersedes all previously adopted Emergency Operations Plans, and this plan becomes effective on approval by the Plumas County Board of Supervisors.



Sherrie Thrall, Chair
Plumas County Board of Supervisors

Adopted December 13, 2016

Concurrence By County Departments and Key Partners

The County Administrative Officer concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the County Administrative Officer.

Signed _____
(County Administrative Officer's Signature)

The County Sheriff's Department concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the Sheriff.

Signed _____
(County Sheriff's Signature)

The County Office of Emergency Services concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the Emergency Services Coordinator.

Signed _____
(OES Coordinator's Signature)

The County Counsel's Office concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by County Counsel.

Signed _____
(County Counsel's Signature)

The County Clerk/Recorder's Office concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the Clerk/Recorder.

Signed _____
(Clerk/Recorder's Signature)

The Public Health Agency concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the Public Health Director.

Signed _____
(Public Health Director's Signature)

The Department of Social Services concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the Director of Social Services.

Signed _____
(County Social Services Director's Signature)

The City of Portola concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the City Manager.

Signed _____
(Portola City Manager's Signature)

The Plumas County Fire Chiefs Association concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by local fire jurisdictions and the President of the Plumas County Fire Chiefs Association.

Signed _____
(County Fire Chiefs Association President's Signature)

The County Department of Public Works concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the Public Works Director.

Signed _____
(Public Works Director's Signature)

The County Facilities Services Department concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the Facilities Services Director.

Signed _____
(Facilities Services Director's Signature)

The Auditor's Department concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the County Auditor.

Signed _____
(County Auditor's Signature)

The Human Resources Department concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the Human Resources Director.

Signed _____
(Human Resources Director's Signature)

The County Building Department concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the Building Official.

Signed _____
(Building Official's Signature)

The American Red Cross concurs with Plumas County's Emergency Operations Plan. As needed, revisions will be submitted by the local Branch of the American Red Cross.

Signed _____
(American Red Cross Representative's Signature)

FOREWORD

This version of the County of Plumas Emergency Operations Plan updates and replaces the two previous plans developed for the County in 1997 and 2004. This plan reflects significant changes over previous plans and incorporates the most recent advances in emergency operations at the local, state and federal levels. The plan is intended to comply with both the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This plan should be used as a functional guide and strategic planning resource for both the County and the City of Portola.

There are four parts to the County of Plumas Emergency Operations Plan:

Part One is the **basic plan**. It describes the County's emergency management organization, the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), roles, responsibilities, and administrative practices. It also provides a brief overview of the hazards faced in Plumas County. The basic plan is intended to be general in its application and provide for flexibility during response and recovery.

Part Two consists of an overview of the emergency management organization and how it functions during response and recovery operations. It provides a functional framework to implement SEMS and NIMS, as well as a series of **operational checklists** designed to provide emergency managers with the basic considerations and actions necessary for effective incident response and recovery. It also provides an overview of public assistance programs.

Part Three contains a **glossary** of acronyms and definitions used in this plan.

Part Four is **functional annexes**, a compilation of County plans and hazard specific plans that are sited as references to this Emergency Operations Plan. Included are standard operating procedures (SOP's), memorandums of understanding (MOU's), resource manuals, and agreements that support this plan.

This plan is operational in design and should be used in conjunction with the State Emergency Operations Plan. It may also be cross referenced with the County of Plumas Multi-Hazard Mitigation Plan. The issue-specific appendices listed in Part Four should be utilized as appropriate.

This plan is flexible enough to use in all emergencies and will facilitate response to and recovery from emergencies. Departments within the County of Plumas or other agencies who have roles and responsibilities identified in this plan are encouraged to develop emergency operations plans, detailed SOP's and emergency response checklists based on the provisions of this plan.

TABLE OF CONTENTS

Letter of Promulgation and Concurrence	pg. i
Foreword	pg. v
Table of Contents	pg. vi
PART I - BASIC PLAN	
Purpose, Scope, Situation & Assumptions	pg. 1
Figure 1 – Plumas County (map)	pg. 3
Hazard Summary	pg. 4
Wild Land Fire	
Flood	
Dam Failure	
Hazardous Materials	
Industry	
Severe Winter Storm	
Drought	
Public Services/Systems and Facilities	
Earthquakes, civil unrest and acts of war	
Phases of Emergency Management	pg. 7
Preparedness	
Response	
Recovery	
Mitigation	
Plumas County Emergency Organization	pg. 8
Concept of Operations	pg. 9
SEMS	pg. 9
General	
Field Operations	
Local Government	
SEMS Requirements for Local Government	
Operational Area	
SEMS Requirements for Operational Area	

Regional	
State	
Private Sector	
NIMS (National Incident Management System)	pg. 12
ICS (Incident Command System)	pg. 13
Emergency Operations Center	pg. 13
General	
SEMS EOC Organization	pg. 14
Organization Flexibility/Modular Organization	
EOC Activation Policy	
When to Activate	pg. 15
When to Activate the Alternate EOC	
Who can Activate	
How to Activate	
EOC Management	
Management of Personnel and Span-of-Control	pg. 17
EOC Section Responsibilities	
EOC Incident Action Plans	pg. 18
Coordination with Field Response Level	
Coordination with Special Districts	pg. 19
Coordination with the City of Portola	
Coordination with Volunteer and Private Agencies	
Coordination with Region	pg. 20
Mutual Aid	pg. 21
Mutual Aid Regions	
Participation of Private & NGO's	
Continuity of Government	pg. 23
Purpose	
Responsibilities	pg. 23
Preservation of Local Government	
Reconstituting the Governing Body	
Temporary County Seat	pg. 24
Line of Succession for Emergency Services	
Preservation of Vital Records	pg. 25
Special Needs Populations and the Americans with Disabilities Act	pg. 26
References	pg. 27
Emergency Proclamations	pg. 28
Local Emergency	
State of Emergency	
State of War Emergency	

Public Awareness & Education	pg. 29
Alerts & Warnings	pg. 29
TENS	
EAS	
OASIS	
CLEMARS	
Blue Jeans Video Conferencing	
Public Information	pg. 31
Training & Exercises	pg. 32
EOP Maintenance and Distribution	pg. 33
Authorities & References	pg. 33
Plumas County EOP Distribution	pg. 35
Figure 2 – Operational Area Responsibilities	pg. 36
Figure 3 – Key EOC Staff Assignments	pg. 37
County of Plumas Emergency Management Structure	pg. 38
PART II - MANAGEMENT SECTION	
Purpose, Overview, Objectives, Concept of Operations	pg. 39
Management Section Command Staff	pg. 40
Public Information Officer	
Liaison Officer	
Agency Representative	
Safety Officer	
Security Officer	
EOC Coordinator	
Board of Supervisors	
County Counsel	
Position Checklists	
EOC Manager	pg. 43
Public Information Officer	pg. 49
Liaison Officer	pg. 54
Agency Representative	pg. 58
Safety Officer	pg. 61

EOC Security Officer	pg. 65
EOC Coordinator	pg. 69
County Counsel	pg. 73

OPERATIONS SECTION

Purpose, Overview, Objectives, Concept of Operations	pg. 77
---	--------

Section Activation Procedures	pg. 78
--------------------------------------	--------

Responsibilities	pg. 80
-------------------------	--------

- Management Section – EOC Manager
- Operations Section
- Planning & Intelligence Section
- Logistics Section
- Finance Section

Operations Section Staff	pg. 80
---------------------------------	--------

- Operations Section Manager
- Fire Branch
- Law Branch
- Public Works Branch
- Medical/Health Branch
- Care & Shelter Branch

Functional Checklists - Operations

Operations Section Manager	pg. 82
Fire Branch	pg. 88
Law Branch	pg. 93
Coroner Unit	pg. 101
Public Works Branch	pg. 106
Medical/Health Branch	pg. 114
Care & Shelter Branch	pg. 120

PLANNING AND INTELLIGENCE SECTION

Purpose, Overview, Objectives	pg. 125
--------------------------------------	---------

Section Activation Procedures	pg. 128
--------------------------------------	---------

Incident Action Plans	pg. 128
------------------------------	---------

- Focus of IAP
- Coordination

After Action/Corrective Action Reports	pg. 129
---	---------

Responsibilities	pg. 131
-------------------------	---------

- Management Section – EOC Manager

Operations Section
Planning & Intelligence Section
Logistics Section
Finance Section

Planning & Intelligence Section Staff pg. 132

Planning & Intelligence Section Manager
Situation Analysis Unit
Advance Planning Unit
Documentation Unit
Recovery Planning & Demobilization Unit
Technical Specialists

Functional Checklists – Planning & Intelligence Section

Planning & Intelligence Section Manager pg. 134
Situation Analysis Unit pg. 140
Advance Planning Unit pg. 145
Documentation Unit pg. 149
Recovery Planning & Demobilization Unit pg. 154
Technical Specialists pg. 159

LOGISTICS SECTION

Purpose, Overview, Objectives, Concept of Operations pg. 163

Section Activation Procedures pg. 166

Responsibilities pg. 168

Management Section – EOC Manager
Operations Section
Planning & Intelligence Section
Logistics Section
Finance Section

Logistics Section Staff pg. 169

Logistics Section Manager
Resources Processing Unit
Communications Unit
Transportation Unit
Personnel/Volunteer Unit
Facilities Unit
Mess & Lodging Unit

Functional Checklists – Logistics Section

Logistics Section Manager pg. 171
Resources Processing Unit pg. 176
Communications Unit pg. 181

Transportation Unit	pg. 185
Personnel/Volunteer Unit	pg. 189
Facilities Unit	pg. 194
Mess & Lodging Unit	pg. 198
FINANCE SECTION	
Purpose, Overview, Objectives	pg. 202
Concept of Operations	pg. 204
Section Activation Procedures	pg. 205
Responsibilities	pg. 207
Management Section – EOC Manager	
Operations Section	
Planning & Intelligence Section	
Logistics Section	
Finance Section	
Finance Section Staff	pg. 208
Finance Section Manager	
Cost Unit	
Time Recording Unit	
Compensation & Claims Unit	
Procurement	
Functional Checklists – Finance	
Finance Section Manager	pg. 210
Cost Unit	pg. 215
Time Recording Unit	pg. 219
Compensation & Claims Unit	pg. 224
Procurement Unit	pg. 228
RECOVERY SECTION	
Overview	pg. 232
Short-Term	
Long-Term	
Recovery Organization	pg. 234
Assessments & Documentation During Recovery	pg. 235
Safety Assessment Program	
Damage Assessments	
Recovery Disaster Assistance	pg. 237
Emergency Proclamations & Declarations	

How to Access Assistance
Local Assistance Centers
Disaster Recovery Centers
Disaster Assistance Programs
Public Assistance Programs
Public Assistance Through State Emergency Services (Cal EMA)
Public Assistance Through Other Agencies
Individual & Family Assistance
Businesses, Ranches & PNP Assistance

After Action Reports

pg. 246

PART III - GLOSSARY OF TERMS

pg. 247

PART IV - FUNCTIONAL ANNEXES – Table of Contents

Annex A.....	Animal Care Services
Annex B.....	Mass Care and Shelter Plan
Annex C.....	ChemPack Deployment
Annex D.....	Pandemic Influenza Plan
Annex E.....	Evacuations
Annex F.....	Hazardous Materials Response Area Plan
Annex G.....	Multi-year Exercise Plan
Annex H.....	Tactical Interoperable Communications Plan
Annex I.....	Disaster Service Worker Plan
Annex J.....	RACES/ARES Communications Plan
Annex K.....	Public Safety Power Shut Off Plan (PSPS)
Annex L.....	Fatality Management Plan
Annex M.....	Access & Functional Needs Plan